

STUDENT AND FAMILY HANDBOOK

2025-2026

Updated January 1, 2026



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HOME OF THE JAGUARS

We Embrace. We Engage. We Empower

Interim Principal: Mrs. Melanie Berexa
President: Mr. René Howard-Páez

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ST. JOAN ANTIDA (Jeanne-Antide Thouret)

Our Patroness

Born on November 27, 1765 in the Sancey-le-Long in the Doubs region in France, Jeanne-Antide Thouret was the fifth child of a family of eight. When she was just 15 years old, her mother died leaving the responsibility of maintaining the household to Jeanne-Antide.



As a young girl she searched for a way that would give meaning to her life and believed that it was important to respond to God's will for her. At 22 she left her home and joined the Daughters of Charity, a congregation at the service of the poor founded by St. Vincent de Paul in Paris.

In 1793, when the French Revolution was at its height, all religious congregations were banned and Jeanne-Antide was forced to leave the Daughters of Charity. She returned to her home knowing that she would carry on what she had learned from St. Vincent de Paul. She cared for the sick, the wounded, and the poor - all of whom grew numerous during the chaos of the French Revolution. Jeanne-Antide also taught the children, helped the priests who were forced to hide, and gathered Christians in prayer.

Because of her desire to commit herself to Christ and to her religious vocation, Jeanne-Antide fled France and escaped to Switzerland to join a different religious community where she cared for the sick. She traveled with them across Switzerland and Germany.

When she decided to return to France she did so on foot, alone, without a passport, and through unknown places at the risk of her own life. She passed through Einsiedeln, Switzerland and reached the village of Landeron in Switzerland. It was there that representatives from the diocese of Besancon, also in exile, made a request of her to continue on to France and take in young girls who she should train in the same way she was trained. She was told to return to Besancon, France to teach the children and to care for the sick. Jeanne-Antide accepted this request and in 1799 she opened a school, a clinic, and a soup kitchen for the poor in Besancon. She had founded a new congregation.

In 1810 Jeanne-Antide was called to Naples, where she and a group of sisters were faced with working in a very hierarchical social system where the wealthy never encountered the poor. Jeanne-Antide was in charge of the Hospital of the Incurables, the largest hospital in the city. The sisters often visited the poor and sick in their homes.

In 1819, the Pope approved The Rule of Life, a book she used to guide her congregation and the life of the women who had followed her. In fact, The Rule of Life is still used today by the Sisters of Charity of St. Joan Antida.

Jeanne-Antide died in Naples in 1826. In 1934, Pope Pius XI declared Jeanne-Antide a Saint.

A Message from the Principal

Welcome to St. Joan Antida High School!

This year, our community is guided by the theme Anchored in Hope, a call from the Sisters of Charity that reminds us who we are and why we are here. At SJA, hope is something we live out each day through high expectations, meaningful relationships, and a deep belief in the potential of every student. Hope is the quiet confidence that growth is possible and the decision to hold high expectations while offering grace. It is the deep belief that every student who walks through our doors belongs here and matters.

Rooted in our Catholic identity and the spirit of St. Joan Antida, we are called to educate both the mind and the heart. That means we care deeply about academic excellence, personal responsibility, and preparation for life beyond high school. It also means we are equally committed to dignity, compassion, and faith in action. We believe students rise when they are known, supported, and challenged. It is truly an honor to walk alongside students as they discover who they are meant to be: to challenge them, support them, and help them grow in confidence, character, and faith. We know that when our students leave our walls, they carry these values with them and make a positive impact in their families, schools, and communities.

This handbook exists to provide clarity and consistency so that our community can thrive. Expectations, policies, and procedures are meant to protect what matters most: a safe, respectful, and joyful learning environment where all students can focus, grow, and succeed. When expectations are clear, students feel secure. When adults are aligned, students feel supported. When we work together – families, students, and staff – our community becomes stronger because together is the only way.

Hope here is active and is the choice we make each day to treat each other with respect and dignity, to choose integrity when no one is watching, and to believe in ourselves and one another, even on hard days. Thank you for entrusting us with your student and for partnering with us in this important work. Together, grounded in faith and anchored by hope, we will continue to build a school and community where students can learn, grow, and lead with purpose.

With gratitude and hope,

Melanie Berexa
Interim Principal
St. Joan Antida High School

Mission, Vision, and Pillars

MISSION STATEMENT

Through the powerful influence of a Catholic-based education for young women, St. Joan Antida High school embraces the individuality of each student, engages her intellect, and empowers her to positively impact the community with confidence.

VISION STATEMENT

We prepare our young women to be as strong and determined as Saint Joan Antida Thouret and the Sisters of Charity, so our students will forge their own paths to success in a world that needs their gifts and wisdom.

PILLARS

Our mission is upheld by four guiding pillars that define who we are and what makes St. Joan Antida High School special. These pillars ground our community, guide our decisions, and shape the experience of every student.'

1. **Community:** A deep sense of belonging, shared responsibility, and care for one another. We believe students thrive when they feel known, valued, and connected. Community at SJA means:
 - We embrace every member of our community with dignity and respect.
 - We engage in building a safe, unified school environment.
 - We empower our community when we uphold expectations and protect each other's learning.
2. **Support:** Personalized, holistic support that meets each student where she is and helps her grow academically, socially, emotionally, and spiritually. Support at SJA means:
 - We embrace each other with kindness and compassion.
 - We engage by offering help, collaborating, and staying present in class.
 - We empower one another by celebrating growth and encouraging confidence.
3. **Leadership:** Developing confident, compassionate leaders who know who they are, advocate for themselves and others, and positively impact their communities beyond our walls. Leadership at SJA means:
 - We embrace challenges and responsibilities
 - We engage actively in our learning, leadership, and service.
 - We empower our community through integrity, initiative, and positive influence.
4. **Faith:** Rooted in the Catholic tradition and inspired by the Sisters of Charity, we nurture faith by encouraging reflection, service, hope, and respect for the dignity of every person. Faith at SJA means:
 - We embrace people of all faiths and backgrounds, practicing compassion and choosing what is right.
 - We engage in service, reflection, and growth.
 - We empower others by using our gifts to bring hope and justice into the world.

Together, our mission, vision, and guiding pillars reflect who we are and who we strive to be at St. Joan Antida High School. Inspired by Saint Joan Antida Thouret, we are committed to educating and empowering young women through a values-based Catholic education that prepares them to lead and serve in a global society. By fostering a strong sense of community, providing personalized support, forming compassionate leaders, and grounding our work in faith, we create a learning environment where students are embraced, encouraged to discover their God-given potential, and empowered to use their voices to positively change the world.

Faculty & Staff Directory by Department

Leadership Team

René Howard-Páez, President
Melanie Berexa, Interim Principal
Karl Larsen, Director of Finance and Operations
Neysel Powell, Director of Admissions & Student Services
Sr. Elizabeth Weber, Director of Mission & Ministry

Art

Carolyn Braunreiter

Business

Jessica Mendez

English

Kaitlin Polacheck
Moirra Sennett
Stephen Zastow

Mathematics

Florent Delmas
Katherine DiFonzo
Francisco Lopez
Elias Montejano

Physical Education / Health

Hannah Davis '13

Business/Operations

Elena Velasquez, School Receptionist
Dioseline Garner, Manager of Administrative Services
Saray Dominguez, Operations and IT Coordinator
Emily, McElwee, Accounting & Administrative Assistant

Development

Paula Guerrero, Events Coordinator
Stephan Thomas, Database & Grants Manager

Student Services Team

Melanie Berexa, Interim Principal
Neysel Powell, Director of Admissions & Student Services
Kelley Shepherd, Associate Principal
Cynthia Kasten, College and Career Counselor
Sr. Jennifer Daul, Student Support Coach
Lidia Becerra '13, School Counselor
Mary MacCudden, School Counselor

Science

Susan Enders
Melissa Pepler
Jessiebel Perez

Social Studies

Carolyn Wiedenhoft

Theology

Jack Hauser
Kathleen Snyder '96
Shannon Tiger

World Languages

Janet Delmas
Monica Gonzalez
Francisco Lopez

Admissions

Jennifer Guerrero, Associate Director of Admissions

Food Service

Milwaukee Center for Independence (MCFI)

School Calendar

Below is the calendar with some important dates. Refer to the website for a detailed school calendar.



Saint Joan Antida High School 2025 - 2026

August

7 Registration Day
18 First Day of School
29 Freshwoman Retreat

September

1 Labor Day - No School
15 Founder's Day
17 Destiny Day
22 - 23 Senior Retreat

October

2 Parent - Teacher Conferences
3 No School / PD Meeting
11 Homecoming*
10 End Of Quarter 1

November

2 Spaghetti with the Sisters
3 No School
7 Day of Service
14 Sophomore Retreat
19 Destiny Day
22 Skate Night - Sponsored by Kingdom Prep*
26 - 29 Thanksgiving Break

December

16 End of Quarter 2
17 - 19 Final Exams
20 - 31 Christmas Break

January

1 - 3 Christmas Break
6 First Day of 2nd Semester
19 MLK Day - No School
26 - 30 Catholic Schools Week
28 Destiny Day
31 Winter Dance*

February

6 Freshwoman Retreat
26 Parent - Teacher Conferences
27 No School

March

1 First Day of Women's History Month
6 End Of Quarter 3
10 ACT
18 Destiny Day

April

3 - 12 Spring Break
18 Prom*
20 Junior Retreat / Pre ACT
25 Gala
27 No School

May

15 End Of Quarter 4
18 - 20 Final Exams
21 Graduation

* - Dates for dances are subject to change

School Schedules

Note: The school day at SJA is from 7:55 am - 3:25 pm

Monday	Tuesday	Wednesday	Thursday	Friday
A Day	B Day	Connect Day	A Day	B Day

A Day

8:00 AM	8:10 AM	Daily Gathering
8:15 AM	9:06 AM	Period 1
9:11 AM	10:29 AM	Period 2
10:34 AM	11:04 AM	Den/Office Hours
11:09 AM	12:27 PM	Period 3
12:27 PM	1:07 PM	Flex/Lunch
1:07 PM	2:25 PM	Period 4
2:30 PM	3:21 PM	Period 5

B Day

8:00 AM	8:10 AM	Daily Gathering
8:15 AM	9:06 AM	Period 1
9:11 AM	10:29 AM	Period 6
10:34 AM	11:04 AM	Den/Office Hours
11:09 AM	12:27 PM	Period 7
12:27 PM	1:07 PM	Flex/Lunch
1:07 PM	2:25 PM	Period 8
2:30 PM	3:21 PM	Period 5

Connect Day

8:00 AM	8:10 AM	Daily Gathering
8:15 AM	9:00 AM	Period 2
9:05 AM	9:50 AM	Period 3
9:55 AM	10:40 AM	Period 4
10:45 AM	11:30 AM	Period 6
11:35 AM	12:20 PM	Period 7
12:20 PM	1:00 PM	Flex/Lunch
1:00 PM	1:25 PM	Den/Office Hours
1:30 PM	2:15 PM	Period 8
2:20 PM	3:20 PM	Empower Hour

Special Schedules

Morning Assembly			
		A Day	B Day
8:00 AM	8:10 AM	Daily Gathering	
8:15 AM	9:00 AM	Assembly	Assembly
9:05 AM	9:56 AM	Period 1	Period 1
10:01 AM	11:14 AM	Period 2	Period 6
11:19 AM	12:32 PM	Period 3	Period 7
12:32 PM	1:12 PM	Jaguar 40	
1:12 PM	2:25 PM	Period 4	Period 8
2:30 PM	3:21 PM	Period 5	Period 5

Afternoon Assembly			
		A Day	B Day <input type="text"/>
8:00 AM	8:10 AM	Daily Gathering	
8:15 AM	9:06 AM	Period 1	Period 1
9:11 AM	10:24 AM	Period 2	Period 6
10:29 AM	11:42 AM	Period 3	Period 7
11:47 AM	12:38 PM	Period 5	Period 5
12:38 PM	1:18 PM	Jaguar 40	
1:18 PM	2:31 PM	Period 4	Period 8
2:36 PM	3:21 PM	Assembly	Assembly

Wednesday Mass			
8:00 AM	8:10 AM	Daily Gathering	
8:15 AM	9:00 AM	Period 2	
9:05 AM	9:50 AM	Period 3	
9:55 AM	10:40 AM	Period 4	
10:45 AM	11:30 AM	Period 6	
11:35 AM	12:20 PM	Period 7	
12:20 PM	1:00 PM	Jaguar 40	
1:00 PM	1:45 PM	Period 8	
1:50 PM	3:20 PM	Mass	

Non-Wednesday Mass			
		A Day	B Day
8:00 AM	8:10 AM	Daily Gathering	
8:15 AM	8:59 AM	Period 1	Period 1
9:04 AM	10:06 AM	Period 2	Period 6
10:11 AM	11:13 AM	Period 3	Period 7
11:18 AM	12:20 PM	Period 4	Period 8
12:20 PM	1:00 PM	Jaguar 40	
1:00 PM	1:44 PM	Period 5	Period 5
1:49 PM	3:19 PM	MASS	

THE SCHOOL / STUDENT / PARENT & GUARDIAN CONTRACT

We welcome you as a member of the St. Joan Antida High School family. Choosing to attend SJA comes with many advantages, but also comes with serious responsibilities on the part of both student and parent/guardian. Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation. Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward school staff.

Attending a school is a contract between students, parents, and the school community. All members of the community must fulfill their required portion of that contract or learning cannot take place. These responsibilities are...

Commitments of St. Joan Antida High School:

Maintain a loving Catholic environment rich with the history and values of the Sisters of Charity of St. Joan Antida.

- Provide whatever is necessary to support student achievement.
- Provide rigorous academic experiences that require all students to perform at high levels.
- Provide regular feedback to students on academic work.
- Provide a college-bound curriculum for all students.
- Maintain a safe environment that promotes the learning of all students, free from distraction.
- Maintain regular communication with parents.
- Provide parents and students an opportunity to have input into decisions.
- Gather parent and student feedback on school academics, climate, and culture.
- Enforce all policies, rules, and procedures.

Commitments of Students:

- Be at school and on time EVERY DAY!
- Be open to understanding the values and traditions of the Catholic Church.
- Participate in all classroom activities.
- Complete all work (class or home) assigned by the teacher.
- Be respectful of your teachers, school personnel, classmates/peers, and yourself.
- Be responsible for your own learning through word, action, and attitude.
- Be safe in all actions you take.
- Work to your fullest capacity every day and on every task.
- Be responsible with technology and login information
- Try your best, to do your best, to be your best!

Commitments Parents/Guardians:

- Ensure that your student is at school and on time EVERY DAY!
- Support the school as it maintains its Catholic Identity through teaching and prayer.
- Seek feedback from teachers and school personnel on the progress of your student.
- Maintain regular communication with the school including keeping contact information up to date

- Ensure that your student completes all schoolwork.
- Attend all parent/teacher conferences.
- Regularly check PowerSchool and Kickboard.
- Bring all concerns you may have to school administration as necessary.
- Work with the school in a cooperative manner regarding all academic and behavior concerns.

Finally, attending a Catholic school requires openness to the teachings and ministries of the Church. Understanding the values of the Catholic Church will be an enhancement of faith and beliefs for some and academic for others. While we are welcoming of all faith experiences, our Catholic faith is an essential component of an SJA education. By choosing to attend St. Joan Antida High School, you are agreeing to experience education through the prism of the Catholic faith. These are important components of our school, student, and parent relationship. Through living up to these responsibilities, every child will learn at a high level.

This handbook is designed to give students and parents/guardians information about school policies and procedures, and the various activities and athletics here at SJA. All of these components are what keep SJA special. I encourage students and parents/guardians to read this book together and talk over the material that it contains. Understanding these procedures and policies will help you come to school each day prepared to do your best and learn successfully. Let's make this year another great year for everyone at SJA.

School Policies

Saint Joan Antida High School exists to fulfill its Mission and Vision. For that to happen, a set of school policies and procedures have been developed to best ensure the school, the students, and families have clarity in the expectations of ways and means of our behaviors, interactions, and communication. Saint Joan Antida High School, in its mission, shall work with students and families, and students and families are expected to work with Saint Joan Antida High School. Saint Joan Antida High School promotes a culture of caring and mutual respect within a diverse community. The goal of Saint Joan Antida High School's policies is to carry out the SJA philosophy of developing young women in the light of sound Catholic principles. The rules and regulations of the school are designed to:

- Help students develop a concern for the needs and respect of others
- Establish sound procedures that prevent or stop disrespect and misbehavior
- Ensure that students are aware of the consequences of inappropriate behavior and understand how/why such behavior must be improved.
- Help students develop a proper regard for and care of the material goods of others

The school will not allow disruptive or other misbehavior and will take corrective action as required. All school personnel have the responsibility to uphold behavioral standards and take corrective action in accordance with the policies of the school. SJAHHS reserves the right to interpret and implement this policy at its sole discretion.

ADMISSIONS

Students must apply to St. Joan Antida High School through the Department of Admissions and Enrollment. Appropriate class selection will be determined holistically through a review of student grades, standardized test scores, behavior/attendance report, and teacher recommendation. If a student comes with a significant academic delay, they may be required to meet with the Student Support Team (SST) prior to being enrolled to SJA. It is important that SJA be able to serve the needs of all of our students.

Admissions and Enrollment are two separate and distinct processes at St. Joan Antida High School. Students may be admitted under the Parental Choice Program but may not be suitable for enrollment if the school cannot meet the needs of the student with minor adjustment to the curriculum. This decision will be made collaboratively with the parent. The Student Support Team will determine enrollment conditions for these students.

Enrollment

Enrollment at SJA is dependent upon SJA's ability to best meet the needs of the student. When SJA cannot meet the needs of the student, families will be directed to enroll at a school that can better serve the student. It is important that SJA be able to serve the needs of all our students.

Parental Choice Program

Students applying under a Parental Choice program will be admitted to the Parental Choice Program at SJA if they meet the income and residency requirements. Please refer to the Director of Enrollment for further information.

Application

To assist you in making a school choice for your student, please call the school office at (414) 272-8423 to make an appointment to visit SJA with your child. After your tour and discussion with personnel from the Admissions department, you may fill out an enrollment application. An original birth certificate (or certified copy), vaccination record, and report card from previous schools are required for enrollment. Placement testing and other paperwork are required before a student's first day of attendance. The Admissions department can request other necessary documentation from current/prior school(s) to determine enrollment.

Single-Gender Education

St. Joan Antida High School is a single-gender, all-girl Catholic High School. While we are required to admit male students into the Milwaukee and Wisconsin Parental Choice Programs based on the criteria of those programs, no male students will be eligible for enrollment at St. Joan Antida High School.

Start of the School Year

If a student does not attend school within the first five days of their enrollment start date and there has been no communication from the family regarding the child's enrollment spot, SJA reserved the right to remove that student from the school's roster and, if applicable, to enroll the next student on the waiting list in place of the removed student.

Transfer Credit Policy

If a student wishes to transfer to St. Joan Antida from another high school, the following process will be followed:

1. Complete an admission application
2. (For those interested in School Choice): Complete a Choice program application within a designated Choice enrollment period, including all required supporting documentation as required by Department of Public Instruction regulations.
3. Submit an official transcript of academic credit from the previous high school(s)
4. Schedule a transfer credit evaluation meeting with the SJA Admissions Office. At this meeting, the SJA Director of Admissions will review the graduation requirements (see below) and outline which of the previous credits can be applied to an SJA diploma.

Prior to the transfer credit evaluation meeting, the SJA Admissions Director and School Counselor or Associate principal will review the student’s academic credit and evaluate which classes can be counted for academic credit at SJA. Credits are accepted from all accredited high schools in the city of Milwaukee as long as the student has received a passing grade from that high school. Transfer of credits from a non-accredited high school will be at the discretion of the St. Joan Antida administration.

Tuition & Fee Payment

This option is for students who do not qualify for Wisconsin Parental Choice Program or Milwaukee Parental Choice Program. Scholarships are available to all students accepted. SJA is privately owned and operated by the Sisters of Charity of St. Joan Antida. The parent portion of the cost of education is \$13,800.

Tuition and other fees are to be paid directly to the school. It is necessary for you to make regular payments on your daughter’s tuition and to pay any incidental fees that arise during the year. We will closely monitor payment on a monthly basis and will send you a statement which will indicate:

- A. your tuition balance,
- B. any payments you have made directly to SJA and
- C. fees your daughter might have charged to her account. Please examine these statements carefully. If anything is unclear, call our Business Office.

The following table will help you remember when, where, and how much to pay on your daughter’s tuition account and any incidental fees. (See next page)

Type of Fee	Due Date	Amount Due
Tuition Pre-payment	July 1, 2026	\$13,800
Tuition down payment	July 1, 2026	\$1,500
Athletic Fees	Variable	Variable
Miscellaneous Fees: <ul style="list-style-type: none"> ● Lost/Damaged Books ● Library Fines ● Replace student ID 	Variable	Variable

If financial obligations are not paid by the due date, the school reserves the right to terminate a student for non-payment of cost of education and fees at the end of a semester. The school also reserves the right to withhold grade reports and transcripts while any tuition balance due to the school remains unpaid. There is a \$30.00 fee attached to all checks returned to us from any financial institution for non- sufficient funds or any other reasons. **The school WILL NOT accept any personal checks after May 1st for payment to any tuition accounts.** All payments must be made in the General Office with cash, a money order or a cashier’s check. Seniors with outstanding balances may not take part in any graduation activities (Honors Day, etc.)

Withdrawal

If student status is terminated during the school year because of parental withdrawal, a Withdrawal Form must be completed by a parent or guardian. Upon withdrawal, any outstanding tuition balance is payable through

the marking period during which the withdrawal takes place. Books must be returned, or the student will be billed for them.

St. Joan Antida High School has expenses which must be contracted for on an annual basis. Therefore, if a student withdraws after the school year has begun, the family is liable for the return of books, fees, and cost of education as indicated below. Keep in mind that if the student is getting credit for the semester, you must pay for the entire semester. The cost of education due will be calculated based on the number of marking periods the student was enrolled in. A student enrolled for any part of a marking period will be considered enrolled for that entire marking period. Until a formal Withdrawal Form is completed, the student is considered to be enrolled and cannot receive transcripts to transfer out.

If a student leaves school during or at the end of a marking period, the amount owed is as follows: First Quarter -25%, Second Quarter -50%, Third Quarter -75%, Fourth Quarter -100%. (The school reserves the right to withhold transcripts, records, etc., until all financial obligations are met, and books returned.)

ACADEMIC EXPECTATIONS

Grade Level Advancements

To be promoted to the next grade, and remain on track for graduation, students must attain the minimum credits as indicated by the table below by the end of each academic year. 20 or more absences in a class will prevent students from obtaining credit for that course. Failure to attain minimum credits will result in academic probation.

Academic Standing	Freshman	Sophomore	Junior	Senior
Minimum Credits Required for Promotion	5 credits	11 credits	17 credits	24 credits

*If you are unsure about your credit count, please check your Powerschool. If you are unable to check Powerschool please contact the front office or the school counselor.

Graduation Requirements

Subject	Credits
English	4.0 credits
Theology	4.0 credits
Social Studies	3.0 credits
Mathematics	3.0 credits
Science	3.0 credits
World Languages	2.0 credits
Physical Education	1.5 credits

SJA Grading Scale		
A	4.0	95-100
A-	3.7	90-94
B+	3.3	88-89
B	3.0	83-87
B-	2.7	80-82
C+	2.3	78-79
C	2.0	73-77
C-	1.7	70-72

Fine Arts	1.0 credits
Business	1.0 credits
Health	0.5 credits
Electives	1.0 credits

D+	1.3	68-69
D	1.0	63-67
D-	0.7	60-62
F	0.0	40-59

24.0 credits*

In addition to these graduation requirements, colleges look for students whose GPA increases over four years and who take increasingly difficult courses. They generally prefer to see that students have completed four credits of English, Math, Social Studies and Science as well as two credits of the same world language.

ACADEMIC INFORMATION

Age of Student

Until a student graduates, regardless of her age, she needs parental permission for all relevant matters involving school activities, records, and attendance.

Classwork and Participation

Class work and participation are factors in all classes. Class participation, or the lack thereof, can and will affect a student's grade in a course. Much occurs in class that cannot be made up or duplicated, therefore regular class attendance and participation is required by the teacher.

Electronics & Phone Policy

St. Joan Antida High School supports the use of technology for the purpose of teaching and learning. Nevertheless, this policy has been created to ensure the academic integrity and safety of all students while attending SJA.

Cell phones may be in school but may not be used during instructional time. When a student enters each class period, cell phones must be immediately turned off and placed into the designated cell phone area. Cell phones may be used only during Jag40 (lunchtime) or if given explicit permission by a teacher or staff member. If students are seen using cellphones in an unauthorized manner, the phone may be confiscated and given to the Principal.

Electronic devices including headphones, music devices, and cameras are prohibited. Taking pictures or videos during the school day is strictly prohibited. If a student does not put the electronic device away at the request of an SJA faculty member or administrator, it may be confiscated and given to the Principal.

Address/Phone/Email Change

We must have accurate and current information regarding the student's address, guardian/s contact phone number, guardian/s email, and any emergency phone numbers. If something should change during the school year, the parent/legal guardian must inform the school office immediately so all information and mailing lists can be corrected.

Field Trips

Field trips are a privilege and therefore students may not attend a field trip unless they have received parental permission and all the student's teachers have agreed that the student can miss class on the day of the trip. All classwork must be turned in early or made up per the direction of the teachers whose classes were missed. Field trips are considered an exempt absence and do not count in accumulated days of absence from school if it is a school sponsored event.

Guardian Communication with Student

To prevent interruption of an entire class or the entire school, students will not be called out of class nor messages relayed, except in the case of an emergency if contact is made by a parent or legal guardian. All arrangements for rides, etc. should be made before arriving at school each day. Parents are not to text message or call students on their cell phones during the day. Parents are encouraged to contact the office with necessary messages, and SJA HS will relay any messages to students in between classes. Use of cell phones by students is prohibited during the school day.

Homework

Homework is essential to successful performance in high school. Students will be given homework in their classes on a regular basis. Students are expected to complete this homework within the guidelines outlined by the teacher in their course syllabus. If a student fails to meet course homework requirements, the teacher may refer her to the counselor for an intervention meeting with the parent, student and academic team members. When students are absent, they will have the number of days absent plus one to make up any missing assignments.

Honor Roll

Students who obtain a GPA of 3.0-3.59 will be rewarded a place on the honor roll. A GPA of 3.6 or higher will be awarded a place on the high honor roll. Seniors on the honor roll or high honor roll will receive a cord to wear in recognition of their achievement at graduation.

Kickboard Behavior Tracking System:

St. Joan Antida High School uses Kickboard, a digital behavior tracking platform, to promote consistency, transparency, and fairness in how student behavior is recognized and addressed.

Through Kickboard, students may earn points (Recognitions) for positive actions or lose points (Redirections) when behavior does not meet community expectations. Recognitions and Redirections are aligned with the school's Behavior Matrix and are used to identify patterns, celebrate positive contributions, and provide timely support when concerns arise. All behavior entries are documented in Kickboard, and parents/guardians have access to view their student's activity.

For a detailed explanation of point values, tiers, definitions, and consequences, please refer to the Student Conduct & Behavior Matrix section of this handbook.

Late Work

Assignments not submitted by the due date will be marked as missing in the gradebook, along with a final date for submission. Students have up to one week from the due date (or their return from an absence) to submit formative work for full credit, or until the related assessment—whichever comes first. Summative assessments must be submitted within one week of the due date for full credit. Late work will be graded, though not always immediately. After the late-work window and the end of the grading quarter, any missing assignments will be recorded as 40% and may not be made up or resubmitted. Some in-class work, long-term projects, or

assignments with checkpoints may have different deadlines.

Lockers

All students will be assigned a locker. The only locker the student is to use is the one assigned to her. Students MAY NOT share lockers with one another or give out their locker combination. Materials are safe as long as students close and lock their lockers after each use and they keep their combinations to themselves. Only authorized padlocks provided by the school may be put on lockers. Use of a non-authorized padlock or sharing of one's locker combination with another student may result in disciplinary action.

Students are not to attach anything to the inside or outside of the locker which is difficult to remove. The school cannot and will not assume any responsibility for theft from lockers. Opened bags or containers of food or beverage are NOT to be in the locker at any time. The locker assigned to each student is the property of the school and may be opened and inspected by school authorities at any time.

Mass Attendance

Mass attendance is required for all St. Joan Antida students. To opt out, the parent or guardian must submit a written request to the Principal on a yearly basis stating their daughter should be exempt from Mass. St. Joan Antida High School will provide alternative activities on campus during that time. Same day requests to be exempt from Mass will not be honored.

Parent/Teacher Conferences and Report Cards

Report cards are given out at the end of each quarter, four times each school year. Progress reports are mailed at mid quarter and grades are available online.

There are two parent/teacher conference events where parents are encouraged to pick up report cards and meet with the teachers/administrators/counselors to set up student success plans. There are additional opportunities for parent/student/teacher conferences if interventions are needed at the request of the student, parent/guardian or SJA faculty/administrator.

Students who fail a subject at the semester must make up missed credits through credit recovery programs or through attendance at summer school. Students missing more than four weeks of class in a quarter will not be eligible to pass that quarter. The student will have the opportunity to take an Incomplete (I) for the quarter grade and complete an alternative credit recovery program approved by the school- online or at MATC- to make up these credits. If this is not done before the beginning of the next school year, the Incomplete (I) will automatically be changed to a failing grade for the quarter and the semester grade will be calculated accordingly. Students may only earn a maximum of 3 outside credits over their 4 years at SJA. If a student requires more than 3 outside credits, they may not be allowed to continue enrollment. SJA HS is not responsible for costs of make-up credits/courses.

Duplicate Copies of Records

Report cards, progress reports and exam permits should be kept in a safe place for future reference. If the school mails or distributes such items, any request for another copy will be considered "duplicate" even if the claim is made that the item was not received.

School Supply List: The school supply list is available on our website and is shared with students and families through school newsletters.

Senior Privilege

To acknowledge academic success (3.3+ GPA), and strong attendance (90%+), there will be privileges available to the Senior Class. St. Joan Antida High School reserves the right to approve or deny Senior Privilege to students, and may be revoked. Senior Privilege will begin after the first academic quarter of Senior year, and be reviewed quarterly.

Service

All students are required to participate in 4 years of class retreats unless they are a transfer student. Absences from retreats will only be excused due to medical or another extenuating circumstance. In absence of any retreat, make up assignments will be issued at the discretion of SJA.

Students are also required to complete 8 hours of service as a graduation requirement. Activities like Destiny Day and Service Retreats do count toward these requirements.

Student IDs

All students receive a picture ID card they must carry at all times while under the jurisdiction of the school. A student must produce or surrender the ID card at a staff member's request. Refusal to do so will result in a disciplinary conversation with the Dean of Students. If a student loses his/her ID card, the student is to report the loss to the main office. Arrangements will be made to provide the student with another picture ID card. Replacing an ID costs \$5.00.

Summer School

Summer school is offered to students entering 10th, 11th, and 12th grades for credit recovery. Students who need to earn credit will be enrolled in the summer school program and attendance will be mandatory until the appropriate credit recovery is complete

Theology

Students in the Milwaukee Parental Choice Program (MPCP) can opt out of religion classes. To do so, a parent or guardian must submit a written request to the Principal that the student will be exempt from religious activities. St. Joan Antida High School will provide alternative instruction for the required religious credits. These credits will not be waived.

Virtual or Hybrid Learning

SJA does not have a virtual OR hybrid learning option. Students need to be present, in attendance at school every day. In the event we need to shift to a virtual/hybrid schedule students must follow the expectations below:

- Students will be on time to all virtual/hybrid classes with fully charged and functioning chrome books (if applicable)
- Students MUST remain on screen for entire duration of the virtual/hybrid class (if applicable)
- Students must contact their teacher or SJA staff member to inform them of any technical issues with their devices
- Students are responsible for all assignments posted on virtual/hybrid learning days

ATTENDANCE INFORMATION

Attendance

Students are counted in attendance to meet Wisconsin Statute 118.151A when they are in the SJA HS

building(s) and are under supervision of a member of the SJA HS Staff/Faculty. Students are expected to be in class. They may only exit the class with the permission of a SJA HS Staff/Faculty member or designee.

A student’s presence in class is critical and essential to the learning process. **An attendance rate of 95% is expected of all students at St. Joan Antida High School.** Therefore, a student may not be absent more than 8 days during any school year. **If a student is absent 20 days or more from a class, the student may not receive academic credit for that course.**

Occurrence/Year	Unexcused Absences	Tardies (2 tardies=1 absence)
1	Phone Call home (Repeat for each additional absence)	
3	Phone Call home and letter sent to family	
7	Attendance Meeting with School Counselor	Phone call and letter sent to family
15	Attendance Meeting with Administration	Attendance Meeting with Counselor
20	Letter to the Authorities and conduct hearing for loss of placement	
25	Placement lost at SJA	
30		Truancy Meeting with Administration
40		Conduct hearing for loss of placement

Age of Student

Until a student graduates, regardless of her age, she needs parental permission for all relevant matters involving school activities, records, and attendance.

Arrival at School

The school building is open each day at 7:10 am. Students must enter at the Cass St. entrance. A student is not considered present at school until they enter the SJA building. Upon entering the school, due to liability concerns, students may not leave for any reason. All students are expected to be in Daily Gathering or their Dens (homerooms) by 7:55 am. All students are expected to be at school by 8:00 am for Daily Gathering or they will be marked Tardy to school.

Dismissal from School

The regular dismissal time is 3:21 p.m. and buses leave promptly at 3:30 p.m. Students who remain on campus after dismissal will stay in the Learning Lab and will be supervised by an adult until 5:30 PM. In the case that Learning Lab supervision is unavailable, students may be in the Cafeteria or the Learning Lab. Students in these areas may not be supervised by a staff member, and the school is not responsible or liable for incidents that occur after dismissal. All school rules and behavior expectations apply at all times while students are in the building. Failure to follow these expectations may result in disciplinary action, depending on the behavior.

Families are responsible for arranging timely transportation to avoid students waiting for transportation for extended periods of time after dismissal. Students waiting for transportation for extended periods of time, or who are unable to follow expectations while remaining in the building, may be referred to the Associate Principal or Principal, and parents/guardians will be contacted.

Please be aware of traffic rules and practical safety when picking up your daughter at dismissal. City officials, police, and neighbors have expressed concern over the double parking and congestion that occurs on Ogden Ave. and Cass St., main thoroughfares, and bus routes. Please pay close attention to city signage which can change and is not under SJA control. We ask that families arrange a "pick up spot" a block or so away from school.

Late Yellow Bus Admittance

Students arriving late on a yellow bus will be allowed to go to their lockers and proceed to their assigned classes. An email and announcement will announce their arrival. Their tardiness will be excused.

Passes – School Day

During a class, students shall not leave a classroom without a pass from the teacher. A student may not be in the hallway without a pass during any class period. Students must be in their assigned schedule location unless a pass has been issued.

Tardy to Class

Tardiness to class is not allowed. Students have 5 minutes to change classes and are expected to pass to and from class within this allotted time and to be inside their classrooms ready for class at the scheduled start time. Each time a student is Tardy to class, they will receive a Redirection. See the Behavior Matrix and Student Conduct Section for further details.

Tardy to School

Students arriving at school after 8:15AM must check in at the main office. They will be marked Tardy to School and receive a demerit and a pass to class. Students will have 5 minutes from the time of the pass to enter the classroom and present the tardy pass to their teacher or admin upon request.

ABSCENCES

When a student is absent, **parents must call: (414) 274-4766 PRIOR to 8:30 am to excuse the absence.** You must give your student's name, grade level, and reason for the absence. **PARENTS MAY ONLY EXCUSE THEIR CHILD FROM SCHOOL FOR UP TO FOUR (4) DAYS PER SEMESTER.** Once these days are exhausted, the student will be considered truant without documentation from a doctor, court, or other related service that the student was present for during school hours.

Absences Procedure: Excused (Legal)

Students who must be absent from school must have a parent/guardian call school before 8:30 A.M. on the day of the absence. Upon return to school, students are also required to submit a written excuse signed by the parent/guardian/healthcare provider to the general office, within three days of the absence to obtain an excused absence form. Any absence for which an excuse has not been turned in will be considered an unexcused absence.

Legal absences defined as follows: **personal illness, medical appointments, family emergency, funerals,**

driver's examinations, required legal appearances, designated religious holidays, approved educational activities, and suspension. Unacceptable reasons for absences include: vacation, deer hunting, fishing trip, personal business, working, babysitting, shopping, etc. A parent may excuse a child for up to 4 days per semester.

College Visits

Juniors may have three college days to visit a college campus. Seniors may have one college day to visit and one day to allow for required testing if necessary. Juniors and seniors must arrange for a college day pass from their guidance counselor. A parent's signature is required at least one week prior to the college visit. Work due on the day of the college visit will be due the day BEFORE the visit. Students will have one extra day to make up work assigned during the absence (unless negotiated otherwise with the teacher). This is an excused absence if a student brings back signed documentation from their visit.

Extended Medical Absence

Students who need to be out of school for more than 20 days due to medical or mental health concerns must meet with a School Counselor to determine a student success plan for making up work. Students missing more than four weeks of class in a quarter may not be eligible to pass that quarter. The student will have the opportunity to take an Incomplete (I) for the quarter grade and complete an alternative credit recovery program online or at MATC to make up these credits if necessary.

Illness at School

If a student becomes ill at school, she should report to the general office to call home and check out. Students may not leave unless a legal guardian listed in the students' records can be contacted.

Leaving/Vacating SJA HS Grounds

Students are required to have parent/guardian permission (in writing) to leave the grounds/property of SJA HS. This policy is applicable to all instances where the student vacates the grounds/property by walking, or by any means of transportation; public, private, or shared.

Medical Appointments

Doctor and dental appointments, job interviews, etc should be scheduled outside of the school day. Every effort should be made to have the student attend as much of the school day as possible. Please plan these appointments for school holidays, PD days, and other days when students do not have school. In order for this absence to be excused during a school day, the student will need to produce a doctor's excuse and hand it in to the front office upon returning from the medical absence. If the student will miss a portion of the school day due to an appointment, the parent/guardian must inform the school via a written note or over the phone requesting early dismissal. This should be done prior to 8:00 A.M. A student is not permitted to leave school unless they are officially excused. Failure to check out will be considered truancy and will be treated as such.

Truancy

A habitual truant is a student who is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester under Wisconsin State Statute section 118.15. Wisconsin State Statute section 118.15 holds the parent or guardian who has the child under their control, a child who is between the ages of six (6) and 18 years, responsible for causing the child to attend school regularly, fulltime, whenever the school is in session until the end of the school term, quarter or session of the year in which the child becomes 18 years of age.

Vacations

Vacations are not allowed during the school year on school days. Vacations should be planned during normal breaks (i.e. Christmas Break, Easter Break, Summer time vacation). Parents may only excuse their student from school for four days per semester. All other days will be considered unexcused and will be counted in the total days outlined in the truancy policy. We encourage parents who have family commitments out of town during the holidays to plan them during the time allotted.

EMERGENCY AND HEALTH INFORMATION

Accidents and Injuries

Students experiencing an accident or injury should immediately notify school staff. An accident report will be completed and the parent/guardian will be contacted. If necessary, the injured student will be transported to the nearest medical facility and the parent/guardian will be notified.

AED

An AED is located in the gym, in the northwest closet, for use in an emergency situation.

Child Abuse and Neglect- Mandatory Reporting

Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child is in need of protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. CPS can meet with the child in any public place without the parent/guardian's permission but may not enter the home without permission. Should CPS request to meet with a child on school premises, school staff may permit those meeting without parental consent as the United States Conference of Catholic Bishops Charter for the Protection of Children and Young People (Article 4) requires cooperation with the investigation of allegations of sexual abuse. The school will also cooperate in the investigation of other forms of suspected child abuse. Student safety is of the utmost importance to the school and the school will act as appropriate to ensure student safety.

Change of Contact Information

Saint Joan Antida has the expectation that the changes to Family Contact Information be shared immediately. Family Contact Information is considered any telephone number, address of residence, mailing address, and/or email address

Emergency Procedures and Drills

The SJA Emergency Operations Plan is based on Standard Response Protocol widely espoused by the Wisconsin Department of Justice Office of School Safety, to cover a wide range of emergency crisis possibilities. These Standard Response Protocol activation levels are HOLD, SECURE, LOCKDOWN, EVACUATE, and SHELTER. An activation level based on the critical event experienced will be called by the President, Principal, Dean of Students, and Director of Finance and Operations in that order of authority. All such activation levels shall be drilled at least once a year, or as mandated by state requirements.

Immunization

All SJA students are required by Wisconsin Statute 252.04 to have the necessary immunization shots. By the time a student enters high school, she should have had polio, diphtheria, tetanus, whooping cough, measles,

mumps, rubella, and hepatitis shots. Students who do not have the required shots may be excluded from school. Parents may also be fined \$25.00 per day for violating the law.

Inclement Weather- School Closing Policy:

St. Joan Antida High School prioritizes the safety of students, families, and staff when making decisions related to inclement weather.

School Closures & Delays: School closure decisions are based on weather conditions that may impact safe travel and building operations, including but not limited to:

- Severe winter weather conditions
- Dangerous wind chill or extreme temperatures
- Road safety and transportation considerations
- Decisions made by surrounding school districts and local authorities

A decision to close school may be made the evening before or early the morning of a weather event.

Communication to Families: In the event of a school closure or schedule change:

- Families will be notified through School Messenger
- Updates will be posted on the school website
- Information will be shared through local media outlets and school social media

Families are encouraged to monitor official school communications for the most accurate and up-to-date information.

Remote Learning: If school is closed due to inclement weather, families will be notified whether the day will be:

- A traditional closure, or
- A remote learning day, with instructions provided by teachers

After-School Activities: When school is closed due to inclement weather, all after-school and evening activities are canceled, unless otherwise communicated.

Family Responsibility: Families are encouraged to use discretion when weather conditions vary across neighborhoods. Student safety should always guide travel decisions.

Medication Policy: For the safety and well-being of all students, prescription medications taken during the school day require a valid doctor’s note and parent/guardian authorization. Over-the-counter (OTC) medications may be administered with written parent/guardian permission. A doctor’s note is not required for OTC medications unless otherwise specified by the school. Students are not permitted to carry or self-administer medication on campus unless explicitly authorized in writing by a physician and approved by the school. Families with questions or specific medical needs should contact the school office to ensure appropriate documentation and procedures are in place.

School Violence Threat

Wisconsin Act 143 requires reporting of school violence threats by certain individuals, including teachers, school administrators, school counselors, other school employees, physicians, and other medical and mental health professionals. Specifically, an identified individual must report if the person believes in good faith, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at

a school, that there is a serious and imminent threat to the health and safety of a student, school employee, or the public. These individuals must immediately inform a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat.

Suicide Prevention and Awareness

When any school staff has reason to believe, either by virtue of direct knowledge or a report from another person, that a student is in any danger of harming him/herself through an attempted suicide, or has attempted suicide, that person is to report this situation to the school administrator and the student's parents, even if the student denies suicidal ideation. If the student's life is in imminent danger, emergency personnel (911) will be summoned to transport the student to the nearest hospital emergency room. If there are repeated calls to parents with concerns of suicidality and the parents are not responding, this will be considered medical neglect and will be reported to Child Protective Services.

EXTRA-CURRICULAR

Athletics

SJA offers competitive cross-country, tennis, and volleyball in the fall, basketball and cheer in the winter and soccer and track in the spring. Athletes must have on file a proper WIAA Physical/Alternate Card, updated physical exam from a physician (renewed every 2 years), and be in acceptable academic standing (2.0 and above). A \$30.00 fee per sport is required for participation along with a signed Parent Contract of Agreement that can be found in Power School. Student athletes may be asked to purchase their own uniforms or other sporting gear. Please contact the Athletic Director for further information or questions.

Club/Activities

Each club may have its own unique set of expectations and by-laws. Members are expected to follow the by-laws and expectations of the club, as monitored by the club moderator. Students must limit their club and activity involvement, so academics do not suffer. Clubs offered include, but may not be limited to:

- Anime Club
- ROAR Squad
- Link Crew
- Gaming Club
- French Club
- Brick Builders
- Robochix FTC Robotics Team
- Student Council
- Black Student Union
- Latina Student Union
- Native Student Union
- National Honor Society

Clubs, Activities, and Athletics After School Rules

The regular dismissal time is 3:21 p.m. and buses leave promptly at 3:30 p.m. Students who remain on campus after dismissal will stay in the Learning Lab and will be supervised by an adult until 5:30 PM. In the case that Learning Lab supervision is unavailable, students may be in the Cafeteria or the Learning Lab. Students in these areas may not be supervised by a staff member, and the school is not responsible or liable for incidents that occur after dismissal. All school rules and behavior expectations apply at all times while students are in the

building. Failure to follow these expectations may result in disciplinary action, depending on the behavior.

Families are responsible for arranging timely transportation to avoid students waiting for transportation for extended periods of time after dismissal. Students waiting for transportation for extended periods of time, or who are unable to follow expectations while remaining in the building, may be referred to the Associate Principal or Principal, and parents/guardians will be contacted.

Dances/Student Social Events

Any SJA students attending Homecoming, Prom or other dances, must meet eligibility requirements which will be clearly announced and posted. Students will not be able to attend unless they meet the eligibility criteria and submit a signed permission slip by the specified deadline. Information regarding eligibility requirements will be determined by the Principal and Dean of Students. Guest policy will be determined on a per event basis. Students that were absent from the school day are ineligible to participate in any afterschool activities.

Physical Exam?

Athletes must have on file a proper WIAA Physical/Alternate Card, updated physical exam from a physician (renewed every 2 years), and be in acceptable academic standing (2.0 and above).

FOOD AND DRINK POLICIES

Food Service Programs

St. Joan Antida High School offers a daily breakfast program from 7:20–7:55 a.m. and provides a free, nutritious lunch for students. Students may also bring a lunch from home.

For safety and supervision reasons, students may not order food delivery services (including DoorDash, Uber Eats, Grubhub, or similar services) during the school day. Fast food or catered meals may not be delivered to the school by students, parents, or visitors.

If food is delivered during the school day, it will be held in a refrigerated area and may be collected at the end of the day. Food will not be distributed during school hours.

Students may use their Kickboard recognitions to cash in designated days to go to East Point and order food as part of approved school programming.

Free and Reduced-Price Meal Program

St. Joan Antida High School is proud to provide free breakfast and lunch to all students each school day. This program ensures that every student has access to nutritious meals that support their health, focus, and overall well-being.

Meals are served daily during designated breakfast and lunch times. There is no application or qualification process required, and participation is automatic for all students. Our goal is to remove barriers and ensure every student is supported with dignity, equity, and care.

Families will be notified if additional meal programs or updates become available throughout the school year.

Food/Drink Policy in Class:

St. Joan Antida High School provides free breakfast and lunch to all students each day. Outside of scheduled meal times, food consumption in classrooms is permitted at the discretion of the teacher. Teachers may set expectations based on instructional needs, classroom management, cleanliness, and student safety, including allergy considerations.

Students are expected to follow all classroom guidelines related to food and to help maintain a clean and respectful learning environment.

MISCELLANEOUS**Fines**

Students may be assessed fines for lost or damaged school property, including textbooks, technology, uniforms, or other materials. Fines must be paid in a timely manner. Families experiencing financial hardship are encouraged to contact school administration to discuss available support or alternative arrangements.

Fundraising: Personal Sales

Fundraising and personal sales are not allowed during school hours. For students with their own business, exceptions can be made with the understanding that 10% of the proceeds must be paid to St. Joan Antida High School. To comply with the federal law, there will be significant instructions on sales, especially regarding food items. Students who don't adhere to this policy will be referred to the Dean of Students. Items sold during the school day will be confiscated and will not be returned to students. Unless at school sponsored events.

Fundraising: Parent Volunteer Hours

Certain school activities will require fundraising activities to cover their costs. In these situations, all fundraising activities must have pre-approval from the Principal. All funds raised must pass through the parish/school and must be used for costs associated with the school activity. No individual student or family may receive a monetary benefit from the fundraising that is not equally applied to all students or families.

In the event that an activity is cancelled for any reason, all funds raised are the school's funds and may not be disbursed to individual students or families. The principal is encouraged to consult with the students and families to determine a mutually agreeable use of the funds, but the decision of the principal/religious education director on the use of the funds is final.

The parent portion of the cost of education is \$13,700. The actual cost of educating one student at SJA for this school year is almost twice that amount. The school must make up the difference through various fundraising activities. Your help and goodwill are appreciated. You will be asked to volunteer time or talent for the Spaghetti with the Sisters event, SJAHS Gala, athletic events, etc. There are also a number of other volunteer opportunities open to you. We appreciate these volunteer efforts as a positive response to SJA and its educational programs which the fundraising efforts support.

Guest Behavior

SJA students will be held accountable for the aggressive behavior of non-SJA students whom they have invited on to school property or to attend a school-related activity. Appropriate disciplinary action will be administered to the SJA student in this regard. Any action taken by a guest of an SJA student can result in action as severe as expulsion for the SJA student

Lost and Found

Students are responsible for their personal belongings. Lost items should be reported to the school office, and found items should be turned in to the designated Lost and Found area. Items not claimed by the end of each quarter may be donated or discarded. St. Joan Antida High School is not responsible for lost or stolen personal items.

Parent Custody Policy

St. Joan Antida High School respects the rights of parents and guardians and is committed to the safety and well-being of all students.

The school will comply with **court-ordered custody arrangements as outlined in official legal documentation**. It is the responsibility of the parent or guardian to provide the school with current and complete court orders related to custody, guardianship, or visitation. **Copies of legal documents must be submitted to the school office and will be kept on file.**

General Guidelines

- In the absence of legal documentation stating otherwise, both parents are assumed to have equal rights regarding access to student information and school involvement.
- The school cannot enforce verbal agreements between parents.
- Staff will not mediate custody disputes or restrict parental access without a valid court order.

Student Release

- Students will be released only to individuals listed as authorized contacts in school records, unless restricted by court order.
- If there are concerns about student safety related to custody or visitation, families must notify the school immediately and provide appropriate documentation.

Communication

- When legally permitted, school communications will be shared with both parents.
- Parents are responsible for informing the school of any changes to custody arrangements in a timely manner.
- Failure to provide updated legal documentation may limit the school's ability to enforce custody restrictions.

Parent/Guardian Expectations

St. Joan Antida High School values strong partnerships between families and the school. A respectful, collaborative relationship between parents/guardians and staff is essential to supporting student growth and maintaining a positive school community.

Parents/guardians are expected to:

- Support school policies and procedures, including academic expectations, behavioral guidelines, and disciplinary processes outlined in this handbook.
- Communicate respectfully with students, staff, and administration at all times, modeling the values of dignity and mutual respect.
- Partner with the school to address concerns in a constructive and solution-focused manner.
- Ensure students arrive prepared for school each day, including appropriate attire, materials, and readiness to learn.

- Monitor and respond to school communications, including emails, phone calls, and messages through school platforms.
- Keep student information current, including contact details, emergency contacts, and custody documentation.
- Address concerns through appropriate channels, beginning with the staff member closest to the situation and involving administration as needed.
- Respect the learning environment, including scheduled instructional time and school procedures for meetings and visits.
- Uphold attendance expectations, ensuring timely arrival, prompt pick-up, and notification of absences when necessary.

Partnership & Accountability

While the school is committed to listening to and supporting families, it is expected that parents/guardians will work collaboratively with staff and administration. Disrespectful communication, harassment, or behavior that disrupts school operations may limit or redirect communication to ensure a safe and professional environment for all.

SJA Photo Video Policy

It is the policy of St. Joan Antida High School to allow photographs and video footage of students to be used in school-produced materials including but not limited to the school website, social media, printed materials, news media, and television programming.

Photos and video footage of students are value-added content as it relates to the promotion and marketing of the school. It is also the school's desire to share the achievements and recognition earned by students with the broader community. Any and all use of photographs and video footage featuring students must comply with all legal requirements, including, but not limited to, the Family Education Rights to Privacy Act (FERPA).

Unless notified in writing of an objection by a parent, legal guardian, or student of age 18, photographs and video footage of students and/or names (ex: athletics team roster) may be posted in SJA-produced materials including printed publications, television productions, and websites.

If parents, legal guardians, or students of age 18 do not wish photographs or videos to be used in these materials, they should complete a Photo/Video Opt-Out form available at school offices or via the school website. Please be aware that opt-out requests are valid for the current school year and must be renewed at the start of the next school year.

If an opt-out form is filed, school staff members will ALSO request news media not interview your student or film/photograph your student in our buildings. While local news media typically honor such requests, the school does not have legal authority to prevent the media from filming or talking to a student while on public property (ex: At a sporting event at a public school). You are encouraged to have a discussion with your student about your wishes should members of the news media request to interview them.

If photos or videos of students or staff are going to be created, maintained or displayed by a third party where SJA will not have direct control of the materials, then a written release form is required from the third party giving students/families the right to consent.

Student Records and Fees

St. Joan Antida High School maintains student records in accordance with applicable laws and school policies. Records may include academic, attendance, health, and disciplinary information. Families may request access

to student records by contacting the school office. Certain fees related to enrollment, activities, or materials may apply and will be communicated in advance.

Smoking

The Milwaukee Fire Department forbids smoking/vaping in school buildings. Students are NOT to smoke in the school building at any time. There is no need for students to carry smoking materials to class since smoking is not permitted in school. Any student smoking/vaping in or near school will receive an incident report and receive a fine. The holding of smoking/vaping material shall be considered smoking. Being with someone who is smoking also shall be considered smoking. Smoking is not permitted within two blocks of the school building or at any school-sponsored activity. Refer to the Discipline Chart for further information.

Visitors

Shadow visitor passes can be given to those prospective students who are interested in attending SJA. Students should bring the name, address, and phone number of the visitor to the Admissions Director. Visitors will spend part of the day with an Ambassador selected by the Admissions Director. Arrangements for the shadow visitor should be made 4-5 days prior to the visit. Any exceptions to the above policy will be made at the discretion of the Principal.

Adult visitors may only be in the building with permission of the Principal and for a defined purpose. ALL visitors, including parents/guardians must check into the main school office and obtain a visitor pass before proceeding to any other location in the building.

STUDENT SUPPORT TEAM

The Student Support Team meets as needed in order to examine services that we can offer at SJA to help students be successful in the SJA learning environment. The team is made up of the Principal, Associate Principal, School Counselors, and the Director of Admissions & Student Services. The team reviews all information that has been provided and may make the following determinations:

- A student's needs can be met with accommodations that require only minor adjustment to the curriculum. In this instance, the student will be placed on an accommodations plan and will need to follow through with implementation of the plan. Failure to complete the required tasks will result in potential expulsion from SJA. This plan will be reviewed after 4 weeks and then once per marking period after that. The parent and student must attend each of these meetings. Failure to attend the meetings will result in withdrawal from SJA and a referral to a more appropriate learning environment for the student.
- A student's needs cannot be met with minor adjustment to the curriculum. In this instance, the student will not be enrolled after the Admissions Director has reviewed their application OR if a current student will be unenrolled, the parent can place their student in a more appropriate setting so they get the educational assistance that they need.

SJA HS DOES NOT offer ANY special education services to students. Students with emotional, behavioral, severe cognitive disabilities, or severe mental health disabilities should not enroll in St. Joan Antida High School. Our goal is for every child to succeed. Parents should choose the placement that best suits their child's learning needs. SJA cannot offer a program that will lead to graduation for students who have needs that are severe or unmanaged successfully by another educational entity. Milwaukee Public Schools is the Local Education Authority (LEA) for all students with disabilities.

Response to Academic Concerns

In any school setting, there will be students who encounter challenges in meeting the academic expectations of their respective institution. St. Joan Antida High School believes in a collaborative model that is based on a foundation of shared responsibility and will follow the procedures outlined below to better serve its student population:

Level 1: Teacher-driven response: When a teacher has identified a student that is not successfully meeting the goals of the course and is not developing the necessary skills, the teacher will:

- Communicate the concerns and document these communication efforts in Power School:
- To the student in a private setting with parents/guardians of the student also present
- To the student's school counselor
- Implement and document appropriate academic interventions in response to the concern
- Interventions will be specific to the student
- Interventions will be standardized and consistent across student courses

Level 2: Counselor-driven response: When a teacher's efforts to intervene have proven unsuccessful, the teacher will:

- Complete a referral and submit it to the student's school counselor
- Upon receiving the referral form, the guidance counselor of the student will:
- Meet with the student to communicate the concern and outline next steps of the student success plan process
- Schedule a meeting that includes:
 - Parent(s)/guardian(s)
 - The student
 - The teacher who completed the referral (additional teachers may be invited if they have similar concerns)
 - An administrator

At the meeting, the school counselor will:

- Review the concerns
- Ask the student about her strategies/approaches
- Discuss other factors which may be limiting the student's success
- Create an action plan that outlines the student's responsibility to be cosigned by all present
- Establish an appropriate time frame (typically 4 weeks) for a student to consistently fulfill the action plan as documented by the counselor
- Explain that failure to achieve the expectations in the action plan will result in a referral to the Student Support Team to discuss whether the student's learning needs can be met with minor adjustment to the curriculum and to evaluate the student's continued enrollment

NOTE: The following documented situations would automatically trigger a meeting with the Student Support Team:

- The parent does not respond to three attempts at contact over a two-week period
- The parent does not attend at the scheduled time and does not reschedule within two weeks
- The parent cancels or does not show up to a rescheduled meeting (the parent has missed two scheduled meetings)

After the meeting, the school counselor will:

- Document the outcomes of the action plan

- Share the information with the Principal/Assistant Principal and the Director of Student Services
- Schedule a follow-up meeting with the student after the time period agreed upon in the meeting and determine a particular course of action:
 - Ending the action plan
 - Continuing the expectations of the action plan
 - Referral to the Student Support Team for failure to meet expectations of action plan

Level 3: Administration-driven response: After receiving a referral from a school counselor, the Associate Principal will:

- Inform family of need for meeting in writing and by phone
- Schedule a meeting with the complete Student Support Team

STUDENT CONDUCT AND DISCIPLINE

Conduct

St. Joan Antida High School behavioral expectations apply to student behavior including, but not limited to, the following situations:

- In the school building
- On the bus to/from school and at bus stops
- On school field trips
- At school-sponsored events off campus
- In the community when the behavior brings negative attention to SJA HS.

Discipline Policy

St. Joan Antida High School is committed to maintaining a favorable atmosphere to ensure academic progress and positive school culture. Students are expected to abide by our Community Expectations, and/or directives by SJA faculty and staff, and all rules of behavior whether governed by school, city, county, state or nation. We expect a high degree of civility from our students in school, in the community, and at co-curricular events. Violation of these behavioral expectations will be addressed using the Power School Behavior Support System (Kickboard) and the tiered discipline policy below. All offenses will be logged in Power School. At any point SJA reserves the right to impose different consequences when necessary.

Academic Integrity Policy

Given the mission and core values of the school, students are expected to pursue their education with a commitment to honesty and integrity. The following examples of academic dishonesty and plagiarism will not be tolerated:

1. Copying any part of a peer's work: homework, quiz, test, project, essay, or any other work designated as individual work (regardless of the assignment's point value)
2. Allowing another student access to one's work such as emailing work to another student, granting another student access to a Google doc, or letting another student review an assignment that has already been completed or is in the process of being completed
 - a. Allowing access to work and copying someone's else work are viewed as equal offenses and both offenses will be subject to the same course of action listed below
 - b. The above information applies to all assignments regardless of point value.
3. Copying any part of a published author's work
 - a. Using direct phrasing from another text without quotes and without proper citation
 - b. Paraphrasing another text without using appropriate citation
 - c. Piecing together an essay using several different sources without appropriate citation

- d. Using published statistical data, charts, maps, infographics, etc. without appropriate citation
4. Creating work in another student's name (for example, writing another student's essay)
5. Submitting work created in whole or part by another student
6. Collaborating with other student(s) on an assignment without prior permission from the teacher
7. Submitting work previously or simultaneously done for another course for credit without prior permission from both teachers even if student is submitting their own work
8. Violating a teacher's stated policy or expectation for an assignment
9. Using an internet translator to produce work in another language for a world languages course
10. Attempting to cheat during an assessment (for example, the use of unauthorized notes during a test or a device)
11. Stealing any assignment or assessment belonging to another student or teacher
12. Falsifying grades/attempting to alter a graded assignment with the intention of resubmitting the work for an improved grade
13. Allowing yourself or another student to achieve an unfair academic advantage

All students are taught appropriate citation procedures in courses. Students should discuss proper documentation with their instructor prior to submitting work. Violation of this plagiarism policy will result in the consequences outlined in the disciplinary chart.

Bullying and Cyberbullying

Bullying is a deliberate or intentional behavior using words or actions, intended to cause fear, humiliation, intimidation, harm, or social exclusion. Bullying may be repeated behavior and involves an imbalance of power. Bullying may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to age, national origin, race, ethnicity, religion, gender identity, physical attributes, physical or mental ability or disability, and social, economic, or family status.

Bullying and Cyberbullying behavior can be, but is not limited to:

- Physical (assault, hitting, kicking, theft, etc.);
- Verbal (threatening or intimidating language, name-calling, cruel rumors, racist remarks, etc.);
- Indirect (spreading rumors, social exclusion or isolations, using technology in a hurtful manner – cyber bullying) Cyber bullying includes, but is not limited to, use of email, instant messaging, text messages, digital pictures or images, cell phones, or website postings, Snapchat, Twitter, Facebook, Instagram, and other social media platforms which has the effect of:
 - Physically, emotionally, or mentally harming a student or staff member.
 - Placing a student or staff member in reasonable fear of physical, emotional, or mental harm
 - Placing a student or staff member in reasonable fear of damage to or loss of personal property.
 - Creating an intimidating or hostile environment that substantially interferes with a student's or staff member's safety and comfort or a student's educational opportunities.
- Bullying by proxy (i.e., someone engaging in bullying through another or on behalf of another person; or
- Between students and students, students and adults, or adults and adults.

Bullying and Cyber Bullying are both strictly prohibited. All bullying activity, without regard to the physical location of the act, may be considered grounds for dismissal from St. Joan Antida High School. Due to the nature of bullying, students will not be mediated, and restorative justice practices are not appropriate interventions for this behavior. If an allegation of bullying is substantiated, the student will be put on the Bullying and harassment procedure policy. The student may be suspended for three days and referred to a Conduct Hearing team. The team will determine if the charge of Bullying has been substantiated. If so, the

accused student will be expelled from St. Joan Antida High School.

Making a false claim of bullying will also be considered a very serious offense. Students making false claims of bullying will be referred to the SJA Administration where a behavior contract may be written. If the team determines that the false allegation rises to the level of bullying behavior, the student will be dismissed as a student at St. Joan Antida High School.

Students of SJA, are required to follow student handbook guidelines, even though an event may happen off school property and/or outside of school hours. Attending SJA is a privilege. Students are held in the highest regard and are seen as role models in the community and have the responsibility to portray themselves, their families and the school in a positive manner at all times. Social network sites such as Facebook, Twitter, Snapchat, Instagram and other digital platforms and distribution mechanisms facilitate students' communication. Participation in such networks has a positive appeal but can be extremely detrimental to a student's future if not used in the appropriate fashion. It is important that all students fully understand the consequences of the misuse of social media. All students are to exercise extreme caution if they choose to use social media.

Students are not restricted from using any online social network sites or digital platforms. **However, students must understand that any content they make public via online social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with the federal government, State of Wisconsin, SJA, Archdiocese of Milwaukee, WIAA, and NCAA laws/regulations.** Students must be aware of the SJA Parent/Student Handbook regulations. Ignorance of these regulations does not excuse students from obeying these rules.

All and anything posted online is public record. Users should always be sensitive to how others might perceive their profiles. Limited access to a student's site does not protect her information. Once a photo or comment is posted on a social networking site, that photo or comment(s) becomes the property of the site and may be searchable even after it has been removed. Students must refrain from posting any inappropriate pictures or comments. Many college admissions officers or potential employers regulate and check these sites to measure a person's character and discretion. Students must consider how this may jeopardize their athletic or academic future.

All students must follow the rules listed below. The listed consequences below have been put in place by SJA administration and athletic department. Students are forbidden to do any of the following while on social media sites:

Post derogatory language or remarks about other students, student-athletes, teachers, coaches, alumni, administrators, or representatives of SJA and/or other schools.

- Make defaming or demeaning statements about or threats to anyone.
- Post incriminating photos or statements depicting violence, bullying, racism, hazing, sexual harassment, vandalism, stalking, underage drinking, selling, possessing, or using controlled substances, insinuating or encouraging the use of controlled substances, or any other inappropriate behaviors.
- Create a danger to the safety of another person or make a credible threat of physical or emotional injury to another person.
- Indicate knowledge of an unreported felony theft or felony criminal damage to property.
- Indicate knowledge of an unreported school or team violation-whether the violation was unintentional or Intentional.
- Engage in any actions that depict inappropriate, embarrassing, or dangerous behaviors contrary to Christian/Catholic beliefs.

SJA students must be very careful when using online social networking sites and keep in mind that sanctions may be imposed if these sites are used improperly or depict any of the situations. Those sanctions can include, but are not limited to public or private reprimand, suspension from practice or competition, dismissal from the program, and loss of financial aid, if applicable. Any student found in violation will face the penalties found in the Discipline Chart.

Note: Any person wishing to report a potential violation of this code should contact the Principal, Associate Principal or Athletic Director, giving their name and all pertinent information regarding the alleged violation. They need to be prepared to put the information regarding the alleged violation. They need to be prepared to put the information in writing and provide a screenshot of the incident if requested to do so. SJA reserves the right to amend this policy from time to time in our judgment to address issues that may arise and changes in our operations or the law.

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Non-Harrasment Policy

Respect for the dignity of each person is essential to Catholic tradition, and SJA is committed to providing an environment for all members of its community that is totally free from physical, psychological, sexual, and verbal harassment.

Harassment encompasses a broad range of physical, verbal, nonverbal, or electronic/social media behavior that can include but is not limited to:

- threatening and intimidating behavior
- racial insults
- derogatory comments (e.g. ethnicity, physical attributes, sexual orientation)
- unwelcome sexual advances or touching
- questioning of one's sexual orientation
- sexual comments, or sexual jokes

If any member of the SJA community feels harassed in any way, that person should report the incident immediately. A student should report the incident to any adult on the staff. The person who has been notified of the incident must immediately report this information to the Principal. An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken against the harasser.

Procedure for Reporting and Obtaining Relief from Harassment

The following steps should be taken when dealing with an incident that involves harassment or any form of bullying:

1. The harassment or bullying should be reported to a faculty/staff member or an administrator as soon as possible.
2. Those involved in the act of harassment or bullying will be interviewed by the Administrator.
3. Parents/Guardians will be advised of the incident.
4. Appropriate consequences will be issued to the offending individual(s).

Acts of harassment, bullying, and cyberbullying will result in the student receiving disciplinary sanctions including, but not limited to, suspension, expulsion, and where appropriate, these actions will be reported to the proper authorities including the police.

To the extent a complaint of sexual harassment involves sexual contact or the apparent infliction of physical or emotional damage on the student, the appropriate authorities will be notified pursuant to Section 48.981 of the Wisconsin Statutes. No retaliation against a student or adult for reporting harassment will be tolerated and will result in immediate termination of enrollment.

Non-Violence Policy

Because the safety of the entire community is of utmost importance, the school has adopted the following policy: Students involved in a fight will be subject to immediate suspension. An investigation will be conducted possibly followed by the initiation of the expulsion procedure and possible referral to legal authorities. If a student feels there is a threat of a fight she should report it to a staff member immediately. Staff will then report to the Dean of Students immediately. Self-defense will not be considered a valid excuse for fighting. It is the student's responsibility to report any situation that may lead to a fight to the Principal before a fight occurs.

Violence toward staff or the use, possession or distribution of weapons at any time is grounds for expulsion and subject to referral to legal authorities.

Verbal arguments/threats will not be tolerated and could result in immediate suspension of students involved. The student and parent/guardian will be required to attend a conference with the Principal or Assistant Principal/Dean of students. If the Principal allows involved parties to return to school, they will be required to attend a mediation session. The parties involved will also be placed on disciplinary probation.

Any affiliation with gangs or gang-related activity, such as displaying gang signs, (e.g. graffiti, hand-gestures, etc.), tattoos, dress or behavior, is grounds for a disciplinary hearing and possible expulsion. Students who call or text any person (including parents) to SJA for the purpose of coming to school to participate in a physical or verbal altercation shall be immediately suspended and referred to the expulsion hearing panel.

Police Questioning and Apprehension

Law enforcement officers may not remove a student from the school building for questioning while the student is properly in attendance without permission of the student's parent, regardless of the student's age. A law enforcement officer has the right to question a student, even without a warrant. The school administrator is not required to notify the parents before allowing a pupil to be questioned by law enforcement.

A law enforcement officer may remove a child when possessing a warrant for the student's arrest or an order signed by the judge of the children's court. Regardless of parental permission, the school administrator should not attempt to interfere with the police investigation.

Search and Seizure

SJA HS believes in providing a safe and secure environment for its students and reserves the right to search anything brought onto school property. This includes, but is not limited to backpacks, purses, coats, and pockets.

If a student is in a location where a vape/smoking sensor goes off, the student will be subject to an immediate search by SJA faculty and or staff.

Lockers, desks, textbooks, and other materials or supplies loaned by the school to students remain the property of the school, and may be opened by personnel for cleaning, maintenance, or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of emergency, they will be confiscated, and a report will be made to the school administrator who will determine whether further investigation is warranted.

The school administrator shall have the right to access any content, including text messages, photos, or address books on cell phones or other electronic devices confiscated from students.

Illegal or contraband materials found during a search shall be turned over to law enforcement officials. Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order.

Theft and Vandalism

Stealing is defined as deliberately taking that which is not yours and/or having in your possession property which does not belong to you. (Books, articles of clothing, etc. which are found and not turned in to the office fall into this category.) Substantiated cases of stealing or vandalism will be reported to the police and the student will be suspended and/or recommended for expulsion.

If a student vandalizes school property, the parent(s)/guardian will be charged the cost of repairing or replacing the vandalized property. If a student finds such damage done to their property or to an area that is their responsibility, such as a locker or desk, she should report the damage immediately to a staff member or assume responsibility for payment.

The school assumes no responsibility for money or personal belongings of students. Students should never leave belongings unattended. Students are provided with a school locker and lock but should never leave items of value in the locker. It is strongly recommended that students do not bring items of value with them to school. Students are responsible for ensuring their lock is on the locker and locked while not in use. Students are encouraged never to share their locker combination with other students.

Student Culture and Community Expectations

At St. Joan Antida High School (SJA), our student culture is grounded in the belief that every young woman is capable of extraordinary growth. Saint Joan Antida taught that education must shape the whole person—mind, heart, and spirit—and that true learning happens within a community committed to justice, love, and mutual respect.

Because of this belief, we hold our students and our community to high expectations. We show up ready to learn, ready to lead, and ready to honor the dignity of every member of our community. We lift one another up, challenge each other to grow, and learn from our mistakes. Each student, teacher, and staff member contributes to the culture we build. Together, we cultivate an environment where young women can learn boldly, lead confidently, and live with purpose, just as Saint Joan Antida envisioned.

Impact over Intent:

At SJA, disciplinary decisions are guided by the impact of a behavior, not solely the intent behind it. While intent may be considered as part of reflection and support, consequences are determined by how a behavior affects the safety, dignity, learning, and well-being of individuals and the broader school community.

Even when harm is unintentional, behaviors that negatively impact others or disrupt the learning environment will be addressed to ensure accountability, protect the community, and uphold shared expectations.

Behavior Tracking & Point System (Kickboard)

St. Joan Antida High School uses Kickboard to track student behavior and promote consistency across classrooms. Through Kickboard, **students may earn points (Recognitions) for positive actions or lose points (Redirections)** when behavior does not align with community expectations. All Recognitions and Redirections are documented in Kickboard, and parents/guardians have access to this information.

Recognitions acknowledge positive contributions at different levels:

- Actions that positively impact the individual (+1)
- Actions that positively impact others (+3)
- Actions that positively impact the broader school community (+6)

Redirections address behaviors based on their level of impact:

- Behaviors that impact only the individual (-1)
- Behaviors that impact others (-3)
- Behaviors that impact the broader community (-6)

Behavior Matrix & Tiered Interventions

SJA follows a tiered system for student conduct interventions to ensure responses are fair, consistent, and proportionate to the impact of a student’s actions.

Purpose: The Behavior Matrix (see below) exists to create consistency in how behavior is addressed across the school, reduce inequity in responses, and support teachers with clear, shared decision-making pathways. By using a structured, tiered framework, the matrix shifts our approach from reactive responses to proactive, predictable practices, allowing concerns to be addressed early and with a focus on student growth, accountability, and community well-being.

The table below outlines examples of student behaviors, the corresponding tier, and the potential consequences associated with each level. A complete list of definitions and tiered responses is included to ensure transparency and clarity for students and families.

Tier Level	Behavior/Action	Consequence(s)
Warning Tier	Any action that is not in line with school values or expectation but does not threaten the safety of any member of the community	The teacher or administrator will document behavior via kickboard to identify patterns and trends.
Tier 1: Actions that Impact the Individual Student Tier 1 exists to	Tardy to class: A student’s arrival to class after the designated start time without an approved pass or excuse. This includes arriving late from transitions, breaks, or other school spaces and being unprepared to begin instruction at the start of class.	First offense: 1 Redirection Repeated Offense (3 or more): Reflective Form and guardian contact; The Student Support Team may be notified and a meeting with the guardian/parent may be scheduled to discuss barriers and

<p>address behaviors that primarily impact the individual student and can be effectively managed within the classroom through clear expectations, redirection, and accountability.</p>		determine a success plan for the student.
	<p>Uniform Violation: Failure to comply with the St. Joan Antida High School dress code as outlined in the student handbook. This includes wearing non-approved clothing, footwear, or accessories; improper use of uniform pieces; or failure to wear required uniform items during the school day. Please note that coats and sweatshirts are not permitted during the school day unless the Director of Operations or Principal deems it necessary due to climate.</p>	<p>First offense: 1 Redirection and the student will be sent to the Care Closet to receive the appropriate uniform. An item of the students will be turned into the Associate Director of Operations and the uniform item must be returned by the end of the day to receive the student item.</p> <p>Repeated Offense (3 or more): Reflective Form and guardian contact; The Student Support Team may be notified and a meeting with the guardian/parent may be scheduled to discuss barriers and determine a success plan for the student.</p>
	<p>Unauthorized Tech Use: The use of personal or school-issued technology at times or in ways that are not permitted during the school day or within a specific class period. This includes, but is not limited to, using a phone, smartwatch, earbuds, laptop, or tablet without permission; accessing non-academic content during instructional time; or using technology in a manner that distracts from learning.</p> <p><i>Please note: Unauthorized technology use at the Tier 1 level does not include behaviors involving harassment, academic dishonesty, recording without consent, or accessing inappropriate or illegal content, which are addressed at higher tiers.</i></p>	<p>First Offense: The student will be given a verbal warning and an opportunity to correct the behavior. If multiple warnings are required, the warning will be documented on Kickboard.</p> <p>Failure to Correct: If the behavior continues after a warning, the student will receive one (1) Redirection, which will be documented to support consistency and identify potential patterns.</p> <p>Repeated Behavior (Same Class Period): If the behavior is repeated within the same class period, the student will be required to complete a Reflective Form, and parent/guardian contact will be made by the teacher or administration.</p> <p>Patterned Behavior (Across Classes or Over Time): Repeated behaviors occurring across multiple classes or over a period of time indicate a pattern of concern. In these cases, the student will meet with</p>
	<p>Opting out: A student’s refusal or failure to engage in assigned academic activities or instructional expectations during class without an approved reason. This includes not beginning work, choosing not to participate in discussions or activities, putting one’s head down, sleeping during class, or disengaging despite redirection and available support.</p>	
<p>Verbal Disruption: Any non-harmful verbal behavior that interrupts instruction or distracts from the learning environment. This includes talking out of turn, side</p>		

	<p>conversations during instruction, calling out without permission, making unnecessary noises or comments, or interrupting peers or staff in a way that disrupts the flow of class.</p>	<p>administration and a Student Success Plan will be developed to provide targeted support and clear expectations.</p> <p>Continued Failure to Meet Expectations: If a student continues to demonstrate an inability or unwillingness to meet school expectations despite interventions and supports, a student conduct hearing may be scheduled to determine whether St. Joan Antida High School is the best educational fit for the student.</p>
<p>Cursing Among Peers: The use of profanity or inappropriate language in casual conversation between students that is not directed at an individual or group and does not include threatening, harassing, discriminatory, or derogatory language. While not intended to harm, this language is inappropriate for the school setting and disrupts a respectful learning environment.</p>		
<p>Repeated unpreparedness: A pattern of arriving to class without required materials or readiness to participate in learning. This includes consistently missing necessary supplies, assignments, or materials; failing to bring required technology or texts; or being unprepared to begin work at the start of class despite reminders and available support.</p> <p><i>Please note: Repeated unpreparedness at the Tier 1 level does not include situations related to documented accommodations, illness, or circumstances communicated in advance and approved by the school.</i></p>		
<p>Off-task: Behavior in which a student is not engaged in the assigned learning activity during instructional time but remains responsive to redirection. This may include non-academic use of materials, distracted behavior, side conversations, or working on unrelated tasks that interrupt focus or productivity.</p>		
<p>Other: Minor behaviors that interfere with a student’s ability to engage in learning but do not significantly disrupt the classroom environment or threaten the safety or well-being of others. These behaviors are determined by the teacher or administrator and may include actions that affect focus,</p>		

	readiness, or participation and are appropriately addressed through redirection and restorative support.	
<p>Tier 2: Actions that Impact Others</p> <p>Tier 2 addresses actions that impact the broader school community, disrupt school operations, or compromise a safe and constructive learning environment.</p>	<p>Repeated Tier 1 Behavior Within the Same Class Period: The recurrence of one or more Tier 1 behaviors multiple times during a single class period despite redirection and opportunities to correct the behavior.</p>	<p>If the behavior is repeated within the same class period, the student will be required to complete a Reflective Form, and parent/guardian contact will be made by the teacher or administration.</p>
	<p>Patterned Tier 1 Behaviors Over One Month: A pattern of Tier 1 behaviors occurring across multiple classes or repeatedly over an extended period of time (approximately one month), indicating that initial interventions and redirections have not resulted in sustained improvement.</p>	<p>Repeated behaviors occurring across multiple classes or over a period of time indicate a pattern of concern. In these cases, the student will meet with administration and a Student Success Plan may be developed to provide targeted support and clear expectations.</p>
	<p>Harmful or Unkind Communication Towards Community Members: Words, tone, gestures, body language, or actions that are dismissive, or hurtful toward another student and negatively impact an individual’s sense of dignity, belonging, or emotional safety. This behavior does not rise to the level of harassment or discrimination addressed at higher tiers.</p>	<p>First Offense: The student will receive three (3) Redirections and the student will complete a Reflective Form. The parent/guardian will be contacted by the teacher and/or an administrator.</p> <p>Repeated Behavior (Same Class Period): If the same Tier 2 action happens more than once in the same class period, the behavior will be elevated to Tier 3 and the student will:</p> <ul style="list-style-type: none"> ● Receive six (6) Redirections ● Be referred to the Associate Principal ● Complete a Reflective Lunch ● Have a temporary pause on privileges (extracurricular, off-campus lunch, backpack, phone, senior privileges, etc.)
	<p>Continued Disruption: Continued behavior that interrupts teaching or learning after multiple verbal reminders or redirections, preventing instruction from continuing effectively or limiting peers’ ability to engage in learning.</p>	<p>Patterned Behavior (Across Classes or Over Time): The behavior will be elevated to a Tier 3 and the student will:</p> <ul style="list-style-type: none"> ● Receive six (6) Redirections ● Be referred to the Associate Principal ● Complete a Reflective Lunch ● Have a temporary pause on privileges (extracurricular, off-campus lunch, backpack, phone,
	<p>First Instance of Academic Dishonesty: Any initial act that compromises academic integrity, including cheating, plagiarism, unauthorized collaboration, misuse of academic materials, or use of technology in a way that provides an unfair academic advantage.</p>	
	<p>Other: Behaviors that significantly interfere with a student’s own learning and the learning of others, but do not rise to the level of major or safety-related concerns. These behaviors are determined by the</p>	

	<p>teacher or administration and may include actions that disrupt instruction, hinder peer engagement, or undermine a respectful and productive classroom environment despite prior redirection.</p>	<p>senior privileges, etc.)</p> <ul style="list-style-type: none"> ● Administrative support may be needed and the student may be put on a Student Success Plan <p>Continued Failure to Meet Expectations: If a student continues to demonstrate an inability or unwillingness to meet school expectations despite interventions and supports, a student conduct hearing may be scheduled to determine whether St. Joan Antida High School is the best educational fit for the student.</p>
<p>Tier 3: Community Impact</p> <p>Tier 3 addresses actions that impact the broader school community, disrupt school operations, or compromise a safe and constructive learning environment.</p>	<p>Repeated Tier 2 Behavior Within the Same Class Period: The recurrence of one or more Tier 2 behaviors multiple times during a single class period despite redirection and opportunities to correct the behavior.</p>	<p>If the tier 2 behavior is repeated within the same class period, the student will:</p> <ul style="list-style-type: none"> ● Receive six (6) Redirections ● Complete a Reflective Lunch ● Receive pause on privileges <p>Parent/guardian contact will be made by the administration</p>
	<p>Patterned Tier 2 Behaviors Over One Month: A pattern of Tier 2 behaviors occurring across multiple classes or repeatedly over an extended period of time (approximately one month), indicating that initial interventions and redirections have not resulted in sustained improvement.</p>	<p>If the tier 2 behavior is patterned over a period of time, the student may:</p> <ul style="list-style-type: none"> ● Receive six (6) Redirections ● Complete a Reflective Lunch ● Receive pause on privileges <p>Parent/guardian contact will be made by the administration. The student will meet with administration and a Student Success Plan may be developed to provide targeted support and clear expectations.</p>
	<p>Leaving the Classroom Without Permission / Skipping Class: A student leaving a scheduled class or instructional space without approval from a teacher or administrator, or intentionally failing to attend a scheduled class or portion of the school day without authorization. Students who arrive more than 10 minutes late to class without a pass will be considered as skipping class.</p>	<p>First Offense:</p> <p>The student will receive six (6) Redirections. Following the sixth redirection, the student will participate in a Reflective Lunch and receive a temporary pause of student privileges (which may include extracurricular participation, off-campus lunch, backpack, phone, senior privileges, etc.).</p> <p>Parent/guardian contact will be made by administration.</p>
	<p>Disruptive Conduct in Common Spaces: Yelling, profanity, or other disruptive behavior in hallways, stairwells, bathrooms, cafeterias, or other shared spaces that</p>	<p>Repeated Behavior (Same Class Period): If the behavior continues within the same class period after six redirections, the</p>

	<p>interrupts school operations or learning.</p> <p>Refusal to Follow Adult Directions: A student’s continued refusal to comply with reasonable directions from a teacher or staff member that persists despite redirection and requires intervention beyond the classroom to address the behavior.</p> <p>Behavior That Causes Instruction to Stop Across Multiple Spaces: Conduct that significantly disrupts teaching and learning in more than one instructional or common area, requiring multiple staff members to intervene and resulting in a loss of instructional time for multiple students or classes.</p> <p>Targeted Behavior Affecting Multiple Students: Repeated or intentional actions, communication, or behaviors directed toward multiple individuals that demean, intimidate, exclude, or harm others and negatively impact their sense of safety, dignity, or belonging within the school community.</p>	<p>behavior will escalate to Tier 4, and the Principal will be contacted. The student may receive an in-school suspension, out-of-school suspension, and/or a student conduct hearing. A Student Success Plan may be developed as part of the response.</p> <p>Patterned Behavior (Across Classes or Over Time): If Tier 3 behaviors occur repeatedly across multiple classes or over a period of time, the behavior will escalate to Tier 4, and the Principal will be contacted. The student may receive an in-school suspension, out-of-school suspension, and/or a student conduct hearing. A Student Success Plan may be developed.</p> <p>Continued Failure to Meet Expectations: If a student continues to demonstrate an inability or unwillingness to meet school expectations despite interventions and supports, further administrative action may be taken, which may include a student conduct hearing to determine whether St. Joan Antida High School is the best educational fit for the student.</p>
Tier 4: Major Community Impact	<p>Repeated Tier 3 Behavior (Patterned or Continued): The recurrence of Tier 3 behaviors within the same class period or a demonstrated pattern of Tier 3 behaviors across classes or over time, indicating that prior interventions, restorative actions, and supports have not resulted in sustained improvement and that the behavior continues to significantly impact the school community.</p> <p>(Cyber)Bullying: Intentional and repeated behavior carried out in person or through digital platforms (including social media, messaging, or other electronic communication) that targets an individual or group and causes harm, fear, or intimidation.</p> <p>Derogatory Language of Any Kind: Use of</p>	<p>First Offense: The student will receive ten (10) redirections and be referred for an administrative review. The Principal will be notified and involved. A parent/guardian meeting is required. Consequences may include:</p> <ul style="list-style-type: none"> ● Pause of student privileges ● In-school/out of school suspension.

	<p>words, phrases, or expressions—spoken, written, or symbolic—that demean, insult, or devalue an individual or group based on identity, personal characteristics, or perceived differences.</p>	<ul style="list-style-type: none"> • A Student Success Plan may be developed as part of the response.
	<p>Harassment: Repeated or severe behavior, communication, or conduct directed at an individual that demeans, humiliates, or causes emotional distress and interferes with a person’s ability to feel safe or participate fully in the school community.</p>	<p>Repeated or Patterned Behavior: Any repeated occurrence of Tier 4 behavior, whether immediately or over time, will result in an immediate suspension (in-school or out-of-school as determined by the Principal) and a student conduct hearing.</p>
	<p>Homophobia: Any behavior, language, or conduct—verbal, nonverbal, written, or symbolic—that demeans, targets, or discriminates against an individual or group based on actual or perceived sexual orientation, gender identity, or gender expression.</p>	<p>Parent/guardian participation is required, and a Student Success Plan will be implemented or revised.</p>
	<p>Illegal Substance Use or Possession: The use, possession, distribution, or being under the influence of illegal substances, including drugs, alcohol, or misuse of prescription medications, on school grounds or at school-related events.</p>	<p>Continued Failure to Meet Expectations: If a student continues to demonstrate an inability or unwillingness to meet school expectations following suspension and administrative intervention, further disciplinary action may be taken, which may include a determination of whether St. Joan Antida High School is the best educational fit for the student.</p>
	<p>Playfighting: Physical contact presented as joking or playful but that involves hitting, pushing, wrestling, or other physical actions that pose a risk of harm or escalate into unsafe behavior.</p>	
	<p>Providing Unauthorized Entry: Allowing, facilitating, or providing access to the school or school-related spaces to any individual—known or unknown—without authorization from school administration, including bypassing security procedures.</p>	
	<p>Racism: Any behavior, language, or conduct—verbal, nonverbal, written, or symbolic—that demeans, stereotypes, targets, or discriminates against an individual or group based on race, ethnicity, skin color, or perceived racial identity.</p>	

	<p>Sexual Activity on School Grounds: Any sexual conduct or physical intimacy that is inappropriate for the school setting and occurs on school property or during school-sponsored activities.</p>	
	<p>Threats: Verbal, written, digital, or implied statements or actions that express intent to cause harm to a person, group, or property, whether or not the threat is carried out.</p>	
	<p>Vandalism: The intentional destruction of, damage to, or defacement of school property or the personal property of others, including graffiti or tampering with facilities, equipment, or materials.</p>	
	<p>Verbal or Nonverbal Intimidation: Words, gestures, posturing, or behaviors that are intended to frighten, pressure, or coerce another individual and create a sense of fear or vulnerability</p>	
<p>Tier 5: Extreme Community Impact / Safety Concern</p> <p>Tier 5 exists to address behaviors that pose immediate and extreme safety risks to students, staff, or the school community.</p>	<p>Distribution of, Intent to Distribute, or Participation in the Distribution (Buying) of Illegal Substances: The selling, sharing, delivering, purchasing, or intent to sell or distribute illegal substances, including drugs, alcohol, or misused prescription medications, on school grounds or at school-related activities.</p>	<p>First Offense: The student will receive fifteen (15) redirections and be referred for administrative action. The Principal will be notified and involved immediately. Parent/guardian contact is required, and a student conduct hearing will be scheduled to determine whether continued enrollment at St. Joan Antida High School is appropriate.</p>
	<p>Major Theft: The intentional taking, possession, or withholding of property belonging to another person or the school that is of significant value or importance, including theft involving deception, force, or repeated incidents.</p>	<p>Conduct Hearing & Determination: Tier 5 behaviors will almost always result in a student conduct hearing to assess the severity of the incident, impact on the community, and whether the student can safely and successfully remain at SJA.</p>
	<p>Ongoing Inability to Meet Expectations: A persistent pattern of behavior demonstrating a student’s inability or unwillingness to meet school expectations despite repeated interventions, disciplinary actions, and supports across multiple tiers.</p>	<p>Consequences will include in-school or out-of-school suspension during the review process.</p>
	<p>Possession of Any Weapon: The possession, use, or threat of use of any object designed</p>	<p>If the Student Is Approved to Remain at SJA: If, following the conduct hearing, the student is permitted to remain enrolled,</p>

	<p>or used to cause harm, including firearms, knives, explosives, or other dangerous instruments, on school grounds or at school-related events.</p>	<p>the student will return under a Student Success Plan outlining clear expectations, supports, and conditions for continued enrollment. A restorative conversation will occur upon re-entry to support accountability and a safe transition back into the school community.</p>
<p>Sexual Assault or Harassment: Any non-consensual sexual act, attempted act, or unwelcome sexual behavior, including verbal, physical, or digital conduct, that violates another individual’s dignity, safety, or personal boundaries.</p>		
<p>Threats of Violence: Verbal, written, digital, or implied statements or actions that indicate a realistic intent or ability to cause serious physical harm to individuals or the school community. A threat is considered credible when it includes specific details, intent, means, timing, or other factors that suggest the threat may be carried out, or when it reasonably causes fear for personal safety.</p> <p>How This Differs from Tier 4: <i>General threats, intimidating language, or statements that do not demonstrate a realistic intent or capacity to cause harm are addressed at Tier 4. Credible threats of violence, due to the level of risk and potential for immediate harm, are addressed at Tier 5 and require immediate administrative action.</i></p>		
<p>Violence: Any intentional act of physical force against another person that causes or has the potential to cause physical harm, injury, or serious risk to the safety of individuals or the school community.</p>		

Probationary Status

All students new to SJA HS are placed on probationary status for the first year of their enrollment. Any student may be placed on probationary status at the discretion of the expulsion hearing panel, Principal, or actions that violate the student handbook.

When a student is placed on probation or student success plan, a conference is held and the student and parents sign a contract, including the following:

- Time period: length of time status will be in effect

- Course of action: behaviors or conditions that will be considered appropriate or inappropriate · The impact of later offenses: subsequent offenses will be viewed more seriously (even a single violation may result in a disciplinary hearing)
- Plan for re-evaluation: conditions under which the warning status may be terminated, renewed or extended School administration will review probationary status on a bi-weekly basis.

Suspension Policy

At St. Joan Antida High School, suspension is a serious disciplinary consequence used when a student's behavior significantly impacts the safety, learning environment, or well-being of the school community. Suspension may be assigned as either an In-School Suspension (ISS) or an Out-of-School Suspension (OSS), depending on the nature and impact of the behavior.

In-School Suspension (ISS)

In-school suspension is defined as a temporary removal from the student's regular classes while remaining on school grounds in a supervised setting. During an in-school suspension, the student will complete academic work as assigned and may be restricted from participating in school-related activities. In-school suspension is intended to provide structured accountability while minimizing disruption to learning.

Out-of-School Suspension (OSS)

Out-of-school suspension is defined as a temporary exclusion from the school building, including classes and all school-related activities held during the school day, after school, or on weekends.

General Suspension Guidelines

- Parents/guardians will be notified immediately of any suspension and the reason for the disciplinary action.
- A suspension may be issued by the Principal or Dean of Students following a serious disciplinary offense.
- Suspensions will not exceed three (3) school days unless the student is being referred to an Expulsion Team.
- Students referred to an Expulsion Team will receive a five (5) day suspension, which may be extended up to fifteen (15) days if a longer investigation is required.
- During any suspension, it is the student's responsibility to communicate with teachers to determine and complete missed academic work.

Purpose of Suspension

Suspensions may be used to:

- Allow administration time to conduct an investigation
- Separate a student from a situation that may escalate or reoccur
- Address behavior that has significantly detracted from the learning environment or safety of others
- A maximum of three days may be imposed unless written notice is provided indicating that a disciplinary hearing has been scheduled. Notice of a disciplinary hearing will be given within this three-day period.

The following procedures apply to all suspensions:

- The student will be informed of the reason for the suspension.
- The parent/guardian will receive immediate notification of the suspension and its cause.
- Before a student may return to school following a suspension, a re-entry conference will be held with the student, parent/guardian, school counselor, and academic administrator.

- Additional conditions for return, including a Student Success Plan, may be required depending on the severity of the incident.

Expulsion Policy

Serious breaches of discipline are referred for expulsion. The student receives an initial 5-day suspension that can be extended for up to 15 days pending the completion of an investigation. A hearing with the student, parent/guardian, and administrator will be conducted. A hearing panel composed of an administrator and two teaching faculty will oversee the hearing. The resulting disciplinary action may range from intervention to a recommendation for expulsion. The family will have the right to appeal their decision to the President or their designee if there is a specific grievance regarding the investigation, hearing or a substantial disagreement of fact. The President or their designee will review the decision, speak to the parties involved if necessary and make a decision. The decision of the President or their designee is final.

Expulsion is considered a termination of enrollment. Expulsion results from repeated refusal to obey school rules, or from conduct that endangers the health and safety of others or endangers property and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

Expulsion Procedure:

1. During the investigation, the student and parent/guardian shall be notified of being suspended from classes
2. In addition to attempted immediate contact via phone, a written notice of the impending expulsion hearing will be sent through the U.S. mail to the parents/guardians to the address on file with the school within 1 working day after the decision to hold a hearing has been made.
3. The hearing notice will provide for a hearing date and time within 5 school days after the decision to hold a hearing has been made. If the school notifies the family of the need for extended investigation prior to hearing, a suspension can be extended for a maximum of 15 days.
4. The hearing will be held at a time designated by the school. A hearing with the student and parent/guardian will be conducted. Both the student (including parent/legal guardian) and the presenting administrator are allowed to present their respective positions through their own statements, statements of witnesses, and any supporting documentation. The school administration has the right to question the parties and their witnesses and to call additional witnesses as needed. If the family fails to attend the assigned hearing time, the hearing shall go forth without the student and parent/guardian present.
5. The Principal will act on behalf of the school as the presenting administrator to present the case for expulsion. In the case that the Principal is unavailable, the Associate Principal or a member of the Leadership Team will act on behalf of the school as the presenting administrator.
6. A hearing panel composed of a non-presenting administrator and two faculty will oversee the hearing. The presenting administrator is not a voting member of the expulsion committee.
7. The parties have the right to present a closing statement limited to 5 minutes each.
8. At the conclusion of the hearing, the hearing committee will consider all of the evidence and make a decision regarding expulsion. Decisions may include:
 - a. Retain the student with/without disciplinary sanctions
 - b. Allow the student to voluntarily withdraw in lieu of expulsion
 - c. Expel the student
9. The presenting administrator shall inform the parent/legal guardian verbally of the decision within one business day of the hearing's conclusion, followed by a letter detailing the decision. Said letter shall also be provided to the President.
10. If the decision is to expel the student, a date and time by which the expulsion becomes effective shall be indicated in the letter. A student may withdraw at any time prior to the effective date of the

expulsion. If the decision provides for a disciplinary action other than expulsion, a meeting will be scheduled with the student and her parent/guardian. At that time, a disciplinary contract between SJA, the student, and her parent/guardian will be executed with the expectations and consequences clearly set forth. It shall be signed by all parties to the contract.

11. The decision of the committee may be appealed in writing to the President or their designee. The appeal must include a specific grievance regarding the investigation, hearing, or a substantial disagreement of the fact. The President or their designee will review the decision, speak to the parties involved if necessary and make a decision. The decision of the President or their designee is final.

Saint Joan Antida High School reserves the right to terminate a student's enrollment at any time, for any action or behavior on or off school premises that is considered to be unethical or contrary to acceptable moral standards of behavior. This action on the part of the school is at the discretion of the St. Joan Antida administration and supersedes any other disciplinary procedure or action as outlined in this student handbook.

UNIFORM POLICY

At St. Joan Antida High School, uniforms are an important part of our school culture. Wearing the uniform properly reflects pride in our community, supports a focused learning environment, and promotes equity and belonging among students. Students are expected to arrive at school in full uniform and remain in uniform throughout the school day, unless otherwise specified.

1. Skirt choices: SJA plaid, solid gray, solid khaki
2. Pant choices: solid khaki or solid navy blue
3. Shirt choices: solid white, maroon, or navy blue pointed-collar shirt embroidered with the school logo
4. Blazer, cardigan, vest or crew neck in white, maroon, or navy-blue, embroidered with the school logo
5. Daily and athletic sock choices: solid white, burgundy, or navy blue. All tights must be solid (no patterns)
6. Shoe choices: Must be close-toed. Shoes must have a heel strap or cover the heel of the foot. Dress shoes must have a heel less than 2", casual shoes that fit the uniform
7. If a student arrives at school out of uniform, the Associate Principal and Assistant Director of Operations will offer available options from our Care Closet. All the above uniform items may be purchased through School Belles or large retailers like Amazon, Walmart, Target. Students also can order select SJA Spirit Wear items for special dress days when available. Special order forms will be made available at select times during the school year.

Head Coverings

To maintain a focused learning environment, certain head coverings are not permitted during the school day.

Not permitted:

- Hats or caps
- Sunglasses worn indoors
- Bonnets or curlers

These items should not be worn in classrooms or common spaces during the school day unless otherwise directed by school staff.

Permitted for Religious, Cultural, or Protective Purposes

The following are permitted and welcomed when worn appropriately:

- Hijabs
- Head wraps
- Scarves
- Other coverings worn for religious observance, cultural expression, or hair protection

These items are permitted as long as they:

- Are worn in a way that allows the student to fully participate in learning
- Do not obscure the face or interfere with identification or safety

St. Joan Antida High School respects and honors the diverse cultural, religious, and personal identities of our students. Head coverings worn for faith, culture, or hair care are not considered uniform violations and will not result in disciplinary action.

Students with questions or concerns about head coverings are encouraged to speak with a member of the Administration.

Shoes/Socks/Leggings

Socks must be worn. Leggings are not permitted as part of the school uniform. Shoes must be close-toed. Dress shoes and casual wear shoes that fit the uniform are acceptable.

Tanks/Camisoles

The tank / camisole may not be visible under the uniform shirt. Uniform shirts must be buttoned over the tank/camisole.

Not allowed in the uniform:

- Anything displaying gang symbols or colors on materials, jewelry, or clothing
- Leggings of any kind (unless under skirt and MUST be solid)
- Non-uniform sweaters or sweatshirts
- Bedroom slippers
- Flip-flops/athletic slides
- Extreme high heels (2" or higher)
- Inappropriate language on jewelry or clothing items
- No dangerous jewelry (spikes, bar rings, etc.)
- Outside jackets/coats
- Colored tank tops/camisoles
- No cleavage or low-riding pants
- Any dressing in a manner that disrupts the teaching and learning of others and/or is in violation of the SJA uniform code.

Out-of-Uniform Procedure

- Students who arrive at school out of uniform will be sent to the Care Closet, where the Assistant Director of Operations will issue available uniform options.
- To ensure that borrowed uniform items are returned, the student will be required to leave a personal item (such as a phone, keys, or wallet) with the school until the uniform item is returned.
- Borrowed uniform items must be returned as directed by school staff.

TECHNOLOGY POLICY

It is the expectation that all students and families of SJA HS create an account for the School Information System. Power School is the school information system that shall be used for the 2025-2026 school year.

Our e-mail, computer, and Internet systems are school property and are solely for educational purposes. **Any personal use is prohibited.** Anything produced on school devices should be school or classroom related. Offensive or sexually graphic information produced or in files is prohibited and offenders will face consequences. Students and families will be asked to sign the "Acceptable Use Policy" for computers and telecommunications. We may intercept, monitor, copy, review, or delete any files created or maintained on our systems.

Vandalism or damage to any computer equipment, including chromebooks will be dealt with per the Vandalism Policy.

1:1 Device Usage:

Computer use to assist learning has become an important part of our school's instructional program. The school issues a Chromebook for instructional use to every student at St. Joan Antida High School. Students will use this device on a daily basis to support and guide their learning. Students are required to have their school issued, charged Chromebook with them daily.

The following guidelines are necessary to protect the students, the devices, and the school's network and must be followed to ensure this technology serves as an effective instructional tool. Failure to comply with the guidelines may result in disciplinary and/or legal action. By attending SJA, students are agreeing to the following guidelines and policies:

Appropriate Usage

- The student is always responsible for the care and appropriate use of the issued device and must adhere to these terms each time the device is used, including when it is not on school grounds.
- Device may only be used for academic purposes related to research, accessing school email, participation in virtual learning, and completing course assignments.
- Use of the school device for social media, accessing inappropriate websites, cyberbullying, or other violations of the school discipline policy will result in disciplinary action and revocation of device usage.
- Only the student to whom the device is issued (and their parent/guardian) may access the assigned device. Students may not allow others to use their school device at any time.
- St. Joan Antida High School administration reserves the right to make final determination on what constitutes appropriate device usage and take any necessary disciplinary action if the device is deemed to be used for non-academic purposes.

Damage:

- First incident: Damage will be assessed. Student will receive a replacement device and possible invoice.
- Second or subsequent incidents: Student will receive a fee for accidental damage.

Device Maintenance

- The student shall not remove or alter any St. Joan Antida High School identification labels attached to or displayed on the device.
- Students will not deface the device or adhere stickers or other markings that cannot be completely removed by the student when returning the device.

- The student agrees to ensure the device is secure and safe. The student agrees to handle the device carefully and protect it from potential sources of damage.
- The student must report theft (or suspected theft), loss, damage, or malfunctioning of the device to school personnel immediately.
- Upon request, the student agrees to deliver the issued device to St. Joan Antida High School staff for technical inspection or to verify inventory or other information.
- Students will make available at any time for inspection by any school administrator or teacher any messages, communication, or files sent or received on all school devices
- The device is the property of St. Joan Antida High School. All such issued devices shall be returned to the school upon requested dates throughout the year. Failure to return the device will result in appropriate disciplinary and/or legal action.
- The student is aware that this program may be revoked for students who fail to act in accordance with the guidelines stated in the St. Joan Antida student handbook.
- The student will assume the risk of loss by theft, destruction, vandalism, or damage. Devices reported as stolen outside of school require that parents notify police and provide a copy of an official police report to the school administration.
- At collection, a cleaning fee may be charged for dirty devices or sticker removal, or the device may be cleaned under the supervision of technology staff.

Lost/Stolen Devices:

- Full price of repair or replacement for lost devices.
- A new device will not be issued until the funds are paid in full.
- A replacement fee will be issued for all incidents of lost power cords.

WHO TO SEE

What	Point of Contact
Attendance	Front Office
Academic Counseling, College Admissions	School Counselor/College Counselor
Incident Reports, Detention, Truancy, Excessive tardiness, Suspension	Principal
Early Dismissal Pass	Front Office
Locker Problems	Front Office
Tardy to School	Front Office
Financial Aid/Scholarships	Admissions Director & Enrollment
Transcripts	Front Office/ Director of Admissions & Enrollment
Tuition/Fees	Director of Finance &

	Operations
Service Program	Campus Ministry
Shadow Visitors	Admissions Director & Enrollment
General Visitor Passes	Front Office