

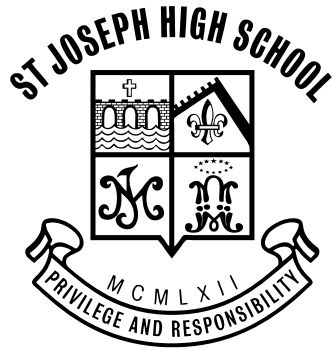


Parent-Student Handbook

2017-2018

St. Joseph High School

2320 Huntington Turnpike
Trumbull, CT 06611-5099



Parent-Student Handbook

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St Joseph High School

About This Handbook

This Parent/Student Handbook is intended to serve as a guide to help members of our community know St Joseph High School programs and procedures and to set forth basic expectations and agreements. Please review the contents of this Handbook and use it as a resource. We hope that it will answer questions you may have about academics, school rules, discipline, safety, athletics and other topics.

The rules and policies here are intended to apply under normal circumstances. However, from time to time, situations may require a non-standard response. This Handbook does not limit the authority of St Joseph High School to deviate from the normal rules and procedures set forth in this Handbook and/or to deal with individual circumstances as they arise in the manner most appropriate by the School taking into consideration the best interests of the students, the School, its faculty, employees, and/or overall School community.

The Principal is the final interpreter of any school rules.

These policies, rules and guidelines may be revised or updated periodically, even during the school year. Parents and students will be advised of any changes as they are made either by mail or email. Any students or parents with a question about a Handbook policy or statement should feel free to speak with the Dean of Students, the Assistant Principal of Academics and Instruction, or the Principal.

This Handbook supersedes any other manuals or guidelines that have been previously published or any other practices related to the policies in this Handbook. All such prior manuals, guidelines, and practices are hereby revoked.

Mission Statement

VISION

St Joseph High School strives to be the premier college preparatory school in Southern Connecticut. The school provides a learning environment that embraces the Gospel values of the Roman Catholic faith and promotes a commitment to family and community. The school prepares our young women and young men to realize their potential, helps them excel in higher education, and provides a foundation to guide them throughout their lives.

VALUES

To support our vision, St Joseph High School will provide an environment where the faculty, Administration, support organizations, and students, by example and program, actively promote:

- Roman Catholic teaching and values (faith, morals, ethics, and responsibility)
- Family values
- Community responsibility
- Respect and diversity
- Developing educated and creative thinkers who exhibit superior intellectual and communication skills
- Instilling passion for learning and teaching in a safe and secure environment
- Providing a strong, holistic foundation to enable all students to enter and succeed in competitive higher learning institutions
- Providing a strong program for social and physical development in an atmosphere of healthy competition

St Joseph High School is accredited by the New England Association of Schools and Colleges.

***“Be it known to all who enter here that
Christ is the reason for this school.
He is the unseen but ever present teacher in its classes.
He is the model of its faculty and
the inspiration of its students.”***

-author unknown

DIRECTORY

- www.sjcadets.org Our website is intended to be a central source for information about the school community, including curriculum, calendar, and school activities.
- **PlusPortals** is used to inform students and parents of grades, homework, class activities, community service opportunities and co-curricular activities.
- **Notify** is a phone and email service used for student absence notification, school cancellation and emergency information.

Main Office	Phone: 203-378-9378	Fax: 203-378-7306
Guidance Office	Phone: 203-378-9370	Fax: 203-375-7922
Advancement Office	Phone: 203-377-0350	Fax: 203-375-0675
Athletic Office	Phone: 203-380-1239	Fax: 203-378-7306

President Dr. William Fitzgerald
 Principal..... Dr. James Keane
 Assistant Principal for
 Curriculum and Instruction Nancy DiBuono
 Assistant Principal for Athletics Kevin Butler
 Associate Athletic Director Stacy Nasser
 Dean of Students Martin Dempsey '98
 Director of Co-Curricular Activities Maureen Anderson
 Spiritual Director Fr. Michael Novajosky '01
 Director of Guidance..... Karrie Sullivan
 Director of Marketing & Enrollment..... Jessica Morales
 Associate Director of Admissions..... Jessica Costa
 Director of Engagement &
 Advancement..... Michele Gomez Krasznai '89
 Communications Manager Maria Martinez
 Special Events Coordinator Dawn Handwerker
 Business/Finance Manager Patricia Metz
 Bursar Joanne Rodgeron
 Director of Health Services Dorothy Miller '84
 Technology Coordinator..... Angelica Abelson

I. Spiritual Life

The purpose of the Spiritual Life Program at St Joseph High School is to instill and encourage a personal commitment to Jesus Christ and to living out the Gospel, through the teachings of the Roman Catholic Church. In an age when our Catholic Christian beliefs and values are regularly challenged, we strive to enable our students to grow in and remain strong in their faith. We hope and pray that our work will be complemented by spirituality in the home, since all of us, by our Baptism, share the responsibility of fostering the spiritual growth of our students.

The Spiritual Life Program is coordinated by the Spiritual Director and the Director of Campus Ministry. The goal of each activity is to equip students intellectually and spiritually for lifelong discipleship. Every student is welcome to join Campus Ministry at any time throughout the year.

Our Theology Department provides students with an academic curriculum that both instructs and challenges theological development. The Theology Department and the Spiritual Life Office work together for the strengthening of each student's spiritual life.

We offer various liturgical celebrations throughout the year, many that are open to family and friends. Please consult the website for updated information. Daily Mass is offered each morning in the Alumni Chapel. Each Theology class is invited to arrange for special Masses, Adoration of the Blessed Sacrament, and other prayer services during the liturgical seasons of Advent and Lent. The entire school community celebrates an Opening of School Year Mass, Freshman and Transfer Student Family Mass, Junior Ring Mass, Sophomore Family Mass, Baccalaureate Mass, All Saints Day Mass, Thanksgiving Mass of Remembrance, Immaculate Conception Mass, Christmas Prayer Service, Catholic Schools Week Mass, Distribution of Ashes, Mass for the Solemnity of St Joseph, our Patron, and Mass for Ascension Thursday. The Sacrament of Confession is available every Tuesday from 2:10 to 2:45 with the Spiritual Director as well as guest priests. During Lent and Advent, there are special school-wide Reconciliation opportunities during the school day.

Class retreats are also held, which reinforce classroom theological reflections and encourage life-long spiritual practices rooted in the Roman Catholic tradition.

School-wide projects include the following: working with the Missionaries of Charity; the Senior Citizen Prom; a food collection at Thanksgiving; Midnight Runs for the homeless in New York City; Thanksgiving dinner for a parish; the Christmas Giving Tree; Habitat for Humanity; Camp Sunshine in Casco, Maine; Catholic Concerns Day in Hartford; the Annual March for Life March

in Washington, D.C.; one week mission trip to Appalachia; almsgiving during Advent and Lent.

Students are always welcome to see the Director of Campus Ministry and/or the Spiritual Director for individual guidance or personal concerns.

II. Custodial Issues

St Joseph High School assumes in all cases of separation or divorce that there are joint custodial rights for all parents and guardians. If there is a court order specifying that no information (e.g. copies of report cards) is to be given to one of the parents/guardians, or that the student is not to be permitted to leave campus with a parent/guardian, it is the responsibility of the custodial parent to provide the school with a certified copy of that court order.

III. Parent Conduct

Parents and guardians are responsible for respecting the rules and regulations described in this Handbook. The School believes that a positive and constructive working relationship between the School and the parent or guardian is essential to the fulfillment of the School's mission. The School reserves the right to terminate enrollment of a student if the School concludes in its sole discretion that the actions of a parent or guardian seriously interfere with the School's achievement of its educational purpose or mission, or if any parent or guardian fails to work in a positive or constructive manner with the School, or otherwise fails to respect and support the policies, rules and disciplinary decisions of the School.

IV. Parent/Guardian Communication with Teachers

Communication between parents/guardians and teachers is an essential component of the St. Joseph High School educational experience. Prior to contacting teachers, parents/guardians should speak with their student to obtain as much information as possible regarding any concerns.

When attempting to address concerns, parents/guardians are encouraged to contact the classroom teacher first. A faculty email directory is available on the School's web site, and telephone messages may be left with the main office from 7:30 am to 3:30 pm.

In the event that the teacher and parent are not able to resolve questions or concerns, the parent/guardian should then contact the student's Guidance Counselor who will work with the parents to address remaining concerns.

V. Academic Policies

A. Graduation Requirements

Students must successfully earn the credits listed below as well as be in compliance with the other policies listed in order to receive a diploma from St Joseph High School.

Religion..... 4 credits (1 credit each year)

English..... 4 credits (1 credit each year)

Science 3 credits

Mathematics..... 4 credits

Social Studies3.5 credits
(including 1.5 credits of American History and Civics).

World Language.....2 credits (of same language)

Phys. Ed./Health.....1/.5 credit

Electives 4.5 credits

Community Service90 hours

One credit earned from the following:

Freshman Computer50 credit

Fine Arts.....50 credit

Band or Chorus.....50 credit

Total Credits:.....26

A senior who fails more than two full credits will not receive a diploma from St Joseph High School.

Seniors must complete their required community service hours to receive a diploma.

Transfer student credit requirements will be determined on a case by case basis.

B. Promotion to the next grade level

Students must pass all courses in order to advance to the next grade level. Any course failures (grade below a 65) must be successfully recovered through a summer school program. If a student fails more than two credits, he or she is not eligible to return to St Joseph High School. In addition, students must also complete their community service requirement to advance.

Promotion to the next grade level is not simply a matter of the successful completion of academic requirements. Since we educate the whole person,

we expect and require the student to exhibit, by his or her own behavior, an appreciation for and acceptance of the values and ideas on which the school was founded and which we continue to teach. Failure to comply with the Parent / Student Handbook may result in a student not being invited back to St Joseph High School. Also, if parents fail to cooperate with school policies, the school may require that the parent withdraw their student from St Joseph High School.

C. Summer School

Any academic failure will require the student to attend summer school for the purpose of recovering credits in the subject(s) failed. The only acceptable summer school programs that students may attend are the programs offered by St Joseph High School or programs offered by their town. Students who opt to attend the program in their town are responsible for making those arrangements with their local Board of Education. The summer school program at St Joseph High School is a twenty hour program (ten hours of class instruction/ten hours of independent work) for half year courses and a forty hour program (twenty hours of class instruction/twenty hours of independent work) for full year courses. There is an additional fee for any student enrolled in the Summer School Program.

Summer school grades are not factored into a student's cumulative grade point average but are indicated on the student's transcript. A student who fails more than two full credits (2.0+) is ineligible to return to St Joseph High School.

D. Community Service

Community Service is an important component of the curriculum that helps students become aware of the needs of others. Community service is a requirement for grade promotion and graduation. The service form with all proper signatures will be collected at the end of the third quarter. The criteria for acceptable service are determined by the Office of Campus Ministry.

Hours must be completed in the following areas:

- Freshmen**..... 15 Hours
- Sophomores**..... 20 Hours
- Juniors** 25 Hours
- Seniors** 30 Hours

- Community Service hours are due March 1st, 2017 to the Director of Campus Ministry.

- A grade of P (pass) indicates the service hours are complete and the form has been properly filled out and handed in by March 1st. If the hours and form are not completed, an F (fail) will be posted as the third quarter Service grade.
- In addition to the F, an INCOMPLETE will be issued as the third quarter religion grade. If this is not reconciled within the grace period, the student will become academically ineligible for the fourth quarter.

E. The Grading System

The academic calendar is divided into the 1st Semester and 2nd Semester; each Semester is further divided into two quarters (1st Semester = 1st and 2nd Quarters & the midterm exam/ 2nd Semester = 3rd and 4th Quarters & the final exam). Full year courses meet for both the 1st and 2nd Semesters. Half year courses meet for only one semester and may be offered in either the 1st or 2nd Semester.

A numerical marking system is used for quarter, exam, and final grades. A passing grade is 65 and above. A failing grade is 64 and below. To determine the final average for courses, the following formula will be used:

- Full year courses: Each quarter will count as 20% of the final grade and the midterm exam and final exam will count as 10% each.
- Semester courses: Each quarter will count as 40% of the final grade and the final exam will count as 20%.

Grades recorded on the report cards reflect additional quality points for honors level courses. The additional weighting factors (quality points) for honors level courses are:

College/A.P. Courses +8.0
 Honors I Courses +5.0
 Honors II Courses +3.0

Quality points will not be awarded to unweighted grades below 65. The cumulative grade point average is available on the final report card. Grade point averages for transfer students are calculated only on their coursework at SJHS. Summer school grades only reflect that the credits have been recovered; they do not replace the failing grade and are not averaged into the student's final GPA.

F. Close of Quarters/Reports

All student work is expected to be completed by the end of each quarter. Extension of these deadlines for the purpose of accepting late work is at the discretion of the Administration.

1. *Interim Reports:* These reports indicate academic performance at the mid-point of each marking period: S/Satisfactory, U/Unsatisfactory, F/Failure. The interim reports are posted to Edline approximately one week after the close of each interim period.
2. *Report Cards:* These reports are posted to Plus Portals approximately one week after the close of each marking period.
3. A record of any disciplinary referral will accompany the quarterly report card.

Parents wishing to receive paper copies of interim and report cards must contact the Main Office.

Parents requesting a duplicate mailing must do so in writing to the Main Office.

G. Intervention

An Intervention Meeting may be convened by the student's College Counselor or the Administration for the purpose of evaluating a student's progress when the student is demonstrating poor performance. Participants will include the student's College Counselor, and may include teachers, Social Worker, Dean of Students, Nurse, and members of the Administration. The student and parents will be requested to attend the review. It is expected that the student will employ the strategies identified in the planning meeting. Failure to comply with the recommendations may result in a referral to the Accountability Board.

H. Eligibility

Participation in sports, student activities, or field trips is a privilege. Students may be denied participation if they fail to meet academic, attendance, or behavioral expectations. In order to participate in clubs, athletic teams, field trips, special class trips, or events, a student must maintain academic eligibility. If a student receives two failing marks in a marking period, the student becomes ineligible until the next quarter's final grades are posted.

Two incompletes or one incomplete and one failure will also result in ineligibility until the incompletes are successfully resolved.

Students who are academically ineligible to participate in athletics, extracurricular activities, school trips etc. will not be able to participate in such activities until the new quarter grades have been officially posted. Since

the purpose of the ineligibility period is to provide students with more time to dedicate to their studies, students may not participate in practices or regular meetings during this time period (with the exception of try-outs or auditions). While attendance at games or school functions where a club may be present is not forbidden, students who are ineligible may not dress in uniform or any club attire. They also cannot sit on the bench or travel with their team. For safety purposes, athletes that are removed from the ineligibility list must take part in two full practices before playing in their first contest.

In addition to academic eligibility, if a student wishes to represent St Joseph High School in extracurricular activities, his/her school conduct and attitude, as well as out of school behavior, must be beyond reproach.

I. Mid-Term/Final/AP Exams

These exams are administered at scheduled times at the end of each semester (See school calendar). All students are expected to be present, punctual, and in proper school uniform, for all of their scheduled exam sessions.

Make-ups are not arranged as a matter of convenience or preference. A student who misses an exam due to illness or a death in the family must furnish the Assistant Principal for Curriculum and Instruction with a medical note or a copy of an obituary and a check for \$25.00. Make-up exams will take place on the Saturday immediately following exam week. Any other exam absence may result in a zero for the missed examination.

If a student is registered in an AP course, students may elect to not take the AP national exam. National exams are given in May at St Joseph High School.

J. College and School Counseling

The College and Guidance Counseling Department at St Joseph High School consists of a professional staff of experienced counselors and a Social Worker dedicated to the college search process and personal needs of our students. All department members work closely with Administration, faculty, and parents to provide a supportive environment for all students. Formal meetings between students, counselors and/or the Social Worker take place throughout the school year in small groups and one-on-one settings. Freshmen and sophomores are required to meet with their counselors six times throughout the course of the year. In addition, students are encouraged to make appointments with their counselors as needed according to the following guidelines:

1. Appointments should be made to correspond with the student's study period or before or after school, unless there is an emergency. Students make appointments with the Guidance secretary.

2. Students will obtain a hall pass from the Guidance secretary and must first report to their study hall to be excused prior to the appointment with their counselor. At the conclusion of the appointment, the student must report back to the study hall with a signed pass from the Guidance Department.
3. If a student is meeting with their counselor prior to the start of the school day and that appointment runs into first period, the student must obtain a pass from their counselor and then report to the Attendance Office to receive an excused tardy pass.

K. Honors

At the end of each marking period, students who achieve the required average are recognized for their scholastic accomplishments. Honors are awarded as follows:

President's Honor Roll: A weighted grade point average of 95 or higher with no individual mark under an 90.

Principal's Honor Roll: A weighted grade point average of 88 or higher with no individual mark under an 80.

Students who make Honor Roll the first three marking periods, two of which must be the President's Honor Roll, will be honored at the Academic Awards Banquet in the spring.

L. National Honor Society

Students who have a scholastic weighted career average of 90, an unblemished disciplinary record, have been enrolled in the school for at least one semester, and have leadership and service experience will be invited to apply. If accepted into the Society, it is expected that all criteria for membership will be maintained throughout the student's high school career, including the highest standards of academics, leadership, service, and character on which they were selected. Details of the selection process are available from the NHS advisor.

M. Testing Days

In order to avoid an unfair number of assessments on the same day, we use the following test day assignments as a guide:

- Monday Social Studies, Electives
- Tuesday Math, Fine Arts
- Wednesday Science, Theology
- Thursday Language, Business/Technology
- Friday..... English; ‘Senior only’ Electives

Two full-period assessments given on one school day are not considered unreasonable.

N. Homework

Class work and study periods during the day are not sufficient to master today’s complex subject matter and must be supplemented by homework. Students must be prepared to do at least two hours of homework each night. Assignments should be done with care and all written work should be neat and follow the formatting expectations of the teacher.

O. Class Participation

Teachers may incorporate a “class participation” grade up to 10% in each quarter grade.

P. Academic Integrity

Academic integrity violations encompass any act that compromises or subverts the integrity of the educational or research process. These offenses include, but are not limited to: cheating, plagiarism, misrepresentation, and fabrication. All student work is subject to and governed by this policy.

The following definition of cheating and plagiarism is taken with permission from the St Louis University High School student handbook:

“Cheating includes – but is not limited to – the passing of answers on quizzes and tests; the seeking, receiving, or transmitting of specific information about questions on a test; the lending or copying of homework; use of cheat sheets or their possession in the testing room; and acts of plagiarism.”

“Plagiarism is the use of another’s words or ideas as if they were one’s own. To avoid plagiarism when using another person’s thoughts, the writer must acknowledge the origin of the ideas and use quotations to indicate borrowed language. Within the context of a specific class, a writer may ordinarily

incorporate into his or her paper ideas discussed in that specific class without crediting the teacher or fellow-students. In that case, there is clearly no intent to disguise the intellectual debt. However, published material including passages and ideas from handouts and class texts must always be attributed.

Students should not lend their work out to others. If one student seeks another's assistance on an assignment, the assistance should be given in face-to-face instruction – not by passing written work from one student to another. The student who ignores this advice and makes his or her answers or work available to another ***shares responsibility and consequences if cheating occurs.***”

Any student found in violation of the Academic Integrity policy may be subject to the following:

- A grade of zero on the assignment or assessment. If the infraction occurs on a Midterm, Final, or AP exam, a zero will be factored in for the exam and the final average for the course will be determined.
- Parental notification by the teacher. The Assistant Principal for Curriculum and Instruction will also be notified and may initiate a conference with the parent or student.
- Disqualification from the Honor Roll for the quarter when the offense occurs, regardless of overall average.

The Assistant Principal for Curriculum and Instruction maintains all Academic Integrity files. If a student is being considered for some type of award or honor, the nominating/sponsoring party may inquire about integrity issues regarding specific candidates. In this case, details may be shared. Academic Integrity violations do not automatically disqualify a student from possible awards or distinctions.

Any subsequent violations of the Academic Integrity policy may result in further sanctions including the student receiving a quarter grade of 55 for the course, the convening of an Accountability Board, or dismissal from St Joseph High School.

Q. Summer Reading

Summer reading tests count for 10% of the first quarter grade.

R. PlusPortals

All students and parents are required to activate and set up a PlusPortal account to access student class pages where they will be able to see

grades, progress reports, schedules, attendance and discipline records along with event dates, school announcements and teacher contact information. Please note the grades on PlusPortals are only meant to be an estimate of the student's average and may not reflect all the factors that determine the final grade. Parents should contact teachers directly for more detailed information on grades and assignments.

S. Parent/Teacher Communication

Parents should first contact teachers through email. If a question or concern cannot be addressed through email, the teacher may schedule a time for a phone conversation or meeting. All parent/teacher meetings must be scheduled ahead of time; parents are asked to refrain from coming to school unannounced for impromptu meetings with teachers.

T. Electronic Devices

The use of laptops, tablets, and phones, etc. in school is subject to the Acceptable Use and Academic Integrity Policies.

U. Study Halls

St Joseph High School supports an open campus philosophy as integral part of the college preparatory experience. Therefore, students may utilize the following areas during study hall once attendance has been taken: the O'Keefe Center, Student Commons, cold/hot food cafeteria, Main Lobby lounge area, Health & Wellness Center, and the Marian Courtyard. **All students must sign-in to their scheduled studies at the start of the period before going anywhere else. Once a student signs out to a designated location, he or she should remain there for the rest of the period.** The designated sign-in area for all students will be the cold food cafeteria, except during long period when students will sign in to the Student Commons.

Reminders:

1. Students may not leave the school building or campus during study halls.
2. The O'Keefe Center is reserved for quiet study.
3. Food and drinks are not allowed in any of the study hall locations with the exception of the cafeteria.
4. Due to noise concerns, the number of students allowed in the Marian Courtyard is limited. The study proctor will make this determination.

5. Seniors with early dismissal do not have to sign in or out of study when study is last period. **This is a senior privilege only; no underclassmen may leave school if they have study last period.**
6. Students may not bring backpacks or jackets to study hall, especially when it is last period of the day.

V. Scheduling

Every reasonable attempt will be made to honor course requests. Due to the complexity of scheduling, not every course request can be accommodated. Students may not request an alternate teacher if they have not had the assigned teacher before.

W. Dropping courses

A student may not drop a class without approval of the Guidance Department.

X. School Textbooks

All textbooks are the property of St Joseph High School and are loaned to the students for the academic year.

Students are responsible for the care of books issued to them.

1. The student's name and homeroom should be written in ink on the inside front cover.
2. School books must be covered at all times.
3. Students are not allowed to mark or deface their books.

Lost, missing, or damaged textbooks must be paid for by the student. Failure to do so will result in an outstanding financial obligation and the student may not be permitted to take midterm or final exams.

VI. Financial Policies

The tuition for the 2017-2018 school year is \$15,400.00

1. Tuition obligations must be paid on time and in full.
2. Students whose tuition accounts are in arrears at mid-term exam time will be prohibited from taking exams and will not be allowed to begin the second semester.
3. Students whose tuition accounts are in arrears at final exam time will be prohibited from taking exams and will not be allowed to re-enroll for the following academic year. Seniors will not be eligible for exams or graduation.
4. Refunds will be calculated on a **semester** basis. Refunds **do not include** the initial \$1,000 non-refundable deposit paid by the class of 2021. For the purpose of identifying a “start” date for the first semester, the parents and/or guardians of any student registered on July 15, 2017, will be liable for the entire first semester tuition (50%). For purposes of identifying a “start” date for second semester, the parent and/or guardians of any student enrolled on the **first day of the second semester** will be liable for the entire second semester tuition (50%).
5. The appropriate percentage of total tuition will be calculated for late entrants.
6. Financial Aid awards will be deducted from the total tuition bill, but if a student leaves before completing the school year this must be repaid.
7. Any student whose tuition account is seriously delinquent will be disqualified from participation in any activity.
8. Since St Joseph High School is the guarantor of the Union Savings Bank tuition loan accounts, all St Joseph High School’s financial policies listed above will apply. St Joseph High School will not release student records if loan payments are not current. All monthly payment plans must be completed by April 30, 2018.
9. Senior students will be assessed a graduation fee, to cover the cost of graduation, yearbooks, etc. Every effort will be made to keep this cost at a minimum. The payment will be due by September 1, 2017.

VII. Daily Attendance

Regular attendance and punctuality are required of all students at St Joseph High School. All students and parents/guardians are expected to abide by the following policies:

A. Definitions

School Hours: 8:00 A.M. – 2:00 P.M.

Full School Day: A full school day consists of a minimum of four hours and every student is expected to be present each day. Any student not present for the minimum four hours will be considered absent for the day and ineligible to participate in any activities including sports, clubs, plays, and trips until the student is reinstated on the next school day. Once arriving on campus, no student is to leave before dismissal time.

Daily Attendance: Daily Attendance is taken at the beginning of 1st period each day. Teachers will take their own attendance at the beginning of each subsequent class.

Absence/Excused Absence: The distinction between excused and unexcused absences is used only in determining appropriate disciplinary action for students with chronic attendance issues. **All absences, excused or unexcused, will appear on a student's final transcript.** An absence will be recorded for any student not present for the minimum four hours that constitutes a full school day. Excused absences are only granted for the death of an immediate family member or for medical issues that require the care of a physician. Medical exceptions must be properly documented with a note from a physician and excused absences will be granted only for the specific dates listed in the note. Phone calls, emails, or notes from parents will not grant an excused absence. Family vacations are not excused absences.

Tardy / Excused Tardy: The distinction between excused and unexcused tardies is used only in determining appropriate disciplinary action for students with chronic attendance issues. **All tardies, excused or unexcused, will appear on a student's final transcript.** A tardy will be recorded for any student not present in their first period class when the 8:00 a.m. bell rings. Excused tardies are only granted for a driver's license test or for a medical appointment. Both exceptions must be accompanied by proper documentation from either the DMV or a physician. Phone calls, emails, or notes from parents will not grant an excused tardy.

B. Arrival & Dismissal

A.M. Arrival:

1. The school building will be open to students at 7:00 A.M. Students arriving early must remain in the Main Lobby or report to the cafeteria.
2. Students may not enter other parts of the building until 7:40 A.M. unless supervised by a staff member.
3. All students must enter the building through either the front doors or the rear gym doors.
4. For safety purposes, and in deference to our neighbors, students may not be dropped off or picked up on Huntington Turnpike. Parents who drive students to and from school are required to drop-off and pick-up behind the school building in the designated drop-off area. ***The faculty parking area in front of the school is not to be used as a student drop-off area.***

P.M. Dismissal:

1. Students should be picked up at dismissal, unless involved in a supervised activity, in which case the student should be picked up promptly at the conclusion of the activity.
2. The school building is off-limits to all unsupervised students after 5:30 P.M. After this time, general supervision is not available and all unsupervised students should have transportation. The school reserves the right to contact the proper authorities if a student has not been picked-up by 5:30.
3. When arriving early for pick-up, parents are asked to refrain from parking in the entrance and exit driveways, the faculty parking area, anywhere on Huntington Turnpike, or in the Fire Lanes.

C. Procedures

Absence:

1. On each day of absence, a parent or guardian must call or email the school to report the absence between 7:45 A.M. and 9:00 A.M. Parents should call the school number (203) 378-9378 ext. 454 or send an email to attendance@sjcadets.org. **Students may not report their own absences.**

2. An absent student will not be allowed in the school or be permitted to attend school activities until the student has been formally readmitted to school on the next day that school is in session. Any exceptions will be resolved by the Administration.
3. In case of prolonged illness or injury, a physician's note will be necessary for readmission. Chronic illnesses should be proactively managed so that all student absences fall within acceptable limits.
4. Absence does not excuse a student from any assignments, tests, or quizzes. It is the student's responsibility to arrange make up or missed work with the teacher.
5. St Joseph High School's support of homebound status will not continue indefinitely and is subject to review.
6. Students should not take vacation at times other than the scheduled school vacation. Written notification must be submitted in advance to the Assistant Principal for Curriculum and Instruction. Teachers are under no obligation to provide individual tutoring. The student is responsible for all material missed.

Tardiness:

1. A student who is late to school must report to the Attendance Secretary in the Main Office to obtain a late slip immediately upon entering school.
2. Arrival after 8:30 requires notification from a parent or guardian in the form of a note, email, or phone call.
3. If a student is meeting with a teacher or College Counselor before school and the meeting runs into first period, the student must obtain a pass from their teacher or counselor. The student must then report to the Main Office and present the pass to the Attendance Secretary so that attendance can be adjusted.
4. The student is responsible for all work missed due to lateness.
5. Three (3) tardies constitute one (1) absence.

Early Dismissal:

1. Early dismissals should be avoided and only requested due to serious complications.
2. **For the safety of all students, all requests for early dismissal must be in writing or parent's email.** Students must present a note

to the Main Office before 9:00 A.M. stating the reason for dismissal. In case of an emergency or unexpected circumstance that requires an early dismissal, a fax (203-378-7306) with parental signature may be accepted. **Phone calls requesting early dismissal will not be accepted.**

3. If approved, a special pass will be issued to the student.
4. Such approvals will be granted by the Attendance Officer at the discretion of the Principal, Assistant Principal, or the Dean of Students. Students may not independently request early dismissals.
5. Any student who leaves campus without following the proper procedure for early dismissal may be subject to suspension.
6. Routine personal appointments, including doctor's appointments, should not require early dismissal.
7. Work missed due to early dismissal is the full responsibility of the student.

D. Class Attendance

Students are expected to attend all classes. Skipping a class will result in detention, loss of academic credit for the class (including the ability to make up tests, presentations or quizzes missed) and parental notification. A second offense may result in suspension.

E. Penalties

Students with chronic attendance issues may be subject to any of the following: written warning, detention (before or after school), Intervention Meeting, disciplinary probation, suspension or dismissal.

VIII. Dress Code

All students are obliged to dress for school in accordance with the dress code, following both the letter and spirit of the dress code.

A. Dress Code: All Students

Polo Shirts

A short or long sleeve polo shirt bearing the St Joseph High School insignia in our school colors (no black polo shirts and no rugby style shirts) may be worn throughout the academic school year. They are available for purchase from Blake's Uniform Store (www.blakeschooluniform.com).

Students who have purchased approved club, activity or team polos may wear their shirts in place of the school polo. **Approved team or club apparel may be worn on *Fridays only*. NOT on game days.**

A solid, white, short sleeve t-shirt or tank top is the only shirt acceptable for wear under the uniform shirt/polo.

Outerwear

Outerwear is optional. Any student who chooses to wear outerwear during the school day may choose to wear one of the three following options:

1. Maroon or gray school fleece (available in $\frac{3}{4}$ zip or full zip)
2. Maroon or gray micro-fleece (available in $\frac{3}{4}$ zip only)
3. Gray lightweight pull-over (available in $\frac{3}{4}$ zip only).

The fleece may be purchased at Blake's Uniforms or the SJHS Bookstore. The micro-fleece and lightweight gray pull-over are available exclusively through the SJHS Bookstore. All other outerwear (jackets, vests, pullovers etc.) must be kept in the lockers during the school day.

A proper uniform shirt must be worn under the outerwear at all times.

The bookstore sells outerwear that may not be acceptable to wear in school on a daily basis, please check with the Dean of Students before making any purchases to determine if the apparel may be worn during the school day.

Shoes

The only acceptable footwear for all students is: a closed toe shoe, below the ankle with a full back, rigid heel and sole. Shoes may be brown, black, navy blue or gray. No bright colors including bright white is allowed on the heel or sole. Sneakers, boots, sandals, slippers, moccasins, or any shoe with visible "fur or fuzz" are not allowed (i.e. Uggs, Timberlands, etc.).

Appearance

Hairstyles must meet conventional standards appropriate for work in a professional business office setting in order to participate in any function or activity of the school. Extremes of length, style, cut, or color are not permitted, including streaks of color in the hair or "dipped" hair. Also prohibited are any designs cut, shaved, or dyed into one's hair, or beads woven into the hair.

Any tattoos must be covered. Body piercings (except for girl's earrings in the lobe) are prohibited. Students will be required to remove the offending item prior to being allowed to participate in any function or activity of the school. Claims that the offending item cannot be removed because it is a recent piercing will not be accepted. Band aids may not be worn over offending items.

Hats are not permitted at any time, including dress down days.

Torn, marked or soiled uniforms will not be permitted.

All attire and accessories (including jewelry) must be consistent with the values and expectations of St Joseph High School. Spiked or studded clothing or accessories will not be permitted.

C. Boys Dress Code

In addition to the rules for all students, the following are also required of all boys:

Boys may choose to wear a solid, pastel-colored oxford shirt. The approved colors are white, blue, yellow or pink. No small print, flannel or dark colored (red, black, gray etc.) shirts are allowed. A tie must be worn with the oxford shirt. All shirts, both polo and oxford, must be buttoned to the neckline and properly tucked into the slacks.

Traditional style navy blue or khaki dress slacks are required of boys. The dress slacks are to be hemmed, properly fitted and worn at the waist with a belt. Pants may not be rolled above the ankles. No jean style pants, cargo pants, corduroy pants or any pants with external pockets or zippers may be worn. Socks must be worn at all times.

All boys must be **clean-shaven** (no facial hair). The length of the side burns may not extend past the bottom of the ear. No earrings are allowed at any time; band aids may not be worn over the ears during the school day.

Hair length must not be beyond the top of the shirt collar. Extreme differences in hair length are not allowed; different lengths must blend seamlessly into one another (i.e. cannot be long on top and shaved on the sides). See “Hairstyles” in ALL STUDENTS section: “Extremes of length” include, but are not limited to, shaved heads, mohawks. ***Designs shaved into the hair are not allowed.***

D. Girls Dress Code

In addition to the rules for all students, the following are also required of all girls:

Girls may wear a blue or gray kilt, or blue or gray uniform skirt, which must be purchased from Blake’s Uniform Company. Modesty is a concern. All skirts should be worn no higher than three inches above the knee.

Girls also have the option of wearing traditional style navy blue or khaki dress slacks. The slacks are to be hemmed, properly fitted and worn at the waist.

No jean style, cargo, corduroy, low rise, or tight fitting pants or any pants with external pockets or zippers may be worn.

Hairstyles, hair color, makeup and jewelry, must be suitable for professional office wear. Nose rings are prohibited.

E. Non Uniform Attire

All attire worn by students at any St Joseph High School function or event, including dress down days, must be modest and in compliance with the expectations of St Joseph High School. Flip-flops or other unsafe footwear are never permitted during the school day.

F. Dress Code Violations

1. Any student inappropriately dressed or groomed may be sent home by the Administration to change. Time missed from classes will be unexcused and work may not be allowed to be made up.
2. Faculty and staff members will issue office referrals for dress code violations.
3. Chronic dress code violations will make a student subject to detention and suspension.
4. Additional referrals for dress code violations after a suspension may lead to dismissal from St Joseph High School.
5. On a daily basis, the Dean of Students is the final interpreter of the school dress code. "Legalistic" word games over interpretations will not be entertained.

IX. Student Life

A. Off-Campus Conduct

The conduct of students attending St Joseph High School is to be above reproach. All are expected to be courteous, polite, and respectful and all students are held responsible for their off-campus behavior. Any conduct detrimental to the reputation of the school (including arrest) may be subject to disciplinary action.

B. Bus Travel

All school rules will be strictly enforced on all school buses and all other means of transportation.

C. I.D. Card

Picture I.D. cards are distributed every year. I.D. cards must be carried at all times, and are used to process students who arrive late to school.

D. Lockers

Students are assigned a school locker for the care and protection of their possessions. Students should keep the combination of the lock confidential, and the locker should be locked at all times. Students may not change their lockers or switch with another student, without the permission of the Registrar. Going to lockers between classes is not an excuse for lateness.

Lockers should be clean and neat.

The Administration has the right to search any school or gym locker.

Valuables should not be left in lockers. St Joseph High School is not responsible for any lost, damaged or stolen items.

Locker decorations will be removed on Friday afternoon. Students may not “rig” locks with pieces of paper to prevent the lock from properly working. Students will be responsible for providing financial restitution for any damage.

Student athletes will be assigned an athletic locker for the duration of their season by the Athletic Director.

E. Library

1. If a student wishes to use the Library during a study period, they must first sign into study, and then sign out to the Library.
2. If a student comes to the Library during a class period, they must present the Librarian with a pass from their subject teacher.
3. The Library is reserved for quiet study. Students not engaged in constructive work may be dismissed from the Library.
4. Library hours are Monday – Friday 7:30 A.M. – 5:30 P.M.

F. Cafeteria

1. Students must report to their assigned lunch periods.
2. All food and beverages should be eaten in the cafeteria. No food or drink is to be taken from the cafeteria into the school building.
3. If a student must leave the cafeteria, permission must be obtained from the proctor.
4. At the end of the lunch period, students will be asked to clean the tables. Students are expected to comply with the requests of the proctors.

5. It is expected that all students will behave properly and use correct table manners at all times.
6. Cafeteria personnel provide essential services for the school community. Proper respect must be afforded our staff at all times.
7. As beverage machines and water fountains are readily available to students, containers for water and beverages are restricted for use in the cafeteria only. Students, as a general rule, may not carry beverages or water to class at any time.
8. Breakfast is available each day from 7:00 A.M. to 10:00 A.M.

G. Respect for Property

All students must assume the responsibility of keeping the school building and campus free of vandalism in any form. Many people make considerable personal sacrifice to build, maintain, and equip our school. Everyone must assist in the care and maintenance of the school property.

The school must be reimbursed for the cost of repairing or replacing anything damaged or lost by a student. Any act of vandalism, including computer tampering, will result in suspension with the possibility of expulsion from St Joseph High School, as well as any other legal action that might be deemed appropriate.

H. Automobile and Parking Regulations

The ability to drive to school and park on the school campus is a privilege, not a right.

For the safety of the entire school community, St Joseph High School must be able to identify the owner of every vehicle parked on campus. Therefore, any student wishing to drive to school and park on campus must complete the online application, pay the parking fee and then present their driver's license when called to the Main Office to pick up their parking pass. Parking passes must be hung from the rear view mirror and clearly displayed.

The fee for parking is \$50.00 and all parking passes must be purchased by October 6, 2017. The fee for any parking passes purchased after October 6, 2017 will be \$100.00. Students who receive their license after the October 6, 2017 deadline will have one month from the day the license was issued to purchase a parking pass for the original \$50.00. This will be determined by the issue date as it appears on the student's license.

Driving & Parking Rules:

1. Cars must be kept locked at all times. St Joseph High School is not responsible for any theft or damage incurred while parked on our grounds.
2. Lost parking passes will be replaced for a \$50.00 fee.
3. No student motorcycles, motor-scooters, mopeds etc., or heavy trucks are to be parked on school grounds.
4. Students may park in the following areas: gravel parking lot, top of the hill, the side parking lot next to the girls' locker room and the crescent lot adjacent to the gravel lot. There is no student parking in the front faculty lot, the circle in front of the school or in the lot immediately behind the gym.
5. Students parking in the paved lots must park within the painted lines. Students may not create their own spaces or rows by parking in areas that do not have clearly marked lines.
6. All traffic and parking signs must be adhered to by student drivers.
7. No loitering in or around cars.
8. No smoking in cars.
9. Reckless driving or fooling in or around cars will not be tolerated.
10. The speed limit on campus is 5 MPH.
11. Students may not go to their cars for any reason during the school day without permission from a school administrator or security officer.
12. Vehicles parked on school grounds or at a school sponsored event are subject to search by the Administration.

Penalties:

Violation of these policies may result in fines, revoking of parking privileges or towing.

I. School Dance Regulations

School dances generally are held from 7:30- 10:30 P.M. Special class dances, Senior Prom, Junior Ring Dance, and the Sophomore Spring Fling hours are listed in our school calendar.

1. Tickets are sold during the week of the dance.
2. No one will be admitted to the dance after 9:00 P.M. unless permission has been obtained from the Student Council Advisor prior to the dance.

3. No one is allowed to leave the dance before 10:00 P.M.
4. Guests from outside schools must be signed in and the ticket purchased during the week prior to the dance. The guest must be of high school age (the only exception is the Senior Prom), have an appropriate approval form, and must be accompanied to the dance by the student who signed him/her up. St Joseph High School students and their guests will be required to show ID to enter the dance.
5. Anyone who comes to the dance without acceptable attire will not be admitted until the problem has been corrected.
6. Immodest or inappropriate clothing or dancing, as interpreted by the chaperones, is not permitted.
7. If a student's conduct is not appropriate, the student will be required to leave. Every guest who comes to a school function must understand that his/her conduct must conform to the guidelines that students from St Joseph High School are asked to follow.
8. Rides should be at the school at the end of the dance. Any student not picked up within one half hour will be referred to the local police.
9. St Joseph High School supports the use of breathalyzers and students and their guests may be required to submit to a breathalyzer test before entering the dance. St Joseph High School students are expected to inform their guests about the breathalyzer test. St Joseph High School reserves the right to breathalyze any student during the course of a dance.
10. Backpacks and bags will be checked at the door and will be subject to inspection.

J. Electronic Devices

St Joseph High School requires all students to use an iPad. This policy is subject to the following stipulations:

1. Students are not allowed to place phone calls on their devices during school hours.
2. Texting is not allowed during class.
3. The use of electronic devices in the classroom is solely at the discretion of the teacher. Teachers have the right to confiscate an electronic device that is being used inappropriately or without the teacher's permission. Students must comply and surrender their electronic device if asked or risk further disciplinary action.

4. Teachers have the right to turn over any confiscated item to the Dean of Students. The Dean of Students may request that the student's parent retrieve the device after 2:00 P.M.
5. St Joseph High School is not responsible for any lost or stolen devices.
6. For safety reasons, earbuds or headphones cannot be worn in the hallways.

K. School/Field Trips

Permission forms for all trips must be returned ahead of time (phone calls will not be accepted in lieu of proper permission forms). Permission forms are available on Plus Portals. In order to participate in these trips, student must be academically eligible and they must not be on any kind of disciplinary probation. St Joseph High School reserves the right to deny any student from participating for academic or disciplinary reasons. The following guidelines will also be in effect:

1. School attendance is expected the day before and after an overnight trip.
2. Any medications taken on the trip must be prescribed by a medical provider.
3. Parents and students must attend a parent/student meeting for all overnight trips.
4. Students will be responsible for talking to teachers and coaches about missed class and practice time.
5. ***Chaperones reserve the right to request parents to pick-up their student at any time during an overnight trip.***

X. General Athletic Policies

All specific Athletic Department policies are found in the Student/Athlete Handbook.

Participation in athletics as a player or fan is a privilege and may be revoked when appropriate.

A. Sports Physicals

Every athlete who participates in a St Joseph High School sanctioned tryout, practice and/or contest must be determined to be physically fit. A written physician's consent, renewed annually, must be on file in the Nurse's office.

B. Use of Facilities

1. Use of the building and grounds must be authorized by the Administration.
2. Athletic teams which are in season are permitted supervised use of the facilities.
3. Students are not permitted to use the facilities for recreational purposes unless a faculty member or coach has explicit permission of the Athletic Director and supervises the students at all times.
4. Athletic teams not in season are bound by league and CIAC rules and regulations regarding dates when official practices and tryouts may commence.
5. The Health and Wellness Center is available to all students when properly supervised.
6. Keys are for the express use of salaried faculty members and coaches. Keys may never be given to students for any reason.
7. Unauthorized use of school grounds or facilities is prohibited.
8. Facilities are to be left clean and secure at the conclusion of use.

C. Disqualification

It is the policy of St Joseph High School and the CIAC that a student who is disqualified during a contest for flagrant and/or unsportsmanlike conduct is ineligible to participate in future contest(s). Depending upon the nature and extent of any misconduct, further disciplinary action will be determined by the Principal in consultation with the Dean of Students, the Athletic Director, and the respective coach.

D. Hazing/Initiations

Any action of this type is strictly forbidden and will be disciplined in accordance with section IX, I.

E. Meeting with College Recruiters

Formal meetings with college recruiters on campus require written consent of a parent or guardian. Academic transcripts will not be released to recruiters without the written consent of a parent or guardian. Written releases are available from the Associate Athletic Director or from Guidance. All student/athlete meetings with college coaches must have a St Joe's adult present.

F. Locker Room Policy

The locker rooms will be open in the morning from 7:45 a.m. – 8:00 a.m. for in-season student athletes to drop off their equipment. The locker rooms will be closed and locked during the school day, except for use by the physical education classes, and athletes will not have access to them until after school. The locker rooms will be open from 2:00 – 2:30 after school. At 2:30 the locker rooms will be locked and athletes may only have access under the direct supervision of a coach. Student athletes with after school commitments or appointments should plan accordingly.

XI. Student Accountability

The St Joseph High School motto “Privilege and Responsibility” is the guiding principle behind the school’s code of conduct. All students are expected to be honest, respectful and cooperative with all members of the faculty and staff. The following guidelines for student behavior are intended to protect the integrity of both the students and the school so as to create an environment most conducive to achieving the school’s mission statement.

A. Office Referral

An Office Referral slip may be given to any student violating the policies outlined in this handbook. Students may receive an Office Referral from any member of the faculty or staff and students must sign the slip in order to acknowledge their awareness of having received the Referral. Refusal to sign the Office Referral slip as an act of defiance, disagreement or disrespect will not be tolerated and will subject the student to further disciplinary action. Students should bring any questions or concerns regarding Office Referrals to the Dean of Students.

B. Warning System

An official school warning may be issued for some minor infractions (dress code, late to class, etc.). In such cases, a student will receive an Office Referral slip but it will appear on their disciplinary record as Warning 1 or Warning 2, etc. Further infractions may result in more serious disciplinary action.

C. Detentions

A student who receives an Office Referral slip for a more serious violation of the school conduct code (disruptive or disrespectful behavior, etc.) will

automatically be assigned a school detention. The guidelines for detentions are as follows:

1. School detentions are served with the Dean of Students before or after school.
2. All school detentions must be served within three days of receiving the detention. It is the student's responsibility to make any arrangements necessary to serve the detention (transportation, sports, jobs, extra-curricular activities, etc.) Excuses will not be entertained.
3. Failure to serve the detention within the time limit will result in the student being placed on disciplinary probation until the detention is served. While on disciplinary probation, the student may not attend or participate in any school functions, sports or extra-curricular activities.
4. A plan of escalating penalties will result for repeat offenders. A typical detention lasts for one hour. However, a second detention for the same offense may become a two-hour detention and so on. Continual detentions for the same offense will result in more serious disciplinary action including suspension and possible dismissal.
5. Lateness to or early dismissal from detention is unacceptable.
6. At the discretion of the Dean of Students, a student may be directed to perform community service *in lieu* of detention for a period of time as determined by the Dean.

D. Suspension (Internal/External Suspension)

Suspension is reserved for serious and/or chronic violations of the Parent/Student Handbook. Suspension is the temporary separation of the student from the class day to allow the student to reflect upon his or her poor decision-making. In the event it is necessary to suspend a student, an administrator will contact a parent/guardian and then conference with them in person or on the phone.

The following violations may be subject to either internal or external suspension from school for a period of time determined by the Principal or the Dean of Students. This is a representative list of violations and is not exhaustive or exclusive.

1. Disrespect and insubordination
2. Damaging or defacing school property
3. Truancy from school or unexcused absence from class

4. Falsifying a note or absentee phone call
5. Gambling
6. Stealing school property or stealing from others
7. Misbehavior on school buses or during a fire drill
8. Conduct in school or out of school that is harmful to the reputation or well-being of the school, student body, or an individual member of our school community
9. Inappropriate and ill-mannered behavior
10. Fighting
11. Violation of parking or driving rules
12. Failure to report to detention
13. Violation of the school's Tobacco or Alcohol and Drug Policy
14. Violation of the school's Weapon Policy
15. Chronic non-compliance with school policies and regulations.

Students who are suspended will be readmitted to school only after their parents have had a conference with the Dean of Students.

A suspended student may not participate in or attend school activities until readmitted to school.

A student suspended externally will be given the opportunity to make-up tests or quizzes missed during the period of suspension. This will be done upon return and at the teacher's convenience.

E. Probation

A student who causes disruptions, accumulates disciplinary infractions, commits a serious infraction and/or has problems being a contributing member of our community may be placed on disciplinary probation.

Probation entails:

1. Parental notification by letter or phone call
2. The establishment of guidelines, sanctions (including restricted activities) and behavioral parameters
3. At the discretion of the Administration, a student on probation with restricted activities may be allowed to participate in practices, rehearsals and regular club meetings during this time period.

4. A student will be removed from probation when the Dean of Students determines that the conditions of probation have been fulfilled.

F. Accountability Board

In serious disciplinary matters that border on expulsion, an Accountability Board of school administrators will be convened by the Principal to review and recommend sanctions on chronic and/or serious violations of the school behavioral code by a member of the student body. The Accountability Board helps ensure that the student has received thoughtful due-process. The information discussed in the Accountability Board is confidential. However, this information may be used in determining a student's eligibility for awards, honor societies and other organizations in which student character is a determining factor. Students who are already members in such honor societies or other organizations may have their membership revoked depending on the stipulations outlined in their own charters or constitutions.

G. Confidentiality

Disciplinary matters are generally considered to be confidential between the Administration, student, parent and faculty directly involved in the incident. In some cases, the Administration reserves the right to disclose information to the proper authorities when deemed necessary. Details of an incident may be shared with parents when there are multiple students involved in an incident; however, student names will be withheld and parents will not be given specific details of disciplinary actions or consequences taken against any student other than their own.

H. Expulsion

The following violations on or off campus will subject a student to expulsion. This is a representative list of violations and is not exhaustive or exclusive.

1. Conduct in school or out of school that is harmful to the reputation or well-being of the school, or conduct that may present a moral, spiritual, or physical threat
2. The possession, use, purveyance, or sale of narcotics, drug paraphernalia, drugs, alcohol, or weapons
3. Vandalism to school property
4. Tampering with fire alarm, safety and security systems
5. Continued inappropriate behavior and lack of cooperation

In such cases a student will be placed on suspension pending a final decision.

I. Law Enforcement

Law enforcement agencies will be notified and involved in situations as deemed appropriate by Administration or required by law.

J. Non-Discrimination

St Joseph High School does not discriminate on the basis of race, color, national origin, sex, age, or handicap.

K. Harassment/Bullying/Hazing/Initiations

Any and all types of actions, including written, verbal, or electronic which cause intimidation, embarrassment, or discomfort are inconsistent with our mission to protect the dignity of each person, and will not be tolerated. Such actions will result in appropriate sanctions and necessary legal referrals. Examples include, but are not limited to, sexual harassment, racially motivated behavior, and cyber bullying. Students who feel they are being harassed or bullied should report such behavior immediately to a member of the faculty, staff, or Administration.

L. Tobacco

St Joseph High School is a smoke-free campus. Students are not allowed to carry cigarettes on their person during the school day. Smoking or the use of smokeless tobacco (including e-cigarettes and juul devices) is not permitted on campus or at school functions. We ask all visitors to comply with this expectation.

M. Gambling

Gambling, playing cards or betting of any kind is not allowed on campus or at any school sponsored activity.

N. Alcohol & Drug Policy

St Joseph High School is committed to helping individual students who may be suffering from drug or alcohol dependence while at the same time maintaining a safe environment. Any student suffering from a drug or alcohol problem is encouraged to seek help from the school social worker, a College Counselor or the Dean of Students. Any student who volunteers such information and agrees to a course of counseling as determined by the Administration, will not be subject to disciplinary action so long as he or she was not caught using, being under the influence of, or in possession of alcohol, drugs, or drug paraphernalia while as an active member of the school community. In cases

of a serious nature, the school may involve the local authorities in order to ensure the safety, health, and well-being of the student involved, and the entire school community.

Breathalyzers

St Joseph High School has implemented the use of breathalyzers at all school dances, both on and off campus, to deter underage drinking. **All students and their guests must submit to a breathalyzer test in order to enter the dance; it is the responsibility of the student to inform their guest of the breathalyzer test.** St Joseph High School reserves the right to administer a breathalyzer test to any student during the school day. Any student who refuses to submit to a breathalyzer will be considered to be under the influence of alcohol and will be subject to the penalties listed below.

Penalties

Any student determined to be under the influence of alcohol or an illegal substance, in possession of alcohol, an illegal substance or drug paraphernalia, or any student who remains in the presence of others who are under the influence or in possession of alcohol or an illegal substance while as a member of the school community, is in violation of a major school policy and may be subject to a minimum:

- 3 days of External Suspension
- 2 weeks of Disciplinary Probation
- 15 hours of Community Service (in addition to the school requirement)
- An evaluation, at the parents' expense, by a certified drug/alcohol counselor to assess the student's risk of dependency. Students must follow through with any recommended course of treatment.
- Random drug testing at the parents' expense.

The sale or distribution of any controlled substance or drug paraphernalia, whether on or off campus, will subject a student to expulsion and possible referral to the local authorities. Sale or distribution can include sharing, providing and delivering any controlled substance or being in possession of an amount that the Administration determines is reasonable to assume that sale or distribution was the intent. There does not need to be a monetary

exchange for a student to be considered in violation of this policy.

The Principal reserves the right to convene an Accountability Board for any incident involving alcohol or drugs.

Searches

The School reserves the right to have local law enforcement use drug-detecting dogs to sweep the school building, parking lots and grounds. A student's person, locker or vehicle may be subject to inspection.

The right to search and sanction is extended to any electronic resource used by students at School or at School-related activities. Electronic resources include, but are not limited to: student-assigned or student-owned computers, iPads, cell phones, other electronic equipment, Facebook, Twitter, Instagram, Vine, Snapchat and blogging or social media sites. The School Administration reserves the right to hold students accountable for any material posted on the devices, equipment, or sites that is contrary to the mission of St. Joseph High School. The School Administration may review social networking sites and other Internet activity at any time.

O. Weapons

Any student in possession of a weapon in school, on school grounds, at a school function, or unlawfully outside of school, will be liable to suspension and expulsion from St Joseph High School.

XII. Student Health and School Safety

A. Health Services

1. Students who feel ill should notify the supervising teacher, obtain a pass and then report immediately to the Nurse's office. Students should not make any stops, including the lavatory or their locker, on the way to the Nurse.
2. The Nurse will evaluate any student feeling ill and decide on the course of action to be taken. **Students may not text their parents from school asking to be picked up because they feel ill. Students may only be dismissed from school for health reasons at the discretion of the Nurse.**

3. Any and all medication, whether prescription or not, must be brought to the Nurse's Office upon arrival to school and accompanied by a medical provider's written authorization and parent's signature. Medication may be taken only in the Nurse's Office.
4. All students in grade nine are required to have a physical health assessment.
5. St Joseph High School may require professional psychological and/or medical assessment and/or services as a condition of continued enrollment.
6. Any requests for exception to school rules due to health considerations must be accompanied by a doctor's note and written permission for school officials to contact the physician.

B. Concussion Management Policy

All concussions will be reviewed on an individual basis by the Concussion Management Team. This team is comprised of the Assistant Principal for Curriculum and Instruction, the Assistant Principal for Athletics, the School Nurse, the Athletic Trainer and the Director of Guidance.

When the signs and symptoms of a concussion are recognized, the student athlete must be evaluated by a medical doctor. Upon diagnosis, St. Joseph High School will require a medical release/note from the doctor for diagnosis purposes, academic and/or athletic modifications. During the recovery process, the Concussion Management Team will monitor the student's academic progress on missed work and assignments to be eligible for practices and games.

C. Snow Days, Delayed Openings, and Early Dismissal

St Joseph High School will be closed and, if in session, will begin late or dismiss early according to weather conditions. Announcements will be made by our Parent Messaging Service, channel 8, WTNH TV, and channel 3, FSB TV. St Joseph High School has its own separate announcement aired. Contingency plans for unexpected early dismissals should be arranged in advance by parents.

D. Fire Drills

Periodically we will practice leaving the building under emergency conditions; therefore, fire drills are important.

1. Directions for leaving the building are posted in every classroom, and students are expected to familiarize themselves with these instructions.

2. To insure order and the ability to give instruction, absolute silence must prevail during a fire drill, inside and outside of the building.
3. Students should close doors and windows and put out the lights as they leave.
4. Once outside, students must find their homeroom teacher for attendance at their designated area.

E. Emergency Plans

St Joseph High School has developed crisis response plans in conjunction with the Trumbull Police and Fire Departments. In the event of a non-weather emergency, the parent messaging system will be used to report necessary information. Contingency plans for unexpected early dismissals should be arranged in advance by parents. Any questions regarding emergency protocols should be directed to an administrator. In the event of a school-wide emergency, parents are requested to refrain from calling students on their cell phones so as to not interfere with emergency communications.

F. Visitors

All visitors must enter through the front door and be admitted into the building by Security. They must sign in at the Security desk, obtain a visitor's pass, and sign out upon leaving. Visitors may be asked to present a photo ID. Unscheduled visits should not disrupt class time.

Permission for students from other schools to visit St Joseph High School will be granted in advance by the Admissions Director.

G. Security

Any member of the St Joseph community who becomes aware of a threat to the safety and well-being of the school community should report it immediately to a school official. The following security measures are mandated for the good of the entire community:

1. The lockers in the school corridors are to be used for books and clothing only. These lockers are to be secured at all times and the locking mechanisms are not to be tampered with.
2. Personal property is not to be left unattended in any area of the school building.
3. Any vandalism done to school property or act of stealing must be reported immediately to an Administrator.

4. Book bags of any kind may not be used during the school day. Any bag brought into school is subject to inspection.
5. Surveillance cameras are in place on school grounds and in the school building to help ensure community safety.

H. Sexual Misconduct Policy

The Diocese of Bridgeport requires that any adult working with any student on behalf of St Joseph High School must acknowledge receipt of and agree to comply with the Diocese's Policy Relating to Sexual Misconduct and background checks.

XIII. International Students

St Joseph High School is proud to welcome students of different cultures and backgrounds into our school community.

A. Agencies

Students must work with a custodial agency or blood relative in order to enroll at St Joseph High School. This is required to ensure that there is a stable and consistent party in place responsible for the welfare of the student and able to take action and deal with legal, medical, cultural or any other issues that arise. A student may not switch to another agency. If a switch occurs, the student may be asked to leave St Joseph High School.

B. Vacations

Students *must* receive written approval from the agency/legal guardian to take an extended leave from school. In most cases, any work missed during this time cannot be made-up.

C. End of the School Year Departure

Due to the unpredictability of winter weather, we require our international students to delay booking airline flights until the last day of school has been officially announced. Students must take Final Exams at the times they are given. An early departure is not permitted. If a student leaves before taking a final exam, the grade is recorded as a zero and any resulting course failures will be permanent. An international student who fails a course must attend summer school or obtain permission from the the Assistant Principal of Curriculum and Instruction to remediate the failed course.

D. Service Hours

All service hour requirements must be completed prior to a student's departure. If a student fails to follow this policy, he or she may not be eligible to return for the following academic year.

E. Discipline

All school rules apply to international students. Any international student facing dismissal for disciplinary matters, including excessive absenteeism, may also have their I-20 revoked.

XIV. Computer Code of Ethics

Every St Joseph High School student using the computer system in the school has a responsibility to respect and protect the rights of every other user of the computer systems. Students are expected to abide by the principles of academic and personal honesty and integrity. Every student is responsible for appropriate behavior on computers just as they are in a classroom or any open space of the school.

1. Do not give out personal information or passwords. Be sure to log off and disconnect correctly at end of session. Do not transmit credit card information over the network.
2. Observe copyright laws. Do not transmit false information, attempt to read or steal anyone else's e-mail or work. Do not transfer commercial software. Not properly citing another person's work is plagiarism.
3. Do not insult anyone or use obscene or offensive language in your communications, even e-mail.
4. Do not waste on-line time. Do not send unwanted or unnecessary e-mail to anyone who has not asked you to. It may be considered harassment and against the law.
5. Do not download or transmit any file that may have a computer virus.
6. Report any problems or abuses to your teacher or system administrator. Never give out your own or another's personal information, name, home address, phone number, or social security number over any computer network.

7. Network use is for curriculum projects or school business only. No commercial use or use for partisan politics is permitted.
8. Access to any pornographic sites or material that could be considered illegal, or dangerous, or inconsistent with the philosophy of St Joseph High School as stated in the Parent/Student Handbook is strictly prohibited.

A. Acceptable Use Policies for Internet Access

1. All use of the Internet and schoolwork must be in support of education and research and consistent with the purposes of St Joseph High School. Resources are limited and should not be wasted.
2. Any use of the Internet and network to facilitate illegal activity is prohibited.
3. Use of the network for non-work related communication (e-mail, chat) is permitted only with on-site teacher permission and supervision.
4. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users or misrepresent other users on the network.
5. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
6. All communications and information accessible via the network should be assumed to be private property. No trespassing in other's folders, work or files.
7. Network use shall not disrupt use by others; hardware or software shall not be damaged, modified, or abused in any way.
8. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited. No hacking or introduction of a virus.
9. Hate mail, harassment, threatening material, discriminatory remarks, insulting or obscene language and other antisocial behaviors are prohibited.
10. The illegal installation or downloading of copyrighted software is prohibited.
11. Use of the network to access, send or display obscene or pornographic material is prohibited.

12. Use of the network to transmit material likely to be offensive or objectionable to the recipients is prohibited.
13. Use of the network for commercial purposes is prohibited.
14. We reserve the right to log Internet and Intranet usage and to monitor fileserver space utilization by users while respecting the privacy of user accounts.
15. St Joseph High School reserves the right to deny access to the Internet.
16. St Joseph High School will enact appropriate disciplinary sanctions for serious violations of the above policies. Be aware that misuse of computer resources may result in criminal prosecution.
17. The school assumes permission to use photographs in publications and on our website. If you wish to deny permission for the use of photographs, please contact the Main Office.

IPads

Students are expected to use the iPad as an educational tool. Accordingly, students are expected to adhere to the Acceptable Use Policy, outlined in this Handbook, which governs technology use on campus. Students should silence their iPads during the day unless instructed to do otherwise by a faculty or staff member. Unauthorized use of cameras, recording devices, instant-messaging apps, social networking apps and/or games will result in disciplinary consequences.

- The iPads are owned by the students and are to be used as learning tools.
- Students are responsible for knowing how to properly operate and protect the iPad. This includes not leaving the iPad in a location where it can be damaged by cold, heat, or moisture and cleaning the screen with a soft, dry, or anti-static cloth.
- Students/parents are solely responsible for the care and security of student iPads. iPads must never be left in an unlocked locker, unlocked car or any unsupervised area.
- If the iPad is damaged or malfunctions, or is lost or stolen, the students/parents are responsible for the expense of repairing or replacing the device.
- Students should not exchange their iPads with another student.

General Expectations

- Students are expected to have their fully charged iPads at school each day. To extend battery life, students should turn off their iPads when not in use.
- If an iPad is left at home or is not charged, the student remains responsible for completing all coursework as if they had use of their iPad.
- Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment, unless no other means of completion exist.
- Students are required to enroll in the mobile device management system (MDM).
- Students must set a passcode to their iPad to prevent other students from misusing their iPad.
- Students are encouraged to use iCloud for their storage and backup of educational materials. This will allow the device to automatically backup when it is connected to Wi-Fi and a power source. Students should check to be sure their device is regularly backing up. Doing so will safeguard files, documents, and apps.
- iPads must always be within the protective cases when carried.
- Students should have identification information located on the iPad.
- The 'Find my iPad' function must be on at all times.
- Non-educational content is for personal use only and may not be accessed at any time during the school day or shared in any manner, audio or visual, with other students.
- If an iPad is found unattended, it should be brought to the Main Office.
- In the case of memory space conflict, academic content takes precedence over personal files and apps.

Prohibited Uses

- iPads communication functions (messaging, texting, Facetime, camera and microphone) are not to be used during the school day unless under the direction of a teacher for academic purposes.
- Inappropriate media may not be used as a screensaver or background photo (including but not limited to the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures).

- Use of chat rooms or messaging services not authorized by a teacher.
- Accessing sites selling term papers, book reports, and other forms of student work.
- Spamming - sending mass or inappropriate emails.
- Bypassing the St Joseph High School web filter through a web proxy.

St Joseph High School reserves the right to confiscate and search a student's iPad to ensure compliance with the Acceptable Use Policy. Students in breach of the Acceptable Use Policy may be subject, but not limited to, disciplinary action up to and including dismissal, overnight confiscation, removal of content or referral to external agencies in the event of illegal activity. In the event of any disciplinary action, completion of all class work remains the responsibility of the student.

Teachers may set additional requirements for use in their respective classes.

XV. Student Social Networking Policy

When using social networking sites, virtual reality sites, email or text/picture/instant messaging systems of any kind, students must consider the impact on themselves and on other members of the community and be mindful of the School's rules, mission and values.

In particular:

- Any posting (anonymous or not) that creates, directly or indirectly, an uninviting/threatening atmosphere for any member of our community, or creates an environment that is contrary to the values of SJHS, will be investigated and considered a serious violation of our harassment and bullying policies no matter when or on what system it was created or transmitted.
- Students need to be mindful that, even in their online activities, they are always representing SJHS.
- Students should not post anything compromising that could then be linked to the School.
- Students should be aware that many college admissions offices and future employers will look at the social networking sites of applicants. Postings can have serious, life-long repercussions.

- Students may not use the name or logos of the School for any posting without written permission from the Head of School and may not use the logos or copyrighted material of any other person or organization without appropriate permission.

Basic Guidelines for Safety on Social Networking Sites

- Students should be careful with the personal contact information they post on social networking sites. Such information includes a student's full name, home address, location, home phone number, cell phone number, and any other information that would allow an individual to locate a student.
- Disclosing personal contact information on social networking sites can lead to unwanted and unsafe attention from individuals that students do not know.
- Facebook and other sites provide numerous privacy settings for information contained in their pages. Students should use these settings to protect personal contact information and other private information.
- Students should be aware that once posted, the information becomes property of the website.
- Legal age limits apply to certain social networking sites.
- Students are responsible for the content that they publish or that is published under their names.
- Never assume that anything posted is private.
- Anything sent or posted in cyberspace creates a record that cannot be deleted
- Always consider the reaction of recipients of social networking.
- Always consider the reaction of others such as your family, friends, the School, or the media, to any student postings.
- Online behavior should reflect the same standards that SJHS asks of the student each day: respect, integrity, honesty, compassion and trust.

2017-2018 Parent/Student Handbook Contract

All of the rules in this handbook have been formulated for the good of the entire school community, and every student and parent in our school community must observe them. The administration reserves the right to establish new or revised policies as deemed necessary, or take necessary action for the good/safety of the community.

The Principal will be the final interpreter of any school rule.

To be signed by all students and parents of St Joseph High School

Student Name: _____ HR# _____

The following statement must be signed by all members of the St. Joseph High School Community.

“We, the undersigned, have read the 2017-2018 Parent/Student Handbook of St Joseph High School and will abide by all of the rules stated therein.”

Student: _____ Date _____

Parent/Guardian: _____ Date _____

FOR PARENTS OF SENIORS

Early dismissal is a senior privilege which will begin upon notification by the Administration. With your permission, your senior student will be allowed to leave school early when his/her scheduled study period meets during the last period of the day. Note: Students with Period X Study may arrive late on Day 5. Also, there is no early dismissal when:

1. There is a half day of school
2. There is an assembly or school-wide activity during last period

Student Name: _____ HR# _____

Parent/Guardian: _____ Date _____

***Students should return this signed page to the Main Office by
Friday, September 8, 2017.***

