Parent Student Handbook 2026-2027

St. Joseph High School
2320 Huntington Turnpike
Trumbull, CT 06611
sjcadets.org

Table of Contents

I. About this Handbook 4
II. Mission Statement 5
III. Directory 6
IV. General Policies 7
A. Academic Integrity 7
B. Respect for Property 7
C. Off-Campus Conduct 8
D. Student Accountability 8
i. Office Referral 8
ii. Detentions 8
iii. Suspensions 8
iv. Probation 9
v. Accountability Board 9
vi. Confidentiality 10
vii. Expulsion 10
viii. Law Enforcement 10
ix. Non-Discrimination/Sexual Harassment 10
x. Harassment/Bullying/Hazing/Initiations… 10
xi. Tobacco/Vape Use 11
xii. Gambling 11
xiii. Alcohol & Drug Policy 11
xiv. Searches 12
xv. Weapons 12
E. Sexual Misconduct Policy 12
F. School Photography & Video Policy… 12
V. Attendance Policies 12
A. School Hours & Definitions… 12
B. Arrival & Dismissal… 13
C. Reporting an Absence or Early Dismissal… 13
D. Tardies… 15
E. Possible Penalties for Daily Attendance 15
F. Snow Days, Delayed Openings, Early Dismissals… 15
G. Class Schedules 16
i. Normal Schedule 16
ii. Early Dismissal Schedule 16
iii. Delayed Opening Schedules… 17
VI. Student Health & Safety 18
A. I.D. Cards… 18
B. Emergency Drills 18
C. Emergency Plans 18
D. Visitors 18
E. Security 19
F. Health Services 19
G. Concussion Management Policy 19
VII. Financial Policies 20
VIII. Electronic Devices 20
A. Bring Your Own Device… 20
B. Computer Code of Ethics 21
C. Acceptable Use Policies for Internet Access 21
D. Electronic Device Care & Expectations… 22
E. Student Social Networking Policy 23
IX. Academics 24
A. Parent/Guardian Communications with Teachers 24
B. Custodial Issues 24
C. Blackbaud 24

D. Academic Requirements….24
i. Graduation Requirements 24
ii. Promotion to the Next Grade Level....25
iii. School Textbooks….25
iv. Summer School & Summer Reading....26
v. Community Service 26
E. Grading & Exams… 26
i. The Grading System 26
ii. Testing Dates… 27
iii. Class Participation....27
iv. Homework….27
v. Close of Quarters/Reports 27
vi. Mid-Term/Final/AP Exams 27
vii. Honors....28
viii. National Honor Society 28
ix. Eligibility for Participation in Extracurricular Activities…. 28
x. Intervention 29
F. Course Scheduling....29
G. Dropping a Course….29
H. Sleeping in Class 20
X. Campus Life 29
A. Dress Code… 29
i. Dress Code for all Students 29
ii. Dress Code for Boys....31
iii. Dress Code for Girls 31
iv. Non Uniform Attire....31
v. Dress Code Violations 31
B. Lockers….33
C. Cafeteria & Lunch… 33
D. Study Halls… 33
E. O'Keefe Media Center....34
F. Transportation & Parking 34
i. Bus Travel 34
ii. Automobiles & Parking Pass 34
iii. Driving & Parking Regulations 34
iv. Penalties… 35
G. School Dance Regulations....35
H. School/Field Trips 36
XI. Athletic Policies 36
A. Sports Physicals....36
B. Use of Facilities....36
C. Disqualification 36
D. Hazing/Initiations 37
E. Meeting with College Recruiters....37
F. Locker Room Policy 37
G. Returning to School After a Concussion....37
XII. School Counseling....37
XIII. International Students....38
A. Agencies....38
B. Vacations....38
C. End of School Year Departure 38
D. Service Hours....38
E. Discipline 38
F. Attendance 38
XIV. Spiritual Life....38

I. About This Handbook

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

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

The Principal is the final interpreter of any school rules.

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

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

Parent Conduct

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

II. MISSION STATEMENT

Vision

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

Values

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

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

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

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

~ Author unknown

III. DIRECTORY

President…. David Klein
Principal .....Nancy DiBuono
Assistant Principal for Curriculum & Instruction..... Brian Gavin '13
Bursar .....Madelyn Pesci
Business/Finance Manager ..... Patricia Johnson
Dean of Student Life.....Matthew Kavulich
Director of Admission……..……..Kendra Fiala
Director of Advancement……..Renee Farmer
Director of Athletics ..... Kevin Butler P '25, '28
Director of Campus Ministry……...Raymond Kingsbury
Director of Enrollment Management…….Megan Merwin
Director of Extra-Curricular Activities ..... Martin Dempsey '98
Director of Facilities & Security…….Joe Dzurenda '80
Director of Health Services.....Dorothy Miller '84
Director of Marketing & Communications…….,,,Maria Martinez
Director of Technology .....David Lasecki
Episcopal Chaplain……..Father Andrew LaFleur

IMPORANT LINKS

- **School Website: www.sjcadets.org** - our website is intended to be a central source for information about the school community, including curriculum, calendar, and school activities.

- **Blackbaud: www.mysj.sjcadets.org** - used to inform students and parents of grades, homework, class activities, community service opportunities, and co-curricular activities.

- **This Week at St Joes (TWSJ)** – our weekly newsletter sent via email to all of our current families. If you do not receive the TWSJ in your inbox by the beginning of the school year, contact Maria Martinez at mmartinez@sjcadets.org

- **SchoolPass** – an app used for parents to report tardiness or absence from school and to request early dismissal. Students will be issued tardy and early dismissal passes through the SchoolPass app. SchoolPass will also be used to communicate emergency closures and other important information via text, email, and push notification.

IV. GENERAL POLICIES

A. ACADEMIC INTEGRITY

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

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

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

"Plagiarism is the use of another's words or ideas as if they were one's own [The submission of work created by AI is plagiarism]. To avoid plagiarism when using another person's thoughts, the writer must acknowledge the origin of the ideas and use quotations to indicate borrowed language. Within the context of a specific class, a writer may ordinarily incorporate into his or her paper ideas discussed in that specific class without crediting the teacher or fellow-students. In that case, there is clearly no intent to disguise the intellectual debt. However, published material including passages and ideas from handouts and class texts must always be attributed.

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

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

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

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

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

B. RESPECT FOR PROPERTY

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

The school will be reimbursed for the cost of repairing or replacing anything damaged or lost by a student.

Any act of vandalism, including computer tampering, will result in suspension with the possibility of expulsion from St. Joseph High School, as well as any other legal action that might be deemed appropriate.

C. OFF-CAMPUS CONDUCT

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

D. STUDENT ACCOUNTABILITY

The St. Joseph High School motto "Privilege and Responsibility" is the guiding principle behind the school's code of conduct. All students are expected to be honest, respectful, and cooperative with all members of the faculty and staff.

The following guidelines for student behavior are intended to protect the integrity of both the students and the school so as to create an environment most conducive to achieving the school's mission statement.

i. Office Referral

An Office Referral may be given to any student violating the policies outlined in this handbook. Students may receive an Office Referral from any member of the faculty or staff. Students who receive a referral will meet with a member of the Administration to discuss the violation and determine disciplinary action when necessary.

Students should bring any questions or concerns regarding Office Referrals to the Dean of Student Life.

ii. Detentions

A student who receives multiple Office Referrals or an Office Referral for a more serious violation of the school conduct code (disruptive or disrespectful behavior, etc.) may be assigned a school detention. The guidelines for detentions are as follows:

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

iii. Suspensions

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

phone.

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

- Disrespect and insubordination
- Damaging or defacing school property
- Truancy from school or unexcused absence from class
- Falsifying an absentee note, phone call, or early dismissal note
- Gambling
- Stealing school property or stealing from others
- Misbehavior on school buses or during a fire drill
- Conduct in school or out of school that is harmful to the reputation or well-being of the school, student body, or an individual member of our school community
- Inappropriate and ill-mannered behavior
- Fighting
- Violation of parking or driving rules
- Failure to report to detention
- Violation of the school's Tobacco or Alcohol and Drug Policy (ex: vaping)
- Violation of the school's Weapons Policy
- Chronic non-compliance with school policies and regulations.

Students who are suspended will be readmitted to school only after their parents/guardians have had a re-entry meeting or phone conversation with the Dean of Student Life.

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

A student suspended externally will be given the opportunity to make-up tests or quizzes missed during the period of suspension. This will be done upon return and at the teacher's convenience. We do not report suspensions to colleges or universities unless they reach out to us and inquire.

iv. Probation

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

- Parental notification by letter or phone call
- The establishment of guidelines, sanctions (including restricted activities), and behavioral parameters
- At the discretion of the Administration, a student on probation with restricted activities may be allowed to participate in practices, rehearsals, and regular club meetings during this time period.
- A student will be removed from probation when the Dean of Student Life determines that the conditions of probation have been fulfilled.

v. Accountability Board

In serious disciplinary matters that boarder on expulsion, an Accountability Board of School Administrators will be convened by the Principal to review and recommend sanctions on chronic and/or serious violations of the school behavioral code by a member of the student body. The Accountability Board helps ensure that the student has received thoughtful due-process. The

information discussed in the Accountability Board is confidential. However, this information may be used in determining a student's eligibility for awards, honor societies, and other organizations in which student character is a determining factor. Students who are already members in such honor societies or other organizations may have their membership revoked depending on the stipulations outlined in their own charters or constitutions.

vi. Confidentiality

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

vii. Expulsion

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

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

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

viii. Law Enforcement

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

ix. Non-Discrimination/Sexual Harassment

St. Joseph High School is committed to a school environment free of harassment and discrimination. It is the policy of SJHS that any form of discrimination or harassment on the basis of race, religion, color, national origin, sex, marital status, age, disability, veteran status, whether by students or employees, is prohibited. This prohibition of discrimination or harassment extends to SJHS's educational programs or activities, including academic, nonacademic and extracurricular activities, including athletics, and further such discrimination is prohibited on SJHS's premises. For purposes of this policy, the term "harassment" shall include sexual harassment and the term "discrimination" shall include "sex discrimination". Students who feel they are being discriminated against or sexually harassed should report such behavior immediately to a member of the faculty, staff, or Administration.

x. Harassment/Bullying/Hazing/Initiations

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

xi. Tobacco/Vape Use

St. Joseph High School is a smoke-free campus. Students are not allowed to be in possession of cigarettes, e-cigarettes, vapes, or similar devices. Smoking or the use of smokeless tobacco or marijuana is not permitted on school grounds or at school functions. All visitors must comply with this expectation. Students will be suspended for the possession, use, or sale of tobacco or marijuana products on school grounds or at school functions.

xii. Gambling

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

xiii. Alcohol & Drug Policy

St. Joseph High School is committed to helping individual students who may be suffering from drug or alcohol dependence while at the same time maintaining a safe environment. Any student struggling with substances is encouraged to seek help from the school social worker, a School Counselor, or the Dean of Student Life. Any student who volunteers such information and agrees to a course of counseling as determined by the Administration will not be subject to disciplinary action so long as he or she was not caught using, being under the influence of, or in possession of alcohol, drugs, tobacco products, or drug paraphernalia while as an active member of the school community. In cases of a serious nature, the school may involve the local authorities in order to ensure the safety, health, and well-being of the student involved, and the entire school community.

Breathalyzers

St. Joseph High School has implemented the use of breathalyzers at all school dances and other school sponsored events, both on and off campus, to deter underage drinking. All students and their guests must submit to a breathalyzer test in order to enter any dance, and it is the responsibility of the student to inform their guest of the breathalyzer test. Any student who refuses to submit to a breathalyzer test will not be granted admission to the dance and will be subject to the penalties listed below.

St. Joseph High School reserves the right to administer a breathalyzer test to any student during the school day.

Penalties

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

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

The sale or distribution of any controlled substance or drug paraphernalia, whether on or off campus, will subject a student to expulsion and referral to the local authorities. Sale or distribution can include sharing, providing, and delivering any controlled substance or being in possession of an amount that the Administration determines is reasonable to assume that sale or distribution was the intent. There does

not need to be a monetary exchange for a student to be considered in violation of this policy. The Principal reserves the right to convene an Accountability Board for any incident involving alcohol or drugs.

xiv. Searches

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

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

xv. Weapons

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

E. SEXUAL MISCONDUCT POLICY

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

F. SCHOOL PHOTOGRAPHY & VIDEO POLICY

The school assumes permission to use photographs in publications, on our website, and on our social media pages. If you wish to deny permission for the use of photographs, please contact the Main Office.

V. ATTENDANCE POLICIES

Regular attendance and punctuality are required of all students at St. Joseph High School. Students must abide by the attendance policy on a daily basis. Excessive tardiness or absences will not be accepted and students will receive disciplinary action if they are frequently tardy or absent.

A. SCHOOL HOURS & DEFINITIONS

School Hours: 7:55 A.M. – 2:15 P.M.

Full School Day: A full school day consists of a minimum of four hours and every student is expected to be present each day. Any student that attends school, but is not present for the minimum four hours, will be considered half absent for the day and ineligible to participate in any athletic or extracurricular activities until the student is reinstated on the next school day. Once arriving on campus, no student is to leave before dismissal without receiving permission through the Attendance Office.

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

Students are expected to attend all classes. Skipping a class may result in detention, loss of academic credit for

the class (including the ability to make up tests, presentations or quizzes missed), loss of extracurricular and athletic privileges, or suspension.

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

Tardy/Excused Tardy: The distinction between excused and unexcused tardies is used only in determining appropriate disciplinary action for students with chronic attendance issues. All tardies, excused or unexcused, will appear on a student's final transcript. A tardy will be recorded for any student not present in their first period class when the 7:55am bell rings. Excused tardies are only granted for a driver's license test or for a medical appointment. Both exceptions must be accompanied by proper documentation from either the DMV or a physician. Phone calls, emails, or notes from parents will not grant an excused tardy.

Early Dismissal/Excused Early Dismissal: The distinction between excused and unexcused early dismissals is used only in determining appropriate disciplinary action for students with chronic attendance issues. An early dismissal will be recorded for any student leaving school before the final bell of the day. Excused early dismissals are only granted for a driver's license/permit test, medical appointment, death in the family, or college/university visit. All exceptions must be accompanied by proper documentation from either the DMV, physician, or college/university. Phone calls, emails, or notes from parents will not grant an excused early dismissal.

Extended Absence of Choice: Students who plan to knowingly miss school for an extended period of time (i.e. two or more consecutive academic days) must first meet with the Assistant Principal for Curriculum and Instruction. Students who fail to do so may not be able to make up missed assignments, assessments, or presentations. Reasons for an extended absence of choice include, but are not limited to, family vacations, service trips, and athletic commitments.

B. ARRIVAL & DISMISSAL

A. A.M. ARRIVAL

The school building will be open to students at 7:00AM. Students arriving early must remain in the Main Lobby, Library Media Center, or cafeteria.

All students must enter the building through either the front doors or the rear gym doors.

For safety purposes, and in deference to our neighbors, students may not be dropped off or picked up on Huntington Turnpike. Parents who drive students to and from school are required to drop-off and pick-up behind the school building in the designated drop-off area. The faculty parking area in front of the school is not to be used as a student drop-off area.

B. P.M. DISMISSAL

Students should be picked up at dismissal, unless involved in a supervised activity, in which case the student should be picked up promptly at the conclusion of the activity.

The school building is off-limits to all unsupervised students after 5:30PM. After this time, general supervision is not available and all unsupervised students should have transportation. The school reserves the right to contact the proper authorities if a student has not been picked-up by 5:30PM or is found on campus unsupervised after 5:30PM.
When arriving early for pick-up, parents are asked to refrain from parking in the entrance and exit driveways, the faculty parking area, anywhere on Huntington Turnpike, or in the Fire Lanes.

C. REPORTING AN ABSENCE OR EARLY DISMISSAL

i. ABSENCE

On each day of absence, a parent/guardian must submit the reason for their student's absence using the SchoolPass app. Parents can call the school number (203) 378-9378 ext. 454 or send an email to attendance@sjcadets.org with any questions. Students may not report their own absences. All documentation requesting excused absences (i.e. medical notes, college visit information, DMV information) should sent directly to attendance@sjcadets.org.

An absent student will not be allowed in the school or be permitted to attend school activities until the student has been formally readmitted to school on the next day that school is in session. Any exceptions will be resolved by the Administration.

In case of prolonged illness or injury, a physician's note will be necessary for readmission. Chronic illnesses should be proactively managed so that all student absences fall within acceptable limits.

Absence does not excuse a student from any assignments, tests, or quizzes. It is the students' responsibility to arrange make up or missed work with the teacher.

St. Joseph High School's support of homebound status will not continue indefinitely and is subject to review.

Students should not take vacation at times other than the scheduled school vacation. Written notification must be submitted in advance to the Assistant Principal for Curriculum and Instruction. Teachers are under no obligation to provide individual tutoring or provide work in advance. The student is responsible for all material missed.

Disciplinary action will be taken for excessive absences. The nature of the disciplinary action is up to the discretion of the Dean of Student Life.

ii. EARLY DISMISSAL

Early dismissals should be avoided and only requested for unique family circumstances. Students with an excessive number of early dismissals may be subject to disciplinary action at the discretion of the Dean of Student Life.

For the safety of all students, all requests for early dismissal must be completed through the SchoolPass app prior to 9:00AM. Students must present a note to the Main Office before 9:00AM stating the reason for dismissal. In case of an emergency or unexpected circumstance that requires an early dismissal, an email (attendance@sjcadets.org) with a parental signature *may* be accepted. **Phone calls requesting early dismissal will not be accepted.** If approved, a pass will be issued to the student via the Attendance Office.

Such approvals will be granted by the Attendance Officer at the discretion of the Principal, Assistant Principal, or Dean of Student Life. Students may not independently request early dismissals.

Students who do not drive are only able to be released early from school to their parent/guardian or emergency contact on file. Parents/guardians must communicate through SchoolPass if they wish for their student to leave school early with anyone else.

Any student who leaves campus without following the proper procedure for early dismissal may be subject to suspension.

Work missed due to early dismissal is the full responsibility of the student.

D. TARDIES

A student who it late to school, which means the student is not in his or her first period classroom at the start of the period, must immediately report to the Attendance Secretary or Security Desk to obtain a late slip.

If a student is meeting with a teacher or School Counselor before school and the meeting runs into first period, the student must obtain a pass from their teacher or counselor. The student must then report to the Attendance Office and present the pass to the Attendance Secretary so their attendance can be adjusted.

The student is responsible for all work missed due to lateness.

Disciplinary action will be taken for excessive tardies. The nature of the disciplinary action is up to the discretion of the Dean of Student Life.

4 tardies = 1 absence

E. POSSIBLE PENALTIES FOR DAILY ATTENDANCE

Students with chronic attendance issues may be subject to any of the following:

5 tardies = student meets with Dean of Student Life
10 tardies = detention and parental notification
15 tardies = student meets with parent(s) and Dean of Student Life
20 tardies = in-school suspension
Additional tardies = meeting with Dean of Student Life, Assistant Principal, and Principal, or convening the Attendance Review Board to determine additional disciplinary action.

5 early dismissals = student meets with Dean of Student Life
10 early dismissals = detention and parental notification
15 early dismissals = student meets with parent(s) and Dean of Student Life
20 early dismissals = in-school suspension
Additional early dismissals = meeting with Dean of Student Life, Assistant Principal, and Principal, or convening the Attendance Review Board to determine additional disciplinary action.

5 absences = letter sent home
10 absences = parental contact by School Counselor/ Social Worker
15 absences = parent meeting with Dean of Student Life
20 absences = loss of class credit
Additional absences = meeting with Dean of Student Life, Assistant Principal, and Principal, or convening the Attendance Review Board.

*These disciplinary actions are up to the discretion of the Dean of Student Life, Assistant Principal, or Principal, and will be handled on a case-by-case basis.

F. SNOW DAYS, DELAYED OPENINGS, AND EARLY DISMISSAL

St. Joseph High School will be closed and, if in session, will begin late or dismiss early according to weather conditions. Announcements will be made by our Parent Messaging Service, Channel 8 (WTNH), and Channel 3 (FSB). St. Joseph High School has its own separate announcement aired. St. Joseph High School follows Trumbull Public Schools in weather related school closing-related decisions. Contingency plans for unexpected early dismissals should be arranged in advance by parents.

It is imperative that all Parents/Guardians include their cell phone number on their Blackbaud profile. This is the number that will be texted in case of an inclement weather notice.

G. CLASS SCHEDULES

i. Normal Schedule:

Day 1	Day 2	Day 3	Day 4*	Day 5	Day 6	Day 7*
Period X 7:55-8:51	Period X 7:55-8:49	Period X 7:55-8:51	Period X 7:55-9:17	Period X 7:55-8:51	Period X 7:55-8:49	Period A 7:55-8:51
Period A 8:54-9:47	Homeroom 8:52-9:07	Period E 8:54-9:47	Period D 9:20-10:00	Period C 8:54-9:47	Homeroom 8:52-9:07	Period B 8:54-9:47
Period B 9:50-10:43	Period F 9:10-9:55	Period F 9:50-10:43	Period E 10:03-10:43	Period D 9:50-10:43	Period B 9:10-9:55	Period C 9:50-10:43
Period C (long) 10:45-12:28	Period A 9:58-10:43	Period A (long) 10:45-12:28	Period F (long) 10:45-12:28	Period E (long) 10:45-12:28	Period C 9:58-10:43	Period D (long) 10:45-12:28
Period D 12:31-1:21	Period B(long) 10:45-12:28	Period B 12:31-1:21	Period A 12:31-1:21	Period F 12:31-1:21	Period D(long) 10:45-12:28	Period E 12:31-1:21
Period E 1:24-2:15	Period C 12:31-1:21	Period C 1:24-2:15	Period B 1:24-2:15	Period A 1:24-2:15	Period E 12:31-1:21	Period F 1:24-2:15
	Period D 1:24-2:15		*Period X Extended		Period F 1:24-2:15	*Periodswill rotate each cycle

Lunches: 1st = 10:46-11:10 | 2nd = 11:12-11:36 | 3rd = 11:38-12:02 | 4th = 12:04-12:28

ii. Early Dismissal Schedule:

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Period X 7:55-8:29	Period X 7:55-8:29	Period X 7:55-8:29	Period X 7:55-8:29	Period X 7:55-8:29	Period X 7:55-8:29	Period A 7:55-8:29
Period A 8:32-9:06	Period F 8:32-9:06	Period E 8:32-9:06	Period D 8:32-9:06	Period C 8:32-9:06	Period B 8:32-9:06	Period B 8:32-9:06
Period B 9:09-9:43	Period A 9:09-9:43	Period F 9:09-9:43	Period E 9:09-9:43	Period D 9:09-9:43	Period C 9:09-9:43	Period C 9:09-9:43
Period C (long) 9:46-10:46	Period B (long) 9:46-10:46	Period A (long) 9:46-10:46	Period F (long) 9:46-10:46	Period E (long) 9:46-10:46	Period D (long) 9:46-10:46	Period D (long) 9:46-10:46
Period D 10:49-11:23	Period C 10:49-11:23	Period B 10:49-11:23	Period A 10:49-11:23	Period F 10:49-11:23	Period E 10:49-11:23	Period E 10:49-11:23
Period E 11:26-12:00	Period D 11:26-12:00	Period C 11:26-12:00	Period B 11:26-12:00	Period A 11:26-12:00	Period F 11:26-12:00	Period F 11:26-12:00

iii. Delayed Opening (90 Minutes) Schedule:

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Period X 9:30-10:04	Period X 9:30-10:04	Period X 9:30-10:04	Period X 9:30-10:04	Period X 9:30-10:04	Period X 9:30-10:04	Period A 9:30-10:04
Period A 10:07-10:41	Period F 10:07-10:41	Period E 10:07-10:41	Period D 10:07-10:41	Period C 10:07-10:41	Period B 10:07-10:41	Period B 10:07-10:41
Period B 10:44-11:18	Period A 10:44-11:18	Period F 10:44-11:18	Period E 10:44-11:18	Period D 10:44-11:18	Period C 10:44-11:18	Period C 10:44-11:18
Period C (long) 11:21-1:01	Period B (long) 11:21-1:01	Period A (long) 11:21-1:01	Period F (long) 11:21-1:01	Period E (long) 11:21-1:01	Period D (long) 11:21-1:01	Period D (long) 11:21-1:01
Period D 1:04-1:38	Period C 1:04-1:38	Period B 1:04-1:38	Period A 1:04-1:38	Period F 1:04-1:38	Period E 1:04-1:38	Period E 1:04-1:38
Period E 1:41-2:15	Period D 1:41-2:15	Period C 1:41-2:15	Period B 1:41-2:15	Period A 1:41-2:15	Period F 1:41-2:15	Period F 1:41-2:15

Lunches: 1st = 11:20-11:44 | 2nd = 11:46-12:10 | 3rd = 12:12-12:36 | 4th = 12:38-1:02

iv. Delayed Opening (2 Hours) Schedule:

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Period X 10:00-10:28	Period X 10:00-10:28	Period X 10:00-10:28	Period X 10:00-10:28	Period X 10:00-10:28	Period X 10:00-10:28	Period A 10:00-10:28
Period A 10:31-10:59	Period F 10:31-10:59	Period E 10:31-10:59	Period D 10:31-10:59	Period C 10:31-10:59	Period B 10:31-10:59	Period B 10:31-10:59
Period B 11:02-11:30	Period A 11:02-11:30	Period F 11:02-11:30	Period E 11:02-11:30	Period D 11:02-11:30	Period C 11:02-11:30	Period C 11:02-11:30
Period C (long) 11:33-1:13	Period B (long) 11:33-1:13	Period A (long) 11:33-1:13	Period F (long) 11:33-1:13	Period E (long) 11:33-1:13	Period D (long) 11:33-1:13	Period D (long) 11:33-1:13
Period D 1:16-1:44	Period C 1:16-1:44	Period B 1:16-1:44	Period A 1:16-1:44	Period F 1:16-1:44	Period E 1:16-1:44	Period E 1:16-1:44
Period E 1:47-2:15	Period D 1:47-2:15	Period C 1:47-2:15	Period B 1:47-2:15	Period A 1:47-2:15	Period F 1:47-2:15	Period F 1:47-2:15

Lunches: 1st = 11:32-11:56 | 2nd = 11:58-12:22 | 3rd = 12:24-12:48 | 4th = 12:50-1:14

v. Delayed Opening (2.5 Hours) Schedule:

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Period X 10:30-10:52	Period X 10:30-10:52	Period X 10:30-10:52	Period X 10:30-10:52	Period X 10:30-10:52	Period X 10:30-10:52	Period A 10:30-10:52
Period A 10:55-11:17	Period F 10:55-11:17	Period E 10:55-11:17	Period D 10:55-11:17	Period C 10:55-11:17	Period B 10:55-11:17	Period B 10:55-11:17
Period B 11:20-11:42	Period A 11:20-11:42	Period F 11:20-11:42	Period E 11:20-11:42	Period D 11:20-11:42	Period C 11:20-11:42	Period C 11:20-11:42
Period C (long) 11:45-1:25	Period B (long) 11:45-1:25	Period A (long) 11:45-1:25	Period F (long) 11:45-1:25	Period E (long) 11:45-1:25	Period D (long) 11:45-1:25	Period D (long) 11:45-1:25
Period D 1:28-1:50	Period C 1:28-1:50	Period B 1:28-1:50	Period A 1:28-1:50	Period F 1:28-1:50	Period E 1:28-1:50	Period E 1:28-1:50
Period E 1:53-2:15	Period D 1:53-2:15	Period C 1:53-2:15	Period B 1:53-2:15	Period A 1:53-2:15	Period F 1:53-2:15	Period F 1:53-2:15

Lunches: 1st = 11:44-12:08 | 2nd = 12:10-12:34 | 3rd = 12:36-1:00 | 4th = 1:02-1:26

VI. STUDENT HEALTH & SAFETY

a. I.D. CARDS

Picture I.D. cards are distributed every year. As a safety and security measure, all students are required to wear their I.D. card throughout the academic day, including on dress down days. I.D. cards are considered part of the student uniform and failure to properly wear it may result in an office referral. I.D. cards can also be used to purchase items from the cafeteria and bookstore. Seniors must show their student I.D. when signing out for senior privilege. Lost I.D. cards can be replaced by the Dean of Student Life. There is a $5.00 replacement fee.

b. EMERGENCY DRILLS

Every month, we will practice a variation of an emergency drill, such as fire drills, lockdown drills, stay put drills, weather drills, and reunification drills. Any concerns or questions regarding emergency drills should be directed to the Dean of Student Life. The schedule of emergency drills for the 2025-26 academic year are as follows:

September 4th September 10th	Fire Drill Lockdown/Stay Put
October 1st	Fire Drill/ Reunification
November 4th	Fire Drill
December 1st	Fire Drill
January 29th	Lockdown/Stay Put
February 25th	Fire Drill
March 10th March 23rd	Weather Drill Fire Drill
April 7th	Stay Put
May 4th	Fire Drill
June 11th	Fire Drill

Note: Dates are subject to change

c. EMERGENCY PLANS

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

d. VISITORS

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

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

e. SECURITY

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

i. The lockers in the school corridors are to be used for books and clothing only. These lockers are to be secured at all times and the locking mechanisms are not to be tampered with.
ii. Personal property is not to be left unattended in any area of the school building.
iii. Any vandalism done to school property or act of stealing must be reported immediately to an Administrator.
iv. Book bags of any kind may not be used during the school day. Any bag brought into school is subject to inspection.
v. Surveillance cameras are in place on school grounds and in the school building to help ensure community safety.

f. HEALTH SERVICES

Students who feel ill should notify the supervising teacher, obtain a pass, and then report immediately to the Nurse's office. Students should not make any stops, including the lavatory or their locker, on the way to the Nurse.

The Nurse will evaluate any student feeling ill and decide on the course of action to be taken. Students may not text their parents from school asking to be picked up because they feel ill. Students may only be dismissed from school for health reasons at the discretion of the Nurse.

Any and all medication, whether prescription or not, must be brought to the Nurse's Office upon arrival to school and accompanied by a medical provider's written authorization and parent's signature. Medication may be taken only in the Nurse's Office.

All new students are required to have a physical health assessment.

St. Joseph High School may require professional psychological and/or medical assessment and/or services as a condition of continued enrollment.

Any requests for exception to school rules due to health considerations must be accompanied by a doctor's note and written permission for school officials to contact the physician.

g. CONCUSSION MANAGEMENT POLICY

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

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

Students must show progress in academics prior to returning to any after school activity, which includes athletics, academics, and performing arts, with clearance in official documentation from their medical doctor.

VII. FINANCIAL POLICIES

The tuition for the 2026-2027 school year is $20,800 (International Students: $24,000).

- Tuition obligations must be paid on time and in full.
- Students whose tuition accounts are in arrears at mid-term exam time will not be allowed to begin the second semester.
- Students whose tuition accounts are in arrears at final exam time will not be allowed to re-enroll for the following academic year. Seniors will not be eligible to receive their final transcript.
- Refunds will be calculated on a **semester** basis. Refunds **do not include** the initial $1,000 non-refundable deposit paid by the Class of 2030. For the purpose of identifying a "start" date for the first semester, the parents/guardians of any student registered on July 15, 2026, will be liable for the entire first semester tuition (50%). For purposes of identifying a "start" date for second semester, the parent/guardians of any student enrolled on the **first day of the second semester** will be liable for the entire second semester tuition (50%).
- Financial Aid awards will be deducted from the total tuition bill, but if a student leaves before completing the school year this must be repaid.
- Any student whose tuition account is seriously delinquent may be disqualified from participation in any activity.
- Since St. Joseph High School is the guarantor of the Union Savings Bank tuition loan accounts, all St. Joseph High School's financial policies listed above will apply. St. Joseph High School will not release student records if loan payments are not current. All monthly payment plans must be completed by April 30, 2027.
- Senior students will be assessed a graduation fee to cover the cost of graduation, yearbooks, etc. Every effort will be made to keep this cost at a minimum.

VIII. ELECTRONIC DEVICES

a. BRING YOUR OWN DEVICE POLICY

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

i. Texting is not allowed during class.
ii. Students are to place cell phones in the designated cell phone holder when entering their classroom. All cell phones should be silenced or turned off. Cell phones are not to be used during class unless otherwise specified by the teacher. All cell phones are to remain in the cell phone holder if a student is to leave the classroom during the academic period. Students are permitted to use their cell phones during study hall, lunch, and between classes.
iii. The use of electronic devices in the classroom is solely at the discretion of the teacher. Teachers have the right to issue office referrals for any electronic device that is being used inappropriately or without the teacher's permission. Any further inappropriate behavior may result in Students surrendering their electronic device if asked or risk further disciplinary action.
iv. Teachers have the right to turn over any confiscated item to the Dean of Student Life. The Dean of Student Life may request that that student retrieve the device after 2:15PM or that a parent/guardian retrieve the device at a mutually agreed upon time.
v. St. Joseph High School is not responsible for any lost or stolen devices.
vi. Taking photos or videos of another individual without their permission or knowledge is unacceptable and may be subject to disciplinary action.
vii. For safety reasons, earbuds or headphones cannot be worn in the hallways.

b. COMPUTER CODE OF ETHICS

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

i. Do not give out username information or passwords. Be sure to log off (sign-out) at the end of every session.
ii. Do not save passwords to devices that are not your own. If you must save passwords use a known verifiable password manager (1Pass, LastPass, etc.).
iii. Do not save passwords on web browsers that are publicly available (Library, Computer Lab, etc.). It is not recommended to use any built-in web browser password vault.
iv. Avoid transmitting credit card or other Personal Identifiable Information (PII) over the network (Birthdate, Social Security Number, Home address, Phone Number, etc.) where possible.
v. Never give out another's Personal Identifiable Information (PII).
vi. Observe copyright laws. Do not transmit false information, attempt to read, or steal anyone else's e-mail or work. Do not transfer commercial software. Not properly citing another person's work is plagiarism.
vii. Do not insult anyone or use obscene or offensive language in communications, email, texting, and airdrop.
viii. Do not send unwanted or unnecessary emails to anyone who has not asked. It may be considered harassment and against the law.
ix. Do not download or transmit any file that comes from unknown sources as they may be compromised due to a virus, malware, or ransomware.
x. Report any problems or abuses to teachers or our Director of Technology as soon as possible.
xi. Internet use on campus is provided for curriculum projects or school business only. No commercial use or use for partisan politics is permitted.
xii. Access to any pornographic sites or material that could be considered illegal, dangerous, or inconsistent with the philosophy of St. Joseph High School as stated in the Parent/Student Handbook is strictly prohibited.

c. ACCEPTABLE USE POLICIES FOR INTERNET ACCESS

i. All use of the Internet and school work must be in support of education and research and consistent with the purposes of St. Joseph High School.
ii. Any use of the Internet and network to facilitate illegal activity is prohibited.
iii. Use of the network for non-work related communication (e- mail, chat) is permitted only with on-site teacher permission and supervision.
iv. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users or misrepresent other users.
v. Accounts are to be used only by the authorized owner of the account for the authorized purpose of academia and research.
vi. All communications and information accessible via the network should be assumed to be private property. No trespassing in other's folders, work or files.
vii. Network use shall not disrupt use by others; hardware or software shall not be damaged, modified, or abused in any way.
viii. Malicious use of the network to develop programs that harass other users, infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
ix. Hate mail, harassment, threatening material, discriminatory remarks, insulting or obscene language and other anti-social behaviors are prohibited.

x. The illegal installation or downloading of copyrighted software is prohibited.
xi. Use of the network to access, send or display obscene or pornographic material is prohibited.
xii. Use of the network to transmit material likely to be offensive or objectionable to the recipients is prohibited.
xiii. Use of the network for commercial purposes is prohibited.
xiv. All utilization of Internet and Intranet usage is logged and audited, while respecting the privacy of user accounts.
xv. St. Joseph High School reserves the right to deny access to the Internet/Intranet and ban devices not appropriate for campus usage.
xvi. St. Joseph High School will enact appropriate disciplinary sanctions for serious violations of the above policies. Be aware that misuse of computer resources may result in criminal prosecution.

d. ELECTRONIC DEVICES CARE & EXPECTATIONS

Students are expected to use their electronic device as an educational tool. Accordingly, students are expected to adhere to the Acceptable Use Policy, outlined above, which governs technology use on campus. Students should silence their electronic devices during the day unless instructed to do otherwise by a faculty or staff member.

Unauthorized use of cameras, recording devices, instant-messaging apps, social networking apps, and/or games will result in disciplinary consequences.

i. The electronic devices are owned by the students and are to be used as a learning tool.
ii. Students are responsible for knowing how to properly operate and protect their electronic device. This includes not leaving the device in a location where it can be damaged by cold, heat, or moisture, and cleaning the screen with a soft, dry, or anti-static cloth.
iii. Students/parents are solely responsible for the care and security of student's electronic device(s). Electronic devices must never be left in an unlocked locker, unlocked car, or any unsupervised area.
iv. Setting up strong passwords, passcodes, setting an appropriate time-out lock period, and any 2-Step or multi-Factor authentication (2FA/MFA) is recommended when possible
v. If the electronic device is damaged or malfunctions, or is lost or stolen, the students/parents are responsible for the expense of repairing or replacing the device.
vi. Students should not exchange their electronic devices with one another.
vii. The use of laptops, tablets, and phones, etc. in school is subject to the Acceptable Use and Academic Integrity Policies. St. Joseph High School does not accept responsibility for the electronic devices of students.

A. GENERAL EXPECTATIONS:

- Students are expected to have their fully charged electronic devices at school each day. To extend battery life, students should turn off their devices when not in use.
- Students are encouraged to use Google Drive for their storage and backup of educational materials. This will allow the device to automatically backup when it is connected to Wi-Fi and a power source. Students should check to be sure their device is regularly backing up. Doing so will safeguard files, documents, and apps.
- Electronic devices should always be within a protective cases when carried.
- Students should have identification information located on their electronic device.
- The "Find my Device" function should be enabled.
- Non-educational content is for personal use only and may not be accessed at any time during the school day or shared in any manner, audio or visual, with other students.
- If an electronic device is found unattended, it should be brought to the Main Office.
- In the case of memory space conflict, academic content takes precedence over personal files and apps.

B. PROHIBITED USES

- The communication functions on all electronic devices (messaging, texting, Facetime, camera, microphone, and any form of social media) are not to be used during the school day unless under the direction of a teacher for academic purposes.
- The use of Meta AI glasses or other electronic AI powered eyeglasses is prohibited during the school day
- Inappropriate media may not be used as a screensaver or background photo (including but not limited to the presences of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols, or pictures).
- Use of chat rooms or messaging services not authorized by a teacher.
- Accessing sites selling other student's work and assignments.
- Spamming - sending mass or inappropriate emails.
- Bypassing the St. Joseph High School web filter through a web proxy or through a cellular data connection.

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

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

e. STUDENT SOCIAL NETWORKING POLICY

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

i. Any posting (anonymous or not) that creates, directly or indirectly, an uninviting/threatening atmosphere for any member of our community, or creates an environment that is contrary to the values of SJHS, will be investigated and considered a serious violation of our harassment and bullying policies no matter when or on what system it was created or transmitted.
ii. Students need to be mindful that, even in their online activities, they are always representing SJHS.
iii. Students should not post anything compromising that could then be linked to the School.
iv. Students should be aware that many college admissions offices and future employers will look at the social networking sites of applicants. Postings can have serious, life-long repercussions.
v. Students may not use the name or logos of the School for any posting without written permission from the President and may not use the logos or copyrighted material of any other person or organization without appropriate permission.

i. BASIC GUIDELINES FOR SOCIAL NETWORKING SITES:

- Students should be careful with the personal contact information they post on social networking sites. Such information includes a student's full name, home address, location, home phone number, cell phone number, and any other information that would allow an individual to locate a student.
- Disclosing personal contact information on social networking sites can lead to unwanted and unsafe attention from individuals that students do not know.
- Social media websites and applications provide numerous privacy settings for information contained in their pages. Students should use these settings to protect personal contact information and other private information.
- Students should be aware that once posted, the information becomes property of the website.
- Legal age limits apply to certain social networking sites.
- Students are responsible for the content that they publish or that is published under their names.
- Never assume that anything posted is private.

- Anything sent or posted in cyberspace creates a record that cannot be deleted.
- Always consider the reaction of recipients of social networking.
- Always consider the reaction of others such as your family, friends, the School, or the media, to any student postings.
- Online behavior should reflect the same standards that SJHS expects of the student each day: respect, integrity, kindness, honesty, compassion, and trust.

IX. ACADEMIC POLICIES

a. PARENT/GUARDIAN COMMUNICATION WITH TEACHERS

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

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

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

b. CUSTODIAL ISSUES

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

c. BLACKBAUD

All students and parents are required to set up and activate a Blackbaud account to access student class pages where they will be able to see grades, progress reports, schedules, attendance, and discipline records along with event dates, school announcements, and teacher contact information. Please note the grades on Blackbaud are only meant to be an estimate of the student's average and may not reflect all the factors that determine the final grade. Parents/Guardians should contact teachers directly for more detailed information on grades and assignments.

d. ACADEMIC REQUIREMENTS

i. GRADUATION REQUIREMENTS

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

- English: 4.0 credits (1 credit per year)
- Mathematics: 4.0 credits (1 credit per year)
- Theology: 4.0 credits (1 credit per year)
- Social Studies: 3.5 credits (including Civics)
- Science: 3.0 credits
- World Language: 2.0 credits (of same language)
    - College recommending: 3.0 credits
- General Electives: 3.5 credits

- Grade 9 & 10 Required Electives: 2.0 credits
- Grade 9 electives: Choir or Band or IDEA and Fine Arts
- Grade 10 electives: Choir or Band; or Art or Theatre and Technology & Innovation or Fine Arts
- Community Service- 100 hours (25 per year)
    - **Total Credits 26**

TRANSFER STUDENTS

Transfer students are placed accordingly as determined by the St. Joseph High School curriculum and requirements for graduation. In some cases, transfer students may be required to take classes with a different grade level. Transfer student credit requirements will be determined on a case-by-case basis during the admissions process. A student must attend St. Joseph High School for four years in order to be considered for valedictorian and salutatorian honors. To earn their diploma, transfer students must meet the following requirements:

- 1.0 credit in British Literature
- 1.0 credit in U.S. History
- 0.5 credit in Civics (or 1.0 credit in AP US Government & Politics)
- 1.0 credit or equivalent in Algebra 2
- 3.0 credits in Science, including 1.0 in biological science (Biology or Anatomy) and 1.0 in a physical science (Chemistry or Physics)
- 2.0 credits in the same World Language

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

- Seniors must complete their required community service hours to receive a diploma.
- Transfer Student credit requirements will be determined on a case by case basis. Students may earn additional credits but are required to carry a full course load each year.

ii. PROMOTION TO THE NEXT GRADE LEVEL

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

Promotion to the next grade level is not simply a matter of the successful completion of academic requirements. Since we educate the whole person, we expect and require the student to exhibit, by his or her own behavior, an appreciation for and acceptance of the values and ideas on which the School was founded and which we continue to teach. Failure to comply with the Parent/Student Handbook may result in a student not being invited back to St. Joseph High School. Also, if parents/guardians fail to cooperate with school policies, the School may require that the parent withdraw their student from St. Joseph High School.

iii. SCHOOL TEXTBOOKS

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

- Students are responsible for the care of books issued to them.
- The student's name and homeroom should be written in ink on the inside front cover.
- The same book with the same book number that was given to students at the beginning of the course must be turned in upon completion of the course.
- Students are not allowed to mark or deface their books.

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

iv. SUMMER SCHOOL & SUMMER ASSIGNMENTS

Any academic failure will require the student to attend summer school for the purpose of recovering credits in the subject(s) failed. The only acceptable summer school programs that students may attend are the programs offered by St. Joseph High School or programs offered by their town. Students who opt to attend the programs in their town are responsible for making those arrangements with their local Board of Education. St. Joseph High School will publicize the summer school requirements on or about May 1st. There is an additional fee for any student enrolled in the Summer School Program.

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

Summer reading, math, and social studies assignments will be posted on our website in May.

v. COMMUNITY SERVICE

Community Service is an important component of the curriculum that helps students become aware of the needs of others. Community service is a requirement for grade promotion and graduation. All service hours must be completed and logged collected by the deadline date. The criteria for acceptable service are determined by the Office of Campus Ministry.

Hours must be completed in the following areas:

Freshmen…… 25 Hours	Juniors…… 25 Hours
Sophomores…… 25 Hours	Seniors…… 25 Hours

Community Service hours must be submitted through Mobileserve between May 2, 2026 and May 1, 2027.

A grade of P (pass) indicates the service hours are complete, approved, and logged into Mobileserve by the deadline. If the hours are not completed and logged, an F (fail) will be posted as the fourth quarter Service grade.

Students who do not attend grade level retreats or complete the assigned make-up work will not pass their community service requirements.

e. GRADING & EXAMS

i. THE GRADING SYSTEM

The academic calendar is divided into the 1st Semester and 2nd Semester; each Semester is further divided into two quarters:

- 1st Semester = 1st and 2nd Quarters and the midterm exam
- 2nd Semester = 3rd and 4th Quarters and the final exam

Full year courses meet for both the 1st and 2nd Semesters. Half year courses meet for only one semester and may be offered in either the 1st or 2nd Semester.

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

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

Students' grades are reported as raw scores on all transcripts and report cards. Students who are enrolled in Advanced Placement, College-level, or Honors courses receive a multiplier towards their adjusted (weighted) grade point average. The Registrar's Office updates each students' grade point average annually to reflect the multiplier.

The multipliers are as follows:

- Advanced Placement/College-Level 1.10
- Honors 1 1.07
- Honors 2 1.05
- College Prep 1.00

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

ii. TESTING DATES

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

Monday -- Science, World Language
Tuesday -- Business/Technology/Theology
Wednesday -- English
Thursday -- Social Studies
Friday – Math, Fine Arts
Two full-period assessments given on one school day is not considered unreasonable.

iii. CLASS PARTICIPATION

Teachers may incorporate class participation as a portion of a student's grade up to, but not exceeding 10% in each quarter.

iv. HOMEWORK

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

v. CLOSE OF QUARTERS/REPORTS

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

Interim Grades: These reports indicate academic performance at the mid-point of each marking period. Current grades can be found on Blackbaud at any time.

Report Cards: These reports are posted to Blackbaud approximately one week after the close of each marking period.

Parents wishing to receive paper copies of interim and report cards must contact the Main Office. Parents requesting a duplicate mailing must do so in writing to the Main Office.

vi. MID-TERMS/FINALS/AP EXAMS

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

Make-ups are not arranged as a matter of convenience or preference. A student who misses an exam due to illness or a death in the family must furnish the Assistant Principal for Curriculum and Instruction with the necessary documentation. Make-up exams will take place after regular exams are complete. Any other exam absence may result in a zero for the missed examination.

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

vii. HONORS

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

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

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

viii. NATIONAL HONOR SOCIETY

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

ix. ELIGIBILITY FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Participation in athletics, performing arts, field trips, and school sanctioned events including dances and student activities is a privilege. Students will be denied participation if they fail to meet academic, attendance, or behavioral expectations. In order to participate in clubs, athletic teams, field trips, special class trips, and grade level exclusive class events, a student must maintain academic eligibility. If a student receives two failing grades in a marking period, the student becomes ineligible until the next quarter's final grades are posted.

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

Students who are academically ineligible to participate in athletics, extracurricular activities, school trips etc. will not be able to participate in such activities until the new quarter grades have been officially posted. Since the purpose of the ineligibility period is to provide students with more time to dedicate to their studies, students cannot participate in practices or regular meetings during this time period (with the exception of try-outs or auditions).

While attendance at games or school functions where a club may be present is not forbidden, students who are ineligible cannot dress in uniform or any club attire. They also cannot sit on the bench or travel with their team. For safety purposes, athletes that are removed from the ineligibility list must take part in

two full practices before playing in their first contest.

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

x. INTERVENTION

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

f. COURSE SCHEDULING

Every reasonable attempt will be made to honor course requests. Due to the complexity of scheduling, not every course request can be accommodated. Requests for individual teachers cannot be accommodated.

g. DROPPING COURSES

A student may not drop a class without approval from the School Counseling Department. Classes cannot be changed after the first full cycle of classes unless there are exigent circumstances that will be determined by the Administration.

h. SLEEPING IN CLASS

Sleeping in class is prohibited. After a warning, students may be subject to suspension.

X. CAMPUS LIFE

All students are obliged to dress for school in accordance with the dress code, following both the letter and spirit of the dress code. Students must be in full dress code for the entire school day, including lunch and study hall.

a. DRESS CODE

i. DRESS CODE: ALL STUDENTS

Polo and Oxford Shirts

A short or long sleeve polo shirt bearing the St. Joseph High School insignia of our school may be worn throughout the academic school year. They are available for purchase from School Uniforms by Tommy Hilfiger

All students may choose to wear a solid, non-patterned, long-sleeved **oxford** shirt. Boys must wear a tie with the oxford shirt. All shirts, both polo and oxford, must be properly tucked into the slacks or skirt.

Students who have purchased approved club, activity, or team polos may wear their shirts in place of the school polo. All club, activity, and team polos must be approved by the Dean of Student Life.

A solid, white, **short sleeve t-shirt** or tank top is the only shirt acceptable to be worn under a short sleeved uniform shirt/polo. Long sleeve shirts under short sleeve polos are not

permitted. A proper uniform polo or dress shirt must be worn under approved outerwear at all times.

Athletic jersey tops may be worn in place of a school polo on the day of a team's game (and on Fridays for weekend games). The jersey tops are to be treated as uniform shirts and all other dress code rules still apply (no long sleeve shirts under short sleeve shirts, no unapproved outerwear, etc.).

Outerwear

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

- Maroon or gray school fleece (available in ¼ zip or full zip)
- Maroon or gray micro-fleece (available in ¼ zip only)
- Gray lightweight pull-over (available in ¼ zip only)
- SJ quarter zip hoodless sweatshirt (the only sweatshirt allowed)
- SJ "bookstore" crewneck
- Maroon, gray, or white club, activity, or team ¼ zip or full zip pullover.

All other outerwear (jackets, hoodies, vests, pullovers, etc.) must be kept in backpacks during the school day. NHS apparel may be worn by NHS members only.

The bookstore sells, and athletic teams may purchase, outwear that may not be acceptable to wear in school on a daily basis; please check with the Dean of Student Life before making any purchases to determine if the apparel may be worn during the school day. All uniform approved outerwear sold by the bookstore can be found here.

Shoes

The only acceptable footwear for all students is a closed toe shoe, below the ankle with a full back, rigid heel, and sole (ex: Sperry boat shoes, loafers, dress shoes, ballerina flats). Shoes may be brown, black, navy blue, or gray. No bright colors, including bright white are allowed on the heel or sole. White shoes are not allowed. Sneakers or Sneaker-style Sperry's, Vans, boots, sandals, flip flops, heels, clogs, slippers, moccasins, or any shoe with visible "fur or fuzz" (ex: UGG's, Timberlands, etc.) are not allowed.

Appearance

Hairstyles must meet conventional standards appropriate for work in a professional business office setting in order to participate in any function or activity of the school.

Extremes of length, style, cut, or unnatural color (ex: bright/neon colors, ash gray, bleach, etc) are not permitted, including streaks of color in the hair or "dipped" hair. Also prohibited are any designs cut, shaved, or dyed into one's hair, or beads woven into the hair.

Claims that the offending hairstyle/color cannot be changed because it is a recent purchase will not be accepted. Under no circumstance may athletic teams or clubs dye their hair as a form of team comradery. Students will be subject to disciplinary action for violating school rules.

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

Hats are not permitted at any time, including dress down days. Torn, marked, or soiled

uniforms will not be permitted.

All attire and accessories (including jewelry) must be consistent with the values and expectations of St. Joseph High School.

Spiked or studded clothing or accessories will not be permitted.

ii. DRESS CODE: BOYS

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

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

For the first quarter of the academic year, and following spring break, boys may wear navy blue or khaki golf shorts (shorts without cargo pockets) in place of dress slacks. All shorts are to be properly fitted and worn at the waist with a belt.

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

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

iii. DRESS CODE: GIRLS

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

Girls may wear a blue, gray, or plaid SJ branded uniform skort, which must be purchased from School Uniforms by Tommy Hilfiger

Modesty is a concern. **All skorts should be worn no higher than four inches above the knee.**

Girls **also have the option** of wearing traditional style navy blue or khaki dress slacks. The slacks are to be hemmed, properly fitted and worn at the waist. No jean style, cargo, corduroy, low rise, or tight fitting pants or any pants with external pockets or zippers may be worn.

Sweatpants, leggings, and pajama bottoms are never to be worn under the skort during school hours. **Girls may wear tights under the skort.**

Hairstyles, hair color, makeup and jewelry, must be suitable for professional office wear. Nose rings and studs are prohibited. Claims that they are recent piercings when asked to remove are not acceptable. Band-Aids and nose stud or ring retainers are not allowed.

iv. NON-UNIFORM ATTIRE

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

v. DRESS CODE VIOLATIONS

- Any student inappropriately dressed or groomed may be sent home by the Administration to change. Time missed from classes will be unexcused and work may not be allowed to be made up.
- Faculty and staff members may issue office referrals for dress code violations.
- Chronic dress code violations will make a student subject to detention and suspension.
- Additional referrals for dress code violations after a suspension may lead to dismissal from St. Joseph High School.
- On a daily basis, the Dean of Student Life is the final interpreter of the school dress code. "Legalistic" word games over interpretations will not be entertained.
- Full cooperation from the students and parents for dress code enforcement in alignment with the rules listed in this handbook is expected.
- Students who require an exception from the dress code due to medical reasons must present a doctor's note to the Nurse and Dean of Student Life.

Dress Code Clarification Guide

	Monday-Thursday	Friday
Only Acceptable Shirts (Only acceptable undershirts are solid white with short sleeves) (Team jerseys may be worn on game days in place of uniform polos)	Polos- Any solid SJ Maroon, Gold, or White polo (club/team included). Must be tucked in. Long-sleeved Oxford button up. Must be tucked in. Solid, pastel colors, men must wear tie.	Polos- Any color SJ polo (club/team included). Must be tucked in. Long-sleeved Oxford button up. Must be tucked in. Solid, pastel colors, men must wear tie.
Only Acceptable Outerwear (Outerwear with a hood is not permitted) (Must have acceptable polo/Oxford under all outerwear)	Crewneck Sweatshirt- SJ Approved Maroon, Grey, or Charcoal. ¼ Zip Pullover- Any SJ Maroon, Grey, or White (club/team included). Full Zip- Any SJ Maroon, Grey, or White (club/team included).	Crewneck Sweatshirt- SJ Approved Maroon, Grey, or Charcoal. ¼ Zip Pullover- Any color SJ pullover (club/team included). Full Zip- Any color SJ (club/team included).

b. LOCKERS

Students are assigned a school locker for the care and protection of their possessions. Students should keep the combination of the lock confidential, and the locker should be locked at all times. Students are required to keep all backpacks, purses, and other personal bags in their lockers throughout the academic day.

Sticking paper in the locks to intentionally jam them will not be tolerated. Students found doing so will be subject to detention, disciplinary probation, and possible suspension. Students will be held financially responsible for any damage.

Students may not change their locker or switch with another student without the permission of the Registrar. Going to lockers between classes is not an excuse for lateness. Lockers should be clean and neat.

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

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

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

c. CAFETERIA & LUNCH

i. Students must report to their assigned lunch periods.
ii. All food and beverages should be eaten in the cafeteria. No food or drink is to be taken from the cafeteria into the school building.
iii. If a student must leave the cafeteria, permission must be obtained from the proctor.
iv. At the end of the lunch period, students will be asked to clean the tables. Students are expected to comply with the requests of the proctors.
v. It is expected that all students will behave properly and use correct table manners at all times.
vi. Cafeteria personnel provide essential services for the school community. Proper respect must be afforded to the staff at all times.
vii. As beverage machines and water fountains are readily available to students, containers for water and beverages are restricted for use in the cafeteria only. Students, as a generalrule, may not carry beverages or water to class at any time. Energy drinks are prohibited at school at all times.
viii. Breakfast is available for purchase each day from 7:00AM – 10:00AM.
ix. Students are able to make purchases in the cafeteria using their school ID by setting up an account with MyKidsSpending. Information regarding account setup is sent to new families each August.
x. Students found stealing from the cafeteria or using another student's ID card to make unauthorized purchases will be subject to disciplinary consequences including possible suspension from school.
xi. Ordering food through Uber Eats or another food delivery service during school hours is prohibited.

d. STUDY HALLS

St. Joseph High School supports an open campus philosophy as an integral part of the college preparatory experience. Therefore, students may utilize the following areas during study hall once attendance has been taken: The O'Keefe Center, Main Lobby lounge area, and the Marian Courtyard (a proctor must be available to accompany students outside of the O'Keefe Center). All students must sign-in to their scheduled studies at the start of the period before going anywhere else. Once a student signs out to a designated location, he or she should remain there for the remainder of the period. The designated sign-in area for all students will be the Media Center.

i. Students may not leave the school building or campus during study halls.
ii. The O'Keefe Center is reserved for quiet study.
iii. Food and drinks are not allowed in any of the study hall locations with the exception of the cafeteria.
iv. Due to noise concerns, the number of students allowed in the Marian Courtyard is limited. The study proctor will make this determination.
v. When study is last period (does not apply when a student has a double study the last two periods of the day), seniors may leave early but must sign out and show their student ID at the security desk. This is a senior privilege only; NO underclassmen may leave school if they have study last period. The privilege does NOT apply on early dismissal or delayed opening days or pep rally days.
vi. Seniors who have study period X may arrive to school before second period on Day 5 without penalty. Students must sign in and show their student ID at the security desk. This privilege does NOT apply on delayed openings, early dismissals, or Mass days.
vii. Students may not bring backpacks or jackets to study hall, especially when it is last period of the day.
viii. Students must sign in at the O'Keefe Center before going anywhere else.

e. THE O'KEEFE MEDIA CENTER

i. If a student comes to the O'Keefe Center during a class period, they must present the Proctor with a pass from their subject teacher.
ii. The O'Keefe Center is reserved for quiet study. Students not engaged in constructive work may be dismissed.
iii. Library hours are Monday – Friday, 7:00AM – 5:00PM.

f. TRANSPORTATION & PARKING

i. BUS TRAVEL

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

ii. AUTOMOBILES & PARKING PASS

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

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

The fee for parking is $50.00 and all parking passes must be purchased by September 18, 2026. The fee for any parking passes purchased after September 18, 2026 will be $100.00. Students who receive their license after the September 18 , 2026 deadline will have one month from the day the license was issued to purchase a parking pass for the original $50.00. This will be determined by the issue date as it appears on the student's license.

iii. DRIVING & PARKING REGULATIONS

- Cars must be kept locked at all times. St. Joseph High School is not responsible for any theft or damage incurred while parked on our grounds.
- Lost parking passes will be replaced for a $25.00 fee.
- No student motorcycles, motor-scooters, mopeds etc., or heavy trucks are to be parked

on school grounds.

- Students may park in the following areas: gravel parking lot, top of the hill, the side parking lot next to the girls' locker room and the crescent lot adjacent to the gravel lot. **There is no student parking in the front faculty lot, the circle in front of the school, or in the lot immediately behind the gym.**
- Students parking in the paved lots must park within the painted lines. Students may not create their own spaces or rows by parking in areas that do not have clearly marked lines.
- All traffic and parking signs must be adhered to by student drivers.
- No loitering in or around cars.
- No smoking in cars.
- Reckless driving or fooling in or around cars will not be tolerated.
- The speed limit on campus is 5 MPH.
- Students may not go to their cars for any reason during the school day without permission from a School Administrator.
- Vehicles parked on school grounds or at a school sponsored event are subject to search by the Administration.

iv. PENALTIES

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

g. SCHOOL DANCE REGULATIONS

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

i. Tickets are sold online on our website a few weeks prior to the dance.
ii. Students attending a school dance must be in school for a minimum of four hours the day of the event (or the day prior if a weekend event). The only exception to this rule is Senior Prom as senior students will not have school on the day of Prom.
iii. No one will be admitted to the dance one hour after the dance begins unless permission has been obtained from the Class Moderator prior to the dance.
iv. Students may only leave the dance a half hour before the dance ends.
v. Guests from outside schools must have their ticket purchased by a St. Joseph High School student. Guests must be of high school age (the only exception is the Senior Prom), have an appropriate approval form, and must be accompanied to the dance by the student who purchased their ticket. St. Joseph High School students and their guests will be required to show I.D. to enter the dance.
vi. Anyone who comes to the dance without acceptable attire will not be admitted until the problem has been corrected.
vii. Immodest or inappropriate clothing or dancing, as interpreted by the chaperones, is not permitted.
viii. If a student's conduct is not appropriate, the student will be required to leave. Every guest who comes to a school function must understand that his/her conduct must conform to the guidelines that students from St. Joseph High School are asked to follow.
ix. Rides should be at the school or event venue at the end of the dance. Any student not picked up within one half hour will be referred to the local police.
x. St. Joseph High School supports the use of breathalyzers and students and their guests will be required to submit to a breathalyzer test before entering the dance. St. Joseph High School students are expected to inform their guests about the breathalyzer test. St. Joseph High School reserves the right to breathalyze any student during the course of a dance.
xi. Backpacks and bags may be checked at the door and may be subject to inspection.

h. SCHOOL/FIELD TRIPS

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

i. School attendance is expected and required the day before and after a field trip.
ii. Any medications taken on the trip must be prescribed by a medical provider. Over-the-counter medications may not be brought on a trip without a written note from a medical provider.
iii. Parents and students must attend a parent/student meeting for all overnight trips.
iv. Students will be responsible for talking to teachers and coaches about missed class and practice time.

Chaperones reserve the right to request parents to pick-up their student at any time during an overnight trip.

XI. ATHLETIC POLICIES

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

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

a. SPORTS PHYSICALS

Every athlete who participates in a St. Joseph High School sanctioned tryout, practice, and/or contest must be determined to be physically fit. A written physician's consent, renewed annually, must be on file in the Nurse's office. All student-athletes as well as their Parent/Guardians must complete additional forms through FinalForms. A student and parents' FinalForms account must be in the "green" in order for a student to try out for any sport during any season.

b. USE OF FACILITIES

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

c. DISQUALIFICATION

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

d. HAZING/INITIATIONS

Any action of this type is strictly forbidden and will result in disciplinary action determined by the Administration.

e. MEETING WITH COLLEGE RECRUITERS

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

f. LOCKER ROOM POLICY

The locker rooms will be open in the morning from 7:35AM– 8:00AM for in-season student athletes to drop off their equipment. The locker rooms will be closed and locked during the school day and athletes will not have access to them until after school.

The locker rooms will be open from 2:15PM–2:45PM after school. At 2:45PM the locker rooms will be locked and athletes may only have access under the direct supervision of a coach. Student athletes with after school commitments or appointments should plan accordingly.

g. RETURN TO ACTIVITIES AFTER A CONCUSSION

Students must show progress in academics prior to returning to any after school activity, which includes athletics, academics, and performing arts, with clearance from their medical doctor (must provide a note).

h. ATHLETIC SOCIAL MEDIA POLICY

Social media accounts for any athletic team must be managed by designated personnel approved by St. Joseph High School administration. Students are not to be running a teams' social media account. Only authorized personnel are permitted to post content on behalf of the team. Content should not contain any materials that could embarrass or negatively reflect upon any student, team member, or the school. Controversial, offensive, or inappropriate content should never be shared. All content must be respectful and aligned with the St. Joseph High School vision and mission. The use

XII. SCHOOL COUNSELING

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

- Appointments should be made to correspond with the student's study period or before or after school, unless there is an emergency. Students may make appointments with the Counseling Secretary or online.
- Students will obtain a hall pass from the School Counseling Administrative Assistant and must first

report to their study hall to be excused prior to the appointment with their counselor. At the conclusion of the appointment, the student must report back to the study hall with a signed pass from the School Counseling Department.

- If a student is meeting with their counselor prior to the start of the school day and that appointment runs into first period, the student must obtain a pass from their counselor and then report to the Attendance Office to receive an excused tardy pass.

XIII. INTERNATIONAL STUDENTS

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

a. AGENCIES

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

b. VACATIONS

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

c. END OF THE SCHOOL YEAR DEPARTURE

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

d. SERVICE HOURS

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

e. DISCIPLINE

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

f. ATTENDANCE

Students must abide by the attendance policy on a daily basis. Excessive tardies or absences are not acceptable, and students will receive disciplinary action if they are frequently tardy or absent. Once students reach 18 absences, we are required by law to report the student to the Department of Homeland Security on truancy violation.

XIV. SPIRITUAL LIFE

The purpose of the Spiritual Life Program at St. Joseph High School is to instill and encourage a personal commitment to Jesus Christ and to living out the Gospel, through the teachings of the Roman Catholic

Church. In an age when our Catholic Christian beliefs and values are regularly challenged, we strive to enable our students to grow in and remain strong in their faith. We hope and pray that our work will be complemented by spirituality in the home, since all of us, by virtue of our Baptism, share the responsibility of fostering the spiritual growth of our students.

The Spiritual Life Program is coordinated by the Episcopal Chaplain and the Director of Campus Ministry. The goal of each activity is to equip students intellectually and spiritually for lifelong discipleship of Jesus Christ. Campus Ministry at SJ encompasses a wide range of spiritual and service-based activities. All students are encouraged to participate in Campus Ministry as they desire and are able. We encourage all Baptized, Catholic young men to consider serving at the altar at liturgies and Masses. Additionally, all students are invited to explore further engagement in Campus Ministry through our Peer Ministry and Choir courses which enrich the spiritual life of the school.

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

Throughout the year, students have abundant opportunities to participate in the sacraments, many of which are open to family and friends. Please consult the website for updated information. Daily Mass is offered each morning in the Alumni Chapel with Adoration taking place throughout the lunch period. Each Theology class is encouraged to arrange for their individual classes to attend daily Masses, Adoration of the Blessed Sacrament, and other prayer services throughout the entire school calendar year. The entire school community celebrates gathers for Mass at least once a month during the year: an Opening of School Year Mass, Freshmen and Transfer Student Family Mass, Junior Ring Mass, Baccalaureate Mass, All Saints Day Mass, Thanksgiving Mass of Remembrance, Catholic Schools Week Mass, Ash Wednesday Mass, Mass for the Solemnity of St. Joseph, and Mass for Ascension Thursday. While Confessions are available weekly and by appointment throughout the year during Lent and Advent, there are school-wide Reconciliation opportunities scheduled with each Theology class.

Class retreats are held annually to reinforce classroom theological reflections and encourage life-long spiritual practices rooted in the sacraments and traditions of Roman Catholic faith. Mass is celebrated and confession is made available to each student. Retreats are mandatory and failure to attend must be rectified with a makeup assignment as outlined by the Director of Campus Ministry.

School-wide service projects include the following: a food collection at Thanksgiving; the Christmas Giving Tree; the Stuff a Bus Food Drive; service/ mission trips; almsgiving during Advent and Lent.

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