ST. JOSEPH'S
COLLEGIATE INSTITUTE

Student/Parent Handbook
2026-2027

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The policies and procedures set forth in this Student/Parent Handbook are not a right or part of the enrollment contract. The procedures herein do not constitute a contractual obligation or entitlement and do not confer any contractual rights on any student, but instead serve as an aid to the school in its everyday decision-making responsibilities.

This handbook is intended to serve as a guide to help students and their families come to know St. Joseph's Collegiate Institute's programs and opportunities as well as to set forth basic expectations and agreements. Please take the time to familiarize yourself with the contents. We are hopeful that the handbook will answer any questions you may have about academics, security, discipline, school rules, safety, athletics, and other topics. Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies, and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of St. Joseph's Collegiate Institute to deviate from the normal rules and procedures set forth in this handbook, and to deal with individual circumstances as they arise in the manner deemed most appropriate by the school taking into consideration the best interests of the school, its faculty, employees, students or overall school community. The policies may also be revised or updated periodically, even during the school year. You will be advised of any changes as they are made either electronically (email) or by mail.

Any student or parent with a question about any handbook policy or statement should feel free to speak with the Vice Principal for Students, the Principal, or the President.

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Introduction

St. Joseph's Collegiate Institute (SJCI) is an independent Roman Catholic college preparatory school for young men. Established by the De La Salle Christian Brothers in 1861, it is the oldest school of its kind in Western New York. SJCI is accredited by the Middle States Association of Schools and Colleges. It is a member of the Christian Brothers' Education Association, The College Board, and the National Catholic Education Association.

We believe that the primary way of achieving Christian Education is the living of Christ's message within our Catholic tradition. We see our school as a Christ-centered community in which each person becomes aware of his own responsibility for his personal development and for the harmonious development of the entire community.

Students registered at SJCI have expressed their de facto willingness to live and abide by the rules of an academic community. Such regulations are meant to ensure a quality academic environment and a "human" place for personal interaction. The true success of our school community is founded on the principles of self-control and self-discipline exercised by all its members, students and faculty alike. The regulations in this handbook have been initiated to help achieve self-discipline and to maintain the proper climate for learning.

ST. JOHN BAPTIST DE LA SALLE

St. John Baptist de La Salle was born into a devout and influential family in the city of Rheims, France in 1651. He was named a Canon of the Rheims Cathedral at the age of sixteen and was ordained a priest on April 9, 1678. Meanwhile, he became tentatively involved with a group of "rough and barely literate" young men who wanted to establish schools for poor boys. Almost by accident, the young De La Salle gradually assumed the leadership of this small group of lay teachers. Moved by the plight of the poor who seemed so "far from salvation" either in this world or the next, he decided to use his own talents in educating and serving those children "often left to themselves and badly brought up." To be more effective, he abandoned his family home, moved in with the teachers, gave up his position as Canon and his wealth, and formed the community that became known as the Brothers of the Christian Schools.

De La Salle and his Brothers succeeded in creating a network of quality schools throughout France, featuring instruction in the vernacular, simultaneous instruction of students grouped according to ability and achievement, integration of religious instruction

with secular subjects, well prepared teachers with a sense of vocation and mission and the involvement of parents.

De La Salle's vision of Christian education is based on a very high ideal for the teacher-student relationship. He insisted that the teacher know each student as an individual person, reaching out and teaching each student differently according to each one's special needs. The teacher's love for each student must be expressed in kindness, gentleness, sensitivity and tenderness. He asked teachers to win the hearts of their students. He understood that there could be no significant learning without this kind of relationship.

Today, the small group of De La Salle Christian Brothers who originally gathered around De La Salle, has grown into a worldwide congregation with a myriad of ministries in 80 countries, serviced by nearly 5,300 Brothers and 1,045 communities. The Brothers, in partnership with more than 77,000 lay people, have become renowned for the quality, commitment, and spirit of their educational mission.

MISSION

St. Joseph's Collegiate Institute transforms the lives of students from diverse backgrounds through academic excellence and care for the whole person in a respectful, Lasallian Catholic community, developing each student's unique talents in preparation for college and life.

PROFILE OF A SJCI GRADUATE

Our graduate profile is rooted in the five core principles of Lasallian education and a distinct and proud tradition of providing an excellent college preparatory education for young men in Western New York since 1861.

Upon graduation, the SJCI gentleman:

- Fosters their faith in the presence of God
- Demonstrates concern for the poor and social justice
- Displays respect for all persons
- Reveals the quality of a SJCI education
- Builds inclusive communities

These principles ground and animate the work performed daily at SJCI, both inside and outside the classroom. Formed by these values, SJCI men are called to become:

Gentlemen who foster their *faith in the presence of God* by…

- Living their faith and values each day through their words, actions, and relationships.
- Acknowledging the relevance and importance of faith in their lives.
- Viewing the world through the lens of their faith.
- Developing an appreciation for the Catholic faith and tradition.
- Nurturing an awareness of God's living presence in our lives and our world.
- Remaining open to continued spiritual growth beyond SJCI.

Gentlemen who demonstrate *concern for the poor and social justice* by…

- Developing a sense of empathy that leads to active service in our local and global communities.
- Striving to create communities that are equitable and just.
- Understanding the connection between our Lasallian Catholic tradition and the call to work for justice.
- Using their gifts of time, talent, and treasure to support the less fortunate.
- Enthusiastically advocating for those in need.
- Courageously calling out injustice in all its forms.

Gentlemen who display a *respect for all persons* by…

- Treating all whom they encounter with respect, dignity and compassion.
- Developing an understanding of and appreciation for other cultures and ways of life.
- Developing a deeply rooted sense of values and morality, rooted in the school's Catholic, Lasallian tradition.
- Cultivating a respect for oneself by tending to one's mental and physical health and well-being.
- Refusing to be a bystander in the face of unkindness or injustice.
- Humbly acknowledging one's own mistakes and limitations.
- Actively seeking to understand before being understood.

Gentlemen who reveal the *quality of a SJCI education* by…

- Becoming effective communicators and critical thinkers who actively seek the truth.
- Actively collaborating with and learning from others.
- Being risk takers who are willing to fail and learn from their mistakes while taking responsibility for their own success.
- Advocating for oneself when assistance is needed.
- Demonstrating both self-discipline and accountability.
- Persevering through challenges and obstacles with true resilience and grit.
- Developing a genuine sense of curiosity and open-mindedness as a lifelong learner.
- Emerging as servant leaders among one's peers.

Gentlemen who seek to build an *inclusive community* by...

- Cultivating a respectful and inclusive brotherhood that is rooted in our Lasallian values.
- Embracing differences and being deeply respectful of diversity.
- Seeking to create communities of welcome and belonging.
- Making choices that reflect their character and integrity.
- Embracing the opportunity to be a mentor, role model and brother.
- Affirming and nurturing the gifts that others have been blessed with.

STATEMENT ON DIVERSITY

At SJCI, we believe that the values of our Lasallian heritage and the Church's rich tradition of Catholic Social Teaching must be central to our school's lived mission. Specifically, we believe that the Dignity of the Human Person must be valued and respected at all times and that the virtue of Solidarity must be reflected in the inclusive Lasallian brotherhood that we strive to create in our school community.

We live in a global community where race, gender, sexuality, religion, socio-economic class, and ability intersect. Therefore, the SJCI community must recognize, understand, and celebrate the differences that make us unique; foster the values that we share; and confront the ways that our school community has sometimes failed to promote justice, solidarity, and respect - historically, systematically, and in our daily words and actions.

All members of the SJCI community are responsible for advancing an understanding of and a respect for diversity in all its forms. Our obligation to do so is rooted in the values of the Gospels, the teachings of the Catholic Church, and the spirit and tradition of the Lasallian Christian Brothers.

ACADEMICS

SJCI ACADEMIC VISION STATEMENT:

We strive to create motivated and responsible learners who consistently demonstrate the skills necessary for success in college and career. We will educate our students to become effective communicators and critical thinkers, open-minded collaborators who value the dignity of all, and resilient and disciplined individuals focused on constant and continued personal growth.

ACADEMIC PROGRAM:

The academic program at SJCI is arranged on three levels of study: Advanced Placement courses, honors courses, and college preparatory courses. The courses offered on any level are acceptable for college admissions and for the school's graduation requirements.

Students are not "blocked" into one level of studies; therefore, their program of studies can be arranged on various levels depending on their interests, capabilities, and previous course work.

COURSE FEES

Courses that have additional operation fees include laboratory sciences, art courses, Digital Electronics, Engineering, and Computer-Aided Design. These fees will be billed after the start of the semester. All AP courses will have an exam fee.

GRADUATION REQUIREMENTS

The general distribution of the 30.0 credits required for graduation is outlined below. Some particular items to note:

- By the end of sophomore year, students must complete a minimum of 14.75 credits.
- A minimum of 6.75 credits must be taken in a student's senior year.
- All students are required to take a course in Health (.5 credit) by the end of their sophomore year.
- All students are required to complete one (1.0) full Fine Arts credit by the end of their sophomore year.
- All students are required to take a course in Economics and Government (minimum .5 credit) during their junior or senior year.
- All students are required to complete one additional Math or Science credit during their junior or senior year, for a total of seven (7.0) Math/Science credits.
- Graduation requirements may be adjusted in some areas for students entering SJCI after their freshman year.

9TH GRADE

Course	Credits
Religion 9	1.0
English 9	1.0
Algebra or Geometry	1.0
Biology	1.0
The American Journey	1.0
Modern Language 9 or 10	1.0
Fine Arts	1.0
Physical Education	.5

10TH GRADE

Course	Credits
Religion 10	1.0
English 10	1.0
Geometry, Algebra or Algebra II	1.0
Chemistry or Geology & Climate Science	1.0
Understanding Our World or AP World History	1.0
Modern Language 10 or 11	1.0
Elective or Fine Arts	1.0
Physical Education	.5
Health	.5

11TH GRADE

Course	Credits
Religion 11	1.0
English Elective	1.0
Algebra II, Int. Algebra or Pre-Calculus	1.0
Physics or Science Elective	1.0
Social Studies Elective(s)	1.0
Modern Language 11 or 12	1.0
Elective	1.0
Physical Education	.5

12TH GRADE

Course	Credits
Religion 12	1.0
English Elective	1.0
Social Studies Elective(s)	1.0
Science or Math Elective	1.0
Electives	2.0
Physical Education	.5
Public Speaking	.25

GRADING & FINAL ASSESSMENTS

In assessing a student's academic achievements, teachers utilize various methods, including quizzes, tests, homework, projects, reports, required performance, class participation, etc.

There are four quarters, two each semester. Each semester grade counts as 45% toward the final grade and the final exam counts as 10%.

For all classes, students must sit for or complete their final assessment (exam, project, presentation, etc.) in order to earn credit for the course; final assessments are not optional.

Additionally, students registered for Advanced Placement courses must take the AP exam in May in order to earn course credit.

There is no minimum grade for students during each quarter of their senior year; the actual grade earned will appear on a student's report card and transcript.

There is no minimum grade for students during Q2 and Q4 of their junior year; the actual grade earned will appear on a student's report card and transcript.

Letter Grade	Numerical Range
A	90-100
B	82-89
C	73-81
D	70-72
F	Below 70

ACADEMIC INTEGRITY

As a sign of our Christian values and personal integrity, St. Joseph's Collegiate Institute expects all students to abide by ethical standards. Academic dishonesty - including plagiarism, cheating, copying the work of another, the inappropriate use of artificial intelligence tools, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination - is strictly prohibited. SJCI's Academic Integrity Policy covers all school-related tests, quizzes, reports, class assignments, and projects, both inside and outside of class.

Academic Integrity Policy
All members of the SJCI community – students, parents, teachers, administration – have a responsibility to support and uphold the fundamental principles of academic integrity while fostering an atmosphere of honesty and mutual respect. Our school's mission statement clearly names "academic excellence" as one of our core values. True academic excellence can only be attained in a learning environment that promotes responsibility, humility and integrity. Students who do not pursue virtuous study must be held accountable for their errors – as a matter of justice, character formation, self respect, and respect for the educational community.

Academic Integrity Procedures
In order to promote academic integrity at SJCI, we understand that students need direction and affirmation as they develop the skills of virtuous scholarship. Therefore, much effort will be made by our teachers each year to educate and

enlighten students about the importance of academic integrity and personal responsibility. One purpose of SJCI's Academic Integrity Policy is to prepare students for the reality created by the technology explosion and for the world of college and beyond where cheating and plagiarism have dire consequences.

Academic Integrity Violations
Students who violate the academic integrity policy will face academic and disciplinary sanctions. The school has developed the following procedures to address violations.

Violations of academic integrity include, but are not limited to:

- Copying homework
- Sharing homework with another student
- Sharing quiz/test questions with other students in any way, including through electronic means of communication
- Plagiarism (taking someone else's work or ideas and passing them off as one's own)
- Forging a signature
- Cheating on a quiz/test
- Stealing tests, quizzes, or answer keys
- Using unauthorized materials in lieu of reading a text
- Using an online language translation program
- Using an online program to solve math problems
- Inappropriately using artificial intelligence tools to create and submit work that is not one's own

SJCI faculty assume that all work submitted by a student will be generated by the student or as part of an assigned group. Any substantive portion of an assignment completed by someone else, including AI-generated content will be treated as an academic integrity violation. Please review the school's detailed policy on Artificial Intelligence usage in the next section, so that expectations for acceptable usage are clear.

When it is suspected a violation has occurred, the teacher will first meet with the student to determine the facts of the situation and the intent of the student. If it is determined that the student's behavior did violate the academic integrity policy, then the teacher will report the incident to the Vice Principal for Academics and the student's parents/guardians. The VPA will then work together with the teacher and, when necessary, other members of the leadership team, to determine an appropriate academic and disciplinary penalty.

Penalties for Academic Integrity Violations

Based on the severity of the violation, possible academic penalties include:

- Receiving a zero grade for the assignment or test
- An opportunity to resubmit the work or retake a test/quiz for reduced credit
- Exclusion from the honor roll, regardless of final grade averages

Possible disciplinary penalties include:

- Loss of student privileges
- Restricted movement during the school day
- Detention
- Suspension or expulsion, in the event of multiple violations of academic integrity

Additionally, any student who commits an academic integrity violation will be excluded from entry into the National Honor Society. Any student who commits an academic integrity violation and is a current NHS member will be dismissed from the group.

Note that both the student who copies homework/receives answers and the student who shares homework/provides answers will be held accountable for their actions. Although it takes great courage and a strong will to reject a peer who is seeking answers or inappropriate assistance in completing an assignment, it is our school's expectation that all students will demonstrate this high level of honor and integrity at all times.

Statement on Unauthorized Materials
SJCI's commitment to helping students pursue academic excellence is evidenced by the academic centers which can be used by students as valuable resources for asking questions, clarifying material, and seeking extra help. These centers should be used by students as one step in the learning process. No shortcut can substitute for the learning that takes place through student-teacher interaction and independent effort to engage material. If students need study aids, the school expects that students will consult their teachers for direction to appropriate sources for academic scholarship.

SJCI prohibits possession of or access to unauthorized materials that are intended to subvert the learning process or circumvent course assignments. Unauthorized materials include, but are not limited to, *CliffsNotes*, *SparkNotes*, artificial intelligence (AI) tools, online math programs, and all other comparable resources that may be used to replace a sincere effort to gain knowledge. Beyond their widespread use to replace primary sources, these materials are known to contain

significant citation inconsistencies and omissions. Consequently, SJCI prohibits the use of these materials in the pursuit of authentic learning.

In addition, the Modern Language Department regards the use of foreign language online translators as a breach of the academic integrity policy. While electronic and print dictionaries are permissible to locate single words or phrases for an assignment, any additional use of online translation services is not allowed as it does not reflect the student's own work and impedes the learning process.

Students should approach online resources like Wikipedia with caution. Wikipedia allows users to easily add and alter information making the credibility of the information questionable without further research. Because of the threat to virtuous scholarship, students may not cite Wikipedia as a research source at SJCI. This is a sentiment shared by Wikipedia: "Wikipedia is not a reliable source for academic writing or research."
https://en.wikipedia.org/wiki/Wikipedia:Academic_use

Possession or use of unauthorized materials is viewed as a violation of the academic integrity policy and students will be sanctioned accordingly. Specific concerns about the permissible use of materials should be directed to teachers before students engage the materials in question.

ARTIFICIAL INTELLIGENCE

Introduction - Connection to Lasallian Values

As a Lasallian community committed to "quality education" as one of our core principles, we deeply value the development of strong moral character, honesty, respect, ethical responsibility, and academic integrity. As such, the use of Artificial Intelligence (AI) by students must align with our school's mission and values. AI is a powerful tool that can offer numerous educational benefits and opportunities for personal growth. Learning how to use AI properly is increasingly important as students prepare for success in college and careers in our technology-driven world. However, it must be used responsibly, ethically, and in harmony with our Lasallian values. By using AI tools and technologies, students agree to abide by the rules and principles set forth in this policy.

Ethical Considerations - The Morality of Artificial Intelligence

In the Vatican document, *Antiqua et Nova: Note on the Relationship Between Artificial Intelligence and Human Intelligence,* the authors write:

"Like any product of human creativity, AI can be directed toward positive or negative ends. When used in ways that respect human dignity and promote the well-being of individuals and communities, it can contribute positively to the human vocation. Yet, as in all areas where humans are called to make decisions, the shadow of evil also looms here...The extensive use of AI in education could lead to the students' increased reliance on technology, eroding their ability to perform some skills independently and worsening their dependence on screens."

They go on to add, "Misrepresenting AI as a person should always be avoided; doing so for fraudulent purposes is a grave ethical violation that could erode social trust. Similarly, using AI to deceive in other contexts -- such as in education or in human relationships, including the sphere of sexuality -- is also to be considered immoral and requires careful oversight to prevent harm, maintain transparency, and ensure the dignity of all people."

Pope Leo's encyclical *Magnifica Humanitas* addresses many of these same concerns: "In the era of artificial intelligence, when human dignity is threatened by new forms of dehumanization, **ours is the pressing duty to remain profoundly human.** We must lovingly safeguard the grandeur of humanity bestowed upon us and revealed in its fullness in Christ, the splendor of which no machine can ever replace. True progress always stems from a heart open to others, an intelligence willing to listen and a will that seeks what unites rather than what separates."

As Lasallian gentlemen, we challenge all students to embrace AI technology as a tool to deepen their faith, expand their knowledge, and serve others. AI is not a replacement for ones' God-given talents but a means to enhance them. Students must use it wisely, with humility and gratitude, as they strive to build a world that is consistent with our values.

Guidelines - Acceptable and Unacceptable Use

For the purposes of this policy, AI tools are defined as: *Any software or application that uses artificial intelligence to generate, analyze, or assist in the creation of content (e.g., writing assistance, code generation, image or audio creation, data analysis, etc.), both within and outside of the classroom setting.*

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI-generated content as their own work.

Examples of unacceptable use include, but are not limited to, the following:

- Plagiarism: Submitting AI-generated content as one's own without proper citation or acknowledgment.
- Completion of Assignments: Using AI to produce work that is intended to be completed independently, such as essays, reports, projects, or math assignments.

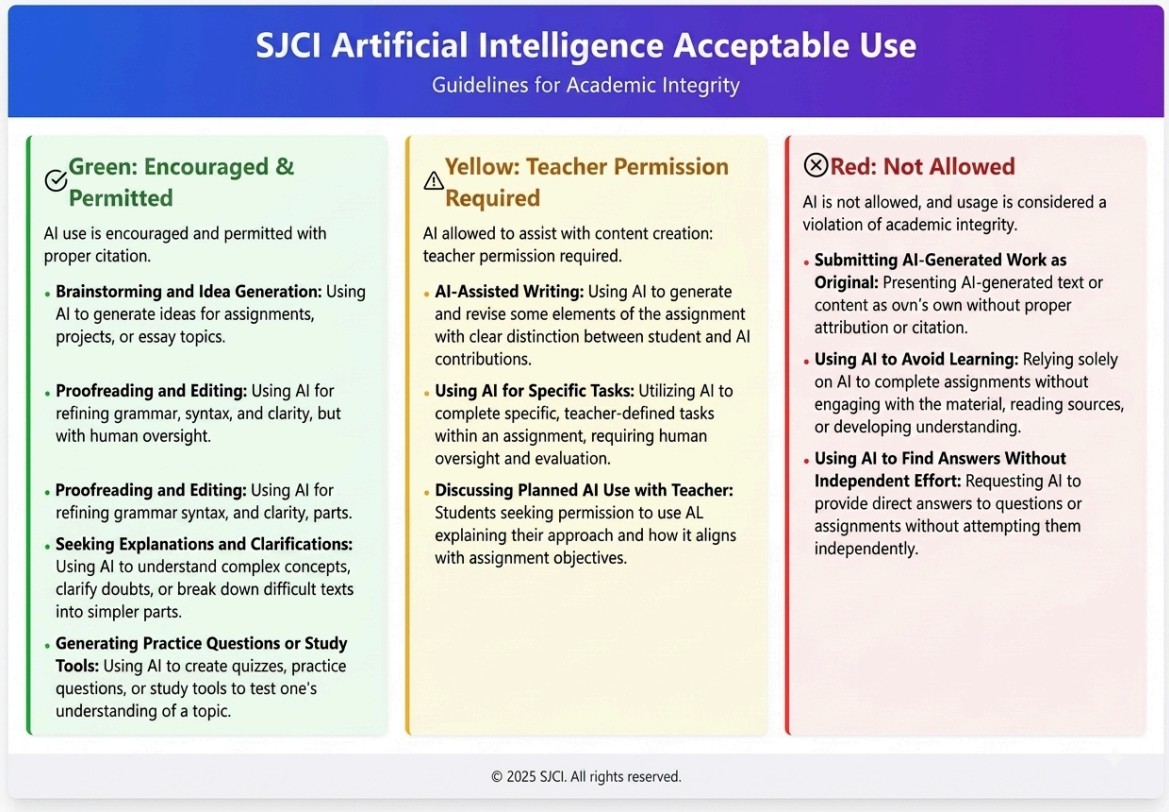
- Misrepresentation: Presenting AI-generated ideas or solutions as the student's original thoughts or efforts.

The use of AI for these purposes constitutes cheating or plagiarism and will be subject to the consequences outlined in our academic integrity policy. While determining whether or not a student has violated our academic integrity policy, a student's tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software, or compared to previous submissions by the student. The student may also be asked by a teacher or administrator to explain his work, or to provide specific details about how the work was created.

In certain situations, AI may be used as a learning tool or a study aid, in accordance with a teacher's stated policy and expectations. Some potential examples of acceptable use include, but are not limited to, the following:

- Research Assistance: Using AI to gather information, summarize articles, or understand complex concepts, provided that the student engages critically with the material.
- Idea Generation: Utilizing AI for brainstorming or generating ideas as a starting point for original work.
- Study Tool: Utilizing AI to produce study guides, flashcards, sample assessments, etc.

In all situations, students must consistently adhere to their teacher's expectations and instructions for AI usage. The scale below will often be referenced by teachers, so that their expectations regarding AI usage for individual assignments and projects are clear.



Any AI-generated content or assistance used in assignments must be clearly indicated, either in the document itself or in accompanying notes, depending on the instructor's preference. Students should be prepared to explain how they used AI in their work if asked by a teacher or administrator. Additionally, students must follow their teacher's expectations regarding the use of editing or proofreading tools like Grammarly.

Respect for Privacy and Security

Students must ensure that any AI tool they use complies with school guidelines regarding data privacy and security. Students should not share personal information, including their own or others' sensitive data, with AI tools unless explicitly directed to do so by a teacher or administrator. The use of AI platforms outside of the school's approved systems or for activities not aligned with the curriculum is prohibited.

Additionally, using AI to generate content that is disrespectful, harmful, or malicious toward another person (cyberbullying, harassment, generating and spreading misinformation or false content, the creation of unethical material, "deepfake" creation, etc.) is strictly prohibited. Students who use AI in this manner will be subject to the full range of disciplinary consequences, including suspension or expulsion from SJCI.

AWARDS AND HONORS

At the annual Commencement Exercises, special awards are presented for general academic excellence in Mathematics, Science, English, French, German, Spanish, Computer Science, Social Studies, and Physical Education. The recipients of these awards are selected on the basis of faculty recommendations, course of studies completed at SJCI, and cumulative scholastic achievement. Awards in Religion, Instrumental Music, Vocal Music, and Art are based on departmental recommendation in consideration of scholastic achievement, course of studies, and the individual's contribution to the department. Additional awards are presented to recognize outstanding achievement in community affairs, athletics, and activities; these awards are approved by the Principal based upon specific recommendations of those directly associated with the award.

A student is awarded First Honors for the marking period if he has maintained an average of 93% or better, with no grade below 70 in the marking period. Second Honors are awarded to a student who has maintained an average of 87-92.9%, with no grade below 70 in the marking period.

NATIONAL HONOR SOCIETY

The objective of the Brother Alexander Chapter of the National Honor Society is to encourage students in their scholarly pursuits, to involve students in projects to serve others, to promote visible leadership, and to assist in the development of character among all students. Membership is based upon the following standards:

- **Scholarship:** The candidate must have a cumulative GPA of 93% or higher.
- **Service:** The candidate must demonstrate a willingness to devote time in service to the school and community. This is an important consideration in the review of an application for membership and may include sports and activities, church service, community service that is voluntary such as Open House, bloodmobile, Lasallian and other charitable activities.
- **Leadership:** The candidate should give indications that he has taken the responsibility for directing others or has held an elected or appointed leadership position such as a club officer, chairperson, captain, editor, troop leader and similar positions. Leadership should be an indication of the candidate's willingness to demonstrate initiative.
- **Character:** The candidate must obtain the endorsement of two faculty members who acknowledge his character traits and values as those that represent the high standards expected of honor students at St. Joseph's Collegiate Institute. Additionally, the candidate must not have committed an academic integrity violation during his time as an SJCI student.

Juniors and seniors who are academically eligible will be invited to complete an application for membership. A committee of SJCI faculty and staff members will evaluate the candidates based on the four criteria. All newly selected members and their families will be invited to join the previous members and their families at the Annual Induction Dinner.

Membership in the National Honor Society is both an honor and an obligation. Each member of the society will be required to maintain academic excellence and to also perform a minimum of twenty (20) hours of service during the school year. One-half of that time may be composed of time involved in a school activity while at least ten (10) hours must be from voluntary activities in the school as determined by the student officers of the National Honor Society. The executive board of the school's chapter of the National Honor Society will review the status of each member annually. Any student who is suspended from school for a disciplinary infraction will be dismissed from the National Honor Society.

REPORT CARDS AND TRANSCRIPTS

Report cards are generated four times during the school year. Report cards for the first three quarters can only be accessed online through PowerSchool. The final report card will be mailed home in June.

Official transcripts are not issued to students but are sent directly to the college or employer. Transcripts are issued free of charge through the Counseling Department.

RESTRICTION/PROBATION

Students may be placed on academic restriction or probation for poor academic performances such as, but not limited to: multiple failures at the end of any marking period, consistent failure to meet the academic requirements of the school or of an individual class, and/or a violation of the school's Academic Integrity Policy.

Probation may consist of the following:

- Loss of privileges, including but not limited to the following: removal from office held in any class, club, activity, or organization;
- Prohibited participation in any co-curricular, extracurricular, or athletic activity;
- Loss of unassigned periods or open campus privileges;
- Assigned study halls or centers in lieu of unassigned periods;
- Remediation program as recommended by a student's counselor and/or teachers;
- Weekly progress reports monitored by counselor and parents;
- Mandatory attendance at after school Homework Hall.

The length and conditions of a student's probation, to include eligibility, will be determined by the school administration. With recommendations by the student's counselor and teachers, a student may review his probation status upon petition at the time of quarterly progress reports or distribution of report cards.

SCHEDULING/COURSE CHANGES

A student's course selections are made in the second semester for the following school year. After the course request and verification process is completed during the second semester, course changes will only be processed by a student's counselor or the Vice Principal for Academics. No course changes will be allowed after the completion of the first five school days of the semester. Schedule changes driven by teacher preference are not permitted.

SCHOOLOGY AND POWERSCHOOL

Students and parents have access to two online tools to help them stay on top of their coursework and to allow them to view grade updates. Schoology is an online learning management system that allows teachers to create, manage, and share course materials, collect assignments, and facilitate student collaboration and online conversation. Schoology is the foundational learning management system for all classes, particularly during a time of distance or hybrid learning.

PowerSchool is SJCI's scheduling and grading software. Teachers frequently post grades to PowerSchool, and students and parents can get a snapshot of a student's academic performance through PowerSchool. Report cards are generated and viewable on PowerSchool.

SUMMER SCHOOL AND COURSE FAILURES

Students who must complete course work or remediate a failure in summer school can do so through a local public school district or through the online course remediation systems offered at SJCI each summer. Payment for any summer school program is the responsibility of the student/family. Grades achieved in summer school courses whether at SJCI or elsewhere, whether for remediation or enrichment, are entered on a student's permanent record but are not included in the calculation of ranks or averages.

Seniors with course failures will not receive a diploma and may not be invited to participate in Commencement Exercises.

Students with three or more course failures in a school year will not be permitted to return to SJCI for the following year.

Students may not repeat a course or a full year of studies in the following year.

SUPPLEMENTAL PROGRAMS

Brother Pompian Honors Academy
The Brother Pompian Honors Academy (BPHA) provides a stimulating environment for the intellectual student at SJCI through advanced coursework, extra-curricular enrichment, service to the community, and social camaraderie. The intent of the BPHA is to instill in the student habits of lifelong learning and questioning, and the cultivation of a life spent in pursuit of big ideas, and the responsibility to use his intellectual gifts in service to others. Students in the BPHA take at least twelve honors/advanced classes over the course of their four years and must achieve a 90+ grade point average. In addition, members must attend class with their BPHA cohort once each cycle, engage in academic and cultural enrichment activities throughout their four years, and complete a senior project and presentation.

Tutoring
In addition to the availability of teachers to give extra help to students, SJCI also attempts to provide special tutorial services through peer tutoring and an after school Homework Hall. Contacts may be made through the Counseling Department.

Field Trips
A variety of course-related field trips are offered throughout the year to supplement the learning taking place inside the classroom. Field trips are a privilege afforded to students, not a right. Students may be denied participation on a field trip if they fail to meet the academic or disciplinary requirements. In order for a student to participate in a class or school sponsored trip, a SJCI Field Trip form must be signed by the parent and submitted to the school. Students who fail to submit the proper form as required will not be allowed to participate in the field trip. All school policies and rules are in effect while students are on a school-sponsored field trip.

Summer Reading

All students must complete summer reading assignments. Reading lists will be posted online shortly after the end of the school year.

DISTANCE AND HYBRID LEARNING EXPECTATIONS

In the event that we need to move to a distance or hybrid learning environment at any point during the school year, the following additional expectations will apply.

For the purposes of this handbook, distance learning is defined as an educational experience that is conducted remotely, with no in-person attendance. Hybrid learning is defined as a mixed educational experience, with students experiencing a combination of in-person and remote instruction throughout the school week.

ATTENDANCE

Daily Homeroom Check In

If a student is not scheduled to be in school on a particular day, he is still expected to check in remotely via Zoom or Google Meet at 8:10am each morning. At the time of this check in, the student should be in proper dress code (see below) and ready for his school day. Students who fail to check in at this time will be marked absent.

Class Attendance

Students are expected to be present and attentive in all scheduled classes throughout the day.

Being “present” means joining the class remotely through the appropriate virtual link, on time, and in proper dress code. The name that appears on the student’s video feed should be their complete first and last name - no nicknames, fake names, device names, etc.

Being “attentive” means making sure that the student’s face is fully visible from the neck up during all remote learning sessions. The student’s audio functionality should be muted unless called upon by the teacher. Students should be seated for work at a desk, table or other appropriate learning location. Students should not participate in distance/hybrid learning from their bed.

Students who are not present and attentive during their scheduled class may be marked absent from the class or put into the online “waiting room” until they are fully ready for learning.

DRESS CODE

During periods of distance or hybrid learning, students should dress for daily academic success. The minimal expectation is that each student wears an SJ polo shirt (If a student does not own a SJ polo, a different polo is acceptable) while looking neat and presentable.

ACADEMIC INTEGRITY

All aspects of the SJCI Academic Integrity policy also apply during any periods of distance or hybrid learning. During these times, students face an even greater responsibility to act with character and integrity, since many assignments and assessments will be completed outside of the classroom environment, without teacher supervision. Students who violate the SJCI Academic Integrity policy will face both academic and disciplinary consequences.

ONLINE BEHAVIOR

Although in front of a screen instead of in a classroom space, all regular expectations for student behavior remain the same in a distance or hybrid learning environment. Students are expected to be kind to and respectful of their classmates and their teachers at all times. Any instances of disrespect or cyberbullying will be dealt with promptly. Students should never take videos, pictures or screenshots of their classes during any remote learning experience.

COMMUNICATION

Students who participate in distance or hybrid learning will find themselves communicating with their teachers and classmates often via email, message board postings, videos, etc. Students must make sure that all communications are mature, appropriate and respectful. When communicating with a teacher, students should address the teacher by name, write in complete sentences, and avoid the use of common abbreviations that are often used in text messages.

DISTANCING WITHIN SCHOOL BUILDING

At certain times during the school year, the leadership team at SJCI may put certain distancing protocols into place in order to create a safer and healthier school environment for everyone. These protocols may include, but are not limited to:

- Seating restrictions in the cafeteria, commons, library and academic centers
- Limited access to hallways, lockers and bathrooms
- Specific protocols for movement throughout the school building
- Mask wearing and sanitizing requirements
- Limited attendance and requirements for athletic contests

When these protocols are put in place, they will be clearly outlined and explained to all students. Students, then, are expected to follow these protocols at all times, in support of the common good of our school community.

STUDENT SERVICES

ACADEMIC CENTERS

The Academic Centers for English, Mathematics, Science and Social Studies are designed to provide students with greater support and increased access to our teachers during the school day, strengthening the teacher-student relationships that have always been at the heart of our school's Lasallian mission, while giving students the opportunity to advocate on their own behalf in support of their academic growth.

The Academic Centers are open daily for students to visit during their unscheduled periods and after school. A schedule of availability for each center is posted on the entrance door of each academic center.

Expectations for Student Use of the Academic Centers:

- The Academic Centers are meant to be collaborative workspaces for our students and teachers. While silence is not expected, students must always maintain an appropriate volume level when working in the Academic Centers.

- The Academic Centers may be closed during certain periods when teachers from the department are unavailable to supervise. Students may only enter an Academic Center when a teacher is present.
- Students visiting the Academic Centers should be actively engaged in academic work. Students who are looking to casually converse or engage in non-academic work should visit the cafeteria, which is open to students throughout the school day.
- Since students' unscheduled periods may not match up with their teachers' unscheduled periods, all students are encouraged to use their time in our Academic Centers to ask any of the teachers who are present for support with their work, even if the supervising teacher does not teach their individual class.

ACTIVITIES & CLUBS

We believe that the education of the students must extend beyond the classroom. SJCI offers a well-rounded program of activities and sports designed to meet the needs of as many students as possible.

Participation in SJCI-sponsored activities is a privilege, not a right. To participate in SJCI activities a student must be in academic, disciplinary, and financial good standing with the school. While participating in activities, a student will follow all rules and policies as found in this handbook and/or as directed by the Principal.

A student arriving to school after 8:30 a.m. without a verified doctor's excuse note for an appointment that day will not be allowed to participate in any athletic or other extracurricular activity that afternoon (including as a spectator) without the express permission of the Vice Principal for Students. Further, a student involved in any athletic or extracurricular activity who "habitually" arrives late to school following such participation risks suspension/exclusion from that activity.

Activities that have recently been sponsored by the school include the following:

Aaron Graves Memorial Basketball Tournament
Annual Political Debate
A-Team Athletics Broadcasting
Art Club
BBQ Club
Book Club

Br. Paul Writing Contest
Chess Club
Collegiate Ambassadors
Concert Band
Connect Life Club
Dungeons and Dragons Club
Equity and Justice Club
Film Club
Food Basket
GeoGuesser Club
Harry Potter Club
Hiking/Outdoors Club
Inside the L Student Philanthropy Club
International Microloans
Jazz Lab Band
Lasallian Leadership Team
Masterminds
Math Team
Model United Nations
National Honor Society
Philosophy Club
Ping Pong Club
Quill & Quiver Writing Club
Ripples of Hope
Robotics
Science Olympiad
Ski Club
Stage/Technical Crew
Stewardship Club
Student Council
Student Journalism
Swag Shop
Swing Choir

Student Council
Swing Choir
Taskmasters Club
Tech Club
Theater Productions (Fall & Spring)
Varsity Singers
World Languages Club
Yearbook

Students who are interested in starting a new club or activity should take their proposal to the Vice Principal for Students to have an initial discussion about the proposal. Students wishing to advertise or promote their club or activity through the use of flyers/posters must have their advertisements approved by the Vice Principal for Students.

ANNOUNCEMENTS/DAILY BULLETINS

A daily bulletin is published. Announcements are emailed to each student's account, posted under the monitor near the Brotherhood Commons and are also posted on the website. The student is responsible for knowing each day's announcements.

Any group that wishes to have announcements placed in the daily bulletin must submit information to the Administrative Assistant in the Main Office by 1:00 p.m. the previous school day.

ATHLETICS

Mission Statement

The St. Joseph's Collegiate Institute's Athletic Department is committed to academic and athletic excellence by developing future leaders for life after high school through competition and accountability. We will provide an educational experience committed to the highest academic, athletic, and ethical standards.

Role of the Student Athlete

Being a student athlete at SJCI means that you are committing to a tradition of excellence bigger than any one individual. You will be held to the highest of standards academically, athletically, and socially. You are part of a unique group that includes generations of successful student athletes. You are expected to accept

the responsibility of positively representing SJCI and all of our alumni both on and off the field.

Expectations of Student Athletes

Student Athletes are expected to follow the rules of SJCI, the Athletic Department, and the MMHSAA. They are also expected to positively represent SJCI at all times, including on social media, and they must be accountable for all actions and decisions they make as a student athlete.

Expectations of Athletes' Parents/Guardians

SJCI Parents are also asked to support the rules of SJCI, the Athletic Department, and the MMHSAA and are asked to exercise good sportsmanship toward officials, opposing teams, and opposing fans at both home and away contests.

Attendance

The student athlete must attend school the day of an athletic contest in order to participate in the athletic contest. [See school administration for any special request.] If a student athlete is absent on the day of an athletic contest, he may not participate in nor attend the athletic contest. If a student athlete arrives after 8:30 a.m. without a verified doctor's excuse note, he may not participate in any athletically-related activities on the day of his absence or lateness.

Conduct and Dress

The rules and regulations of SJCI inform a student athlete of how he is to conduct himself while traveling to and participating in an athletic contest. There are additional expectations that pertain to student athletes because they are often off site representing SJCI in a public setting. This includes, but is not limited to, the use of profanities, meeting SJCI appearance standards (hair and facial hair), and adhering to the SJCI dress code (no earrings, visible tattoos, etc.).

Equipment

Team uniforms and equipment are to be used only for appropriate team activities. Student athletes will return school-owned uniforms and equipment when a student athlete's participation in a sport is over for the season (i.e. at the end of a season or after leaving a team). Student athletes are financially responsible for soiled, damaged, or lost equipment.

Injuries

If a student athlete is injured during practice or an athletic contest, he should immediately inform the coach and athletic trainer, who will take appropriate measures to care for the injury. If a student athlete becomes aware of an injury after he leaves the school property, he should contact the coach and athletic trainer and inform them of his injury.

Physical Permission Form

In order to participate or practice in any SJCI athletic program, a student athlete must have on file with the health office a physical permission form, signed by both the doctor and parent/guardian, for the concurrent academic year. Any attempt to participate prior to the submission of this form may result in a student's suspension or exclusion from athletic activity.

Substance Use and Abuse

The health and safety of our student athletes is our highest priority, and as such, there is no tolerance for drug and alcohol use among student athletes. Please see the Drug and Alcohol Policy in the Student Behavior/Discipline section of this handbook for specifics on the SJCI policy.

BOOKSTORE

The school bookstore is located on the first floor across from the cafeteria. The bookstore is open daily from 2:30-3:00 p.m., and in the morning at specifically designated times throughout the year. School supplies and SJCI items are available for purchase. Orders can also be placed online through the SJCI website for in-school pickup or at-home delivery.

BROTHERHOOD COMMONS

The Brotherhood Commons provides students with a place to congregate and socialize with friends and teachers on the SJCI campus. Students may gather in the Brotherhood Commons before school, after school until 4:00 p.m., and during the all-school break period. Students may use the Brotherhood Commons during their unassigned time as an area for quiet work and relaxation, whenever a faculty proctor is present in the Commons. If no proctor is present, then students should move to the cafeteria, library, or an academic center. Students may not lie down or sleep in the Commons. Students are expected to follow all SJCI rules when using the Brotherhood Commons and may lose their privilege to use the Commons if they repeatedly misbehave. Food may not be consumed during the school day in the Commons, except during the all-school break period. All students are expected to keep the area clean and properly dispose of garbage or recycle.

CAFETERIA

Lunch is provided each day during 4th period (four 30-minute lunches). Students are expected to be respectful of the individual teacher/teachers assigned to supervise the cafeteria at all times. The cleanliness of the cafeteria is the responsibility of all who use it. When the students use the cafeteria for lunch, they must leave the area where they have eaten clean and neat. Receptacles are provided for the disposal of refuse.

The cafeteria will not be open for purchases between 8:00 and 8:15am.

Personal Touch Food Service, Inc. ("PTFS")
PTFS is the food provider for SJCI. Menus can be accessed through the Nutrislice website at: https://sjci.nutrislice.com/ to help plan your son's meals and snacks.

My School Bucks
My School Bucks allows you to create an account, add money, and review cafeteria purchases: https://www.myschoolbucks.com. Checks (made payable to "Personal Touch Food Service, Inc.") and Cash are accepted in person at your cafeteria's point of sale station (no convenience fee).

Nutrition and Wellness Information
PTFS also provides information about their Wellness Policy at: https://www.sjci.com/apps/pages/lunch. Please take the time to review their resources and join us in eating healthy today!

CAMPUS MINISTRY

The Campus Ministry program at SJCI promotes, encourages and develops faith and ministry in the people who are a part of our Lasallian community through retreat programs, prayer services, liturgies, and individual programs that focus on faith development, service to others, and community growth. The Campus Ministry Center will be open for students to access during unassigned periods when the Campus Ministers are available.

CELL PHONES

A student may be in possession of his/her cell phone during the school day. All ringtones and alert tones must be turned off. Phones must never be out in classrooms or academic centers.

Upon entry into classroom spaces, students must follow their teacher's instructions for where phones should be kept during class. Students may be asked to place their phones in

a cell phone caddy at the front or side of the classroom. If students use the bathroom or leave the classroom for any reason, they may not bring their phone with them. If phones are not already in a caddy, then students will be asked to leave their phone on a desk or table at the front of the classroom upon leaving the classroom.

Appropriate and responsible cell phone usage is allowed in the cafeteria, library and Commons. Students may not, however, use their phones to take pictures (including selfies and Snaps) or videos at any point during the school day.

Additionally, students may not use their phones to make phone calls during the school day, including in areas of the building where cell phone use is permitted. Students who need to make a phone call should see a faculty or staff member to ask to use their phone outside of the main office or the VP for Students office.

Consequences for unauthorized use of electronic devices:

- **First Offense:** The phone or electronic device will be confiscated until the end of the school day, and the student will be assigned five hours of detention.
- **Second Offense:** The phone or electronic device will be confiscated, a parent/guardian will be called to pick up the device, and the student will be assigned ten hours of detention.
- **Third Offense:** The phone or electronic device will be confiscated, a parent/guardian will be called to pick up the device, and the student will be suspended. The student will not be permitted to bring the phone back to school and/or the device must be turned in daily to the Vice Principal for Students.

A student who photographs or records a teacher, either through video or audio, will be suspended immediately. His cell phone will be confiscated and the student will not be allowed to return to school until a parent meeting takes place with the Principal and VP for Students. After this meeting, the administration will make a determination regarding whether or not the student can return as an SJCI student.

A student caught photographing or recording a student on campus, either through video or audio, without the expressed permission of the student and a teacher/administrator will be suspended immediately. His cell phone will be confiscated and the student will not be allowed to return to school until a parent meeting takes place with the Principal and VP for Students. If it is determined that the video/audio was taken for the purposes of

bullying or mocking another student, or if the video/audio was taken in a sensitive location (locker rooms, bathrooms, showers, etc.), the recording will be reviewed by administration and the offending student will face possible expulsion from SJCI.

Devices, times and locations where personal devices can be used during the school day:

What devices are allowed?	Before School - 8:05 am & After School	Hallways During the School Day	Classrooms & Academic Centers	Cafeteria & Commons	Library
Laptop	Y	N	Y	Y	Y
Cell Phone	Y	Y	N	Y	Y
Headphones/Earbuds	Y	N	With Teacher Approval	Y	Y

CHRISTIAN SERVICE PROJECT

As part of a Catholic, Lasallian ministry, the service program at St. Joe's is directly influenced by the belief that service, faith, and justice are inextricably linked. Christian service is not just an accumulation of hours - but rather a process of preparation, action, and reflection. Through the service program, students will have the opportunity to develop new talents and commit to projects they are passionate about.

Service Requirements

All freshmen, sophomores, juniors, and seniors will complete at least twenty hours of service annually. Service work must be completed at a single non-profit location. No work will be accepted which involves family or neighbors. Seniors must complete their service hours by April 1 in order to be eligible to graduate in May. Underclassmen must complete their service hours by May 1.

Service can begin in May and be completed over the summer, before the busy school year begins. All hours must be reported using the Google form found on the "Service" page of our school website.

Service Sites
A partial list of service sites at which SJCI students are welcome can be found online. Printed copies of this document are available in the Campus Ministry Center. Students should also listen to morning announcements and check their email for service opportunities which come up during the school year.

Lasallian Youth
Lasallian Youth provides an opportunity for students to fulfill their twenty-hour service requirement during the school year. Each Thursday at 2:30 pm, students from all grade levels gather in the chapel for prayer and are then transported to the St. Vincent de Paul Society to assist with food distribution, to St. Luke's Mission of Mercy in Buffalo to prepare food for walk-in clients or to the St. Augustine Campus in Buffalo to work with students in their after-school program. This program begins each September.

Service & Immersion Experiences
An outgrowth of our Lasallian heritage, students have the opportunity to engage in meaningful volunteer experiences both locally and globally, with the mission of touching the hearts and transforming the minds of our students through a combination of faith, service, and education. Through these experiences, students will develop a greater understanding of the issues impacting these areas, the realities behind poverty, and the importance of living Gospel values in the service of others.

COUNSELING SERVICES

The Counseling Department is committed to a comprehensive Counseling Program involving students, faculty, administration and parents. The focus is on the development of the whole person.

Counselors help students to develop confidence to understand themselves and to identify the skills needed to meet academic, family, and community expectations. School counselors, in conjunction with the College Counselor assist students in making sound, informed decisions about educational and career goals and their college choices. Finally, counselors also assist students in developing self-discipline and self-motivation and in assuming responsibility for their own growth and development. Our Social Worker is available to help students in crisis, students suffering from mental health issues, or students involved with drugs or alcohol.

The services provided by the counselors are:

- **Counseling**: Counselors meet with each student on a regular basis, usually during his study periods. Counselors also meet with faculty, parents, administrators and college recruiters.
- **Individual Inventory**: Counselors maintain a cumulative file on each student.
- **Information**: Counselors provide information in the following areas: college admissions, standardized testing, careers, financial aid, scholarships, course choices, and part-time employment.
- **Referrals**: Counselors make referrals to outside agencies when the need arises.
- **Testing**: Counselors supervise the administration of standardized tests to the students.
- **College Counseling:** The College Counselor meets with students throughout their four years to guide them through the college search, application and selection process.

DANCES

SJCI hosts open dances, date dances and proms throughout the school year. Open dances are for boys who attend SJCI and girls from other local high schools. All attendees must be enrolled in high school, with a current school ID. All dances, including the Senior Prom, Junior Prom, and all Date Dances are private affairs conducted exclusively for the students of SJCI and their dates, and are under the direct supervision of the school. Specific guidelines and permission slips are published and distributed to the students prior to each of these affairs. School rules, including the Drug and Alcohol Policy contained in this handbook, are in effect during their dances and proms, regardless of their location (on campus, hotels, country clubs, etc.). Passive breath testers will be utilized upon entry at all school-sponsored dances and proms. By attending these school-sponsored events, students consent to the use of passive or active breath tester.

DOWNING DIGITAL LIBRARY

While there are no longer books available to borrow, The Downing Digital Library remains the information center of the school with rich research resources available to students in digital formats. Subscription databases make it possible for students to access high-quality information and materials both from school and from home via the library's website. Student use of the school's computers and network requires agreement to the SJCI Acceptable Use Policy (AUP).

While in the Downing Library itself, students are expected to make productive use of their time by completing work of an academic nature. The Downing Library is meant to be a place of quiet study throughout the school day, including both before and after school. Food and drink (except for water) are not allowed in the library at any time. Students without a chair to sit in must leave the library area and find a new location on campus.

EMERGENCY CLOSING INFORMATION

If school is to be closed because of inclement weather or any other emergency situation, the School Messenger Broadcast System will be activated. You will receive a text and recorded message on the phone number(s) you provided during your initial application to the school. We will also notify WGRZ, WIVB, and WKBW and will post the closing on our school website and social media outlets. Should the school be open on a day when your local public school district is closed, please be aware that district transportation will not be provided.

FOOD DELIVERY SERVICES

Students may not use food delivery services (DoorDash, UberEats, etc.) to have food delivered to the school at any point before, during or after school. Students who violate this policy will receive disciplinary consequences.

HAZING

Hazing is a form of harassment which involves committing an act against a student or coercing a student into committing an act that creates a risk of emotional, physical, or psychological harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. In addition, any requirements by a team/group member which compels another team/group member to participate in any activity which is against school policy or state/federal law, will be defined as hazing. Any incidents of hazing will lead to suspension and possible expulsion from SJCI for all perpetrators.

HEADPHONES AND EARBUDS

Student use of headphones and earbuds is prohibited in all classrooms and hallways during the school day unless explicit permission has been granted by his teacher for use during a class period. In the classroom, and while moving through school hallways,

headphones must be completely removed from a student's ears, head and neck - even if turned off. Headphones & earbuds may be used in the library, cafeteria and Commons.

IDENTIFICATION CARDS

Students will receive a school identification card with a picture during the orientation process at the beginning of the school year. Since a student may be requested to present the ID Card for identification during the school year, students must wear their ID with their school-issued lanyard at all times during the school day. Students should carry their ID at all other times, to be able to access the building before and after school hours, to gain admission to after school, evening and weekend events, and to use for purchases in the cafeteria. If a student loses his identification card, he should see the Vice Principal for Students immediately.

INNOVATION CENTER

Students who have classes in or who participate in extracurricular programs at the SJCI Innovation Center must use the crosswalk when crossing Kenmore Ave. Students must have their identification cards to gain access to the Innovation Center, and to return to the main school building.

LAPTOP PROGRAM

SJCI is a 1:1 school, providing every student with their own computer device. Students will be issued a laptop at the start of their first year at SJCI. The Acceptable Use Policy (AUP), on page 51, is to be read by a parent/guardian and by each student before equipment is issued. The AUP states the proper use and responsibility of SJCI technology. The SJCI IT Department will provide security and filtering software as per federal law (CIPA compliance).

SJCI Hardware

All computer device repairs will be administered by the SJCI IT Department. Laptops have insurance covering the student's four years at SJCI. The laptop can be repaired with no deductible once per year. A second repair in any year would not be covered and students would be responsible for the price of that repair. Damages beyond these are subject to the student's responsibility for replacement. If a significant repair is needed, the IT department will replace a device with a new or refurbished one that has the same warranty coverage. Theft or loss is not covered by the

aforementioned insurance policies. Your personal homeowner insurance may carry some coverage in these events.

Laptops will be deployed to new students at the end of summer. Please look out for a summer mailing or email with the specific dates for distribution and training.

The devices are the property of SJCI until the students graduate. Should a student leave before graduating, the device and any peripherals (i.e. charging cords, etc.) must be returned to the IT Department. If the student desires to keep the device, there may be a prorated price available for the purchase of the device.

Each student will have access to the SJCI network, and all AUP rules for proper conduct apply. Each student will be provided a Gmail account (the domain of which is @sjci.com). All AUP rules apply to these accounts as well.

Students may not use another non-SJCI device (personal laptop, iPad, etc.) during the school day, unless specifically approved for use by the Principal. This includes all wearable devices (Meta Glasses, etc.). Additionally, students should not connect their cell phones to the SJCI network at any time. Students who violate this rule face potential disciplinary action.

Software Applications
Teachers will use apps of their choosing to supplement the classroom work. Parents will have access to their sons' assignments through www.schoology.com. Grades will be posted through sjci.powerschool.com. Both parents and students will be issued login information for Schoology and Powerschool at the beginning of the school year.

LOCKERS

All lockers made available for student use on the school premises, including lockers located in the corridors, in the Physical Education and Athletic areas, and in the Music Department area, remain the property of the school. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause or can reasonably be foreseen to cause injury, an interference with school purposes of an educational function, or which are forbidden by state law or school rules.

Except for a copy of his class schedule, a student is not to post anything in his school locker. Only school-purchased Master combination locks are permitted on any/all student lockers. It is the student's responsibility to have his combination lock LOCKED on his locker at all times – in any location within the school building. The school will not be responsible for any material removed from these student lockers. Valuables should NOT be brought to school. **The school is also not responsible for items left unlocked in any locker in the school. A student must secure his valuables during all classes including Physical Education, Instrumental Music, and after school athletic/extracurricular activities.**

Lockers assigned to each student at the beginning of the school year are not to be changed without permission of the Vice Principal for Students.

The student's use of the locker does not diminish the school's ownership or control of the locker. SJCI retains the right to inspect the locker and its contents, book bags, backpacks, and other such items to insure the locker is being used in accordance with its intended purpose and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material, or search for unsafe or illegal contraband such as weapons, drugs, tobacco/nicotine products, vaping devices or alcohol.

LOST AND FOUND

All found articles must be turned in to the office of the Vice Principal for Students. Inquiries for lost articles may be made at that office either before or after school. If lost and found articles are not claimed within a reasonable period of time, they will be discarded. Students are strongly urged to place their name in all clothing and to clearly mark all books, bags, calculators, clothes, headphones, AirPods, sneakers and other items so that they might be easily returned/reclaimed.

NURSE

SJCI has a full-time nurse to address any health concerns that may arise during the course of the school day. If a student feels ill, he should ask his teacher to see the nurse promptly. The nurse provides limited health services and will call the parent and/or an ambulance service when more advanced medical attention is warranted. The school nurse will solely determine when a student should go home due to illness. Students should not call parents directly to be picked up when they do not feel well. Tylenol, Advil, Benadryl, and Tums may not be dispensed by the nurse without written parent permission.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled after the first marking period. Details about these interviews will be shared with families in advance of these scheduled times. If you have an academic concern at any point during the year, we encourage you to reach out to your son's teacher or counselor to arrange a time to meet.

PARKING

The school parking lot will be available for faculty, staff, and students with parking passes ONLY during the regular school day – i.e. 7:00 a.m. – 2:30 p.m. Seniors and juniors should look for emails from the VPS and listen to the daily announcements to learn about parking opportunities on campus. All students who drive to school should register their cars with the Office of the Vice Principal for Students.

The "one-way" circular drive located adjacent to Kenmore Avenue, directly in front of the school, is reserved for school bus traffic ONLY between 7:00-8:00 a.m., and again from 2:15-3:15 p.m. This area is available during the school day to drop off or pick up students, and for visitors to the school. A limited number of parking spaces will be available for visitor parking during the school day.

Faculty, staff, and those students permitted to park in the school parking lot during the school day (see above) will be informed of those areas designated for parking during orientation in September. It is understood that student passengers in any vehicle driven by another student have their parents' permission to ride in that vehicle. The number of passengers carried in a vehicle should not exceed the capacity for which it was designated. The speed limit on the school grounds for all cars is 10 MPH and must be observed at all times. SJCI is not responsible for any damage done to any car on the property. The privilege of parking on the school property will be revoked for students who frequently arrive late or who give evidence of not driving according to school, state, or local regulations.

In the interest of student safety, students being driven by parents should be discharged/picked up on the side streets adjacent to the school (Hartford or Fayette Avenues), but away from those areas designated for school buses. Please do NOT pick-up/discharge students on Kenmore Avenue or in the school parking lot.

Students with vehicles parked off school property who create a disturbance of any kind will be reported to their parents. Subsequent action will be determined by the school administration.

Members of the St. Joseph's school community are also asked NOT to park in the area "south" of the entrance driveway to the Tudor Apartment complex on Fayette, Rockne, and Truesdale Avenues during the regular school day as this area is reserved for tenants of those apartments.

With respect to the specific areas noted immediately above, as well as for all vehicular and pedestrian traffic in the vicinity of or coming to/from SJCI, students should be mindful of and respectful of the privacy and the property of all with whom they come into contact. Students found to be parked illegally will be subject to disciplinary action determined by the Vice Principal for Students.

SMART GLASSES

Smart or AI glasses (Ray-Ban Meta, etc.) may not be used or worn at any time while on school property.

TRANSPORTATION

It is the parent/guardian's responsibility to provide transportation to and from extracurricular activities or events. While attending SJCI a student may decide to ride with another student or parent, or may decide to provide transportation himself. Such decisions are solely the responsibility of the parent/guardian and not those of SJCI.

Students living within 15 miles of SJCI are eligible for bus transportation provided by their local public school district. Bus transportation must be applied for annually prior to April 1st of the year preceding attendance.

Students riding public or private bus lines are expected to be well-behaved, responsible for observing all rules regarding safety and conduct, and are accountable to SJCI for such. As elsewhere, the use of tobacco or tobacco substances, nicotine products, vaping devices, drugs or alcohol in any form is not permitted on any school bus. Students who are uncooperative or disruptive will be denied the right to use school buses for a determined period of time. Student ID cards must be shown on demand to the bus driver.

Since bus transportation is provided for students by the individual school districts, questions concerning or problems arising from such transportation will be resolved jointly by the student, his parents, the school district involved, and the Vice Principal for Students. **Please be advised that each school district has their own set of rules. It is a family's responsibility to familiarize themselves with these rules. If a student is written up by the district due to a behavioral issue on district bus, SJCI reserves the right to add**

further disciplinary penalties and/or suspend bus privileges. The school district has the final say on whether a student is able to continue to ride the bus after an infraction.

UNASSIGNED TIME

Students have several options available to them for periods that are unassigned. Students can choose to report to an Academic Center, the Downing Library, the Campus Ministry Center, the Commons, or the Cafeteria. Seniors in good standing may take advantage of Open Campus as well. No student should be in the hallways during periods. Four minutes are allowed between periods for students to move about the building. A student that is unassigned and found in areas not approved will be assigned detention by the VPS. This particularly includes the gym, weight room, and locker rooms, which are all closed to student use during the school day, except for scheduled gym classes.

As a general rule, students, with the exception of seniors exercising their Open Campus privilege, are not permitted outside the school building without express permission of the Vice Principal for Students - except when moving to or from the Innovation Center. Seniors who are not scheduled for a class during fifth period (1:30-2:30) are allowed to leave school for the day. Juniors are also allowed to leave during an unscheduled fifth period, if the required permission slip has been signed and turned in to the VPS.

WEIGHT ROOM

This facility is located immediately to the west of the gymnasium. Students may use this facility only under direct faculty/staff adult supervision, and must adhere to all guidelines/regulations as posted. Students are not allowed in this area during a free period, unless a physical education teacher has granted special permission.

WORK STUDY

The school sponsors a work program designed to assist students needing to earn tuition credits in order to attend St. Joseph's Collegiate Institute. Information regarding the work program and the application form are available under the Admissions tab (under Tuition, fees, etc.) on the SJCI website.

YEARBOOK

Orders for the SJCI Yearbook will be placed in the fall. When sales open, the link is available on the SJCI website under the Student and Parent tabs. All online payments are made directly to Jostens.

ADMINISTRATIVE POLICIES

COMMUNICATION

Communication between home and school is vital for student success and achievement. Teachers and counselors will make every effort to communicate with parents and guardians when an issue arises at school. Should there be a need for communication with the school, parents and guardians are encouraged to communicate using e-mail or telephone. If you have questions regarding your son's progress, please contact school personnel in the following order so that we may assist you most efficiently:

Classroom Teacher



School Counselor



Vice Principal for Academics or Vice Principal for Students
(Academic Concerns) (Behavioral Concerns)



Principal



President

EMERGENCY PROCEDURES

Each school day, SJCI is entrusted to provide a safe and healthy learning environment for our faculty, staff, and students. Lessons learned from school emergencies around the country highlight the importance of preparing school officials and first responders to implement safety measures and emergency operations plans. By having measures and

plans in place to keep students and staff safe, schools play a key role in taking preventative and protective measures to stop an emergency from occurring or reduce the impact of an incident. SJCI has a plan in place in the case of an emergency to provide first aid, notify first response partners, provide instructions before first responders arrive, and work with community partners to provide a cohesive, coordinated response. Community partners include first responders (law enforcement officers, fire officials, and emergency medical services personnel) as well as public and mental health entities.

SJCI has several types of crisis plans that may be enacted in the case of a natural or man-made emergency:

Early Release
In the case of a situation that makes the school building unsafe for the students for the remainder of a school day, the school may enact an "Early Release" school evacuation during which students will be sent home before the school's scheduled dismissal time. An early release would be enacted in the case of severe inclement weather or a threat in the building or community, and such a release would be communicated through the School Messenger Broadcast System as well as on the school website, social media outlets, and local media outlets.

Temporary Evacuation
In the case of a fire alarm, chemical spill, or other hazard in the school building, students will evacuate with their teachers using the locations specified for each classroom.

Accountability Evacuation
If an evacuation lasts more than several minutes, students will be required to report to the turf football field and will report to a designated area with their homeroom teacher so that attendance may be taken and all students can be accounted for.

Long-Term Evacuation
If a hazard within the building makes it impossible for students to return to their classrooms in a reasonable amount of time, students will be escorted by teachers and administrators to St. John the Baptist Church in Kenmore and attendance will be taken upon their arrival. In the event that students are dismissed directly from St. John's, this will be communicated throughout the School Messenger Broadcast

System as well as on the school website, social media outlets, and local media outlets.

Lockdown
Lockdown procedures would be implemented in the case of a threat existing inside or outside the school building. During a lockdown, students will be sheltered behind locked doors with their teachers in classrooms.

Lockout
Lockout procedures would be implemented in the case of a threat that is external to the school building, such as a threat within or act of violence in the neighborhood surrounding the school building. During a lockout, the external doors will be locked and guarded by school personnel, and no one will be able to enter or leave the school building until the situation has been deemed safe.

If any of these emergency procedures are enacted, students should remain calm and follow the instructions given to them by teachers and administrators. Parents should refrain from calling or coming to the school building and should frequently check their phones, email accounts, and the school website for updates and instructions for student pickup. Students should never wear headphones or earbuds in the hallways during the school day, to ensure that they are able to hear emergency announcements over the school PA system.

When social distancing protocols are in place, some emergency protocols and procedures may be modified. These changes will be shared with all students when they are put into effect.

END OF YEAR PROCEDURES

Students who have not returned textbooks, paid fines, cleaned their lockers, fulfilled non-academic obligations, and paid their tuition in full will not receive their final grades and will not receive transcripts until all obligations are met.

IMMUNIZATION

Students must comply with all requirements of the New York State Department of Health in order to attend school at St. Joseph's Collegiate Institute. Students who are not in compliance with state law will be excluded from school.

MEDICATION POLICY

This policy applies to all prescription and over-the-counter medications. Students and parents must be aware that medication may be given in school if it is a standing order that is absolutely necessary during school hours. It must be in the original container and properly labeled with: patient name, name of medication, dosage, time to be given and accompanied by a written request from the doctor and parent to administer the medication at school and approved by the school nurse. To ensure the safety of your child and others, medication must be brought to school by a parent/guardian. ALL medication is to be in the possession of the school nurse. Students should not be in possession of any type of medication, prescribed or over-the-counter. Students found to be in possession will be subject to disciplinary consequences. (See Drug and Alcohol Policy).

TUITION PAYMENTS

Tuition and fees must be paid annually (one payment), quarterly (four payments), or monthly (ten payments) on or before the dates specified on the invoice.

If a student's tuition is in arrears, the student will be placed on tuition hold, or be asked to withdraw from school until the amount in arrears has been paid. Exception is made if both the parent and the school have agreed upon a written, deferred plan of payment. It is the parent's responsibility to initiate this request in due time without notification from the school. Tuition hold means that transcripts will be held, PowerSchool will be turned off, and the student will not be allowed to participate in athletics or extra-curricular activities.

No student may start school in September unless all tuition and fees owed from the previous year have been paid. This policy is automatic and is applied without special reminder or notification.
Deferred plans will be approved only in those instances where a genuine need is evident and income will be definitely available at a known time later in the school year to meet the tuition obligation.

The school reserves the right to withhold educational services for students unless all financial obligations have been met. This includes administering and scoring of mid-term and/or final examinations, certification of graduation, limiting access to PowerSchool and issuing of transcripts.

St. Joseph's Collegiate Institute depends upon student enrollment numbers when estimating expenses and evaluating appropriate staffing requirements. Further, payment of tuition and fees is a contractual agreement since St. Joseph's Collegiate Institute

depends upon these payments to meet the financial commitments of the school. Consequently, our tuition refund policy upon withdrawal is as follows:

- If a withdrawal of a newly-registered student (incoming freshman or transfer student) occurs prior to the first day of school, the parent/payer is responsible for the non-refundable deposit of $525.
- If a withdrawal or expulsion occurs on August 1st or at any point during the Fall Semester, the parent/payer is responsible for 50% of the annual tuition and 50% of all fees. If a withdrawal occurs at any point during the Spring Semester, the parent/payer is responsible for 100% of the annual tuition and 100% of all fees.

Although a student may be permitted to participate in commencement exercises, diplomas and final transcripts will be withheld for any student until all financial obligations to the school have been met. This includes payment of tuition and fees and the return of textbooks.

Students who fail to pay for textbook fines or who have not returned athletic equipment will have those charges added to their tuition bill.

TUITION ASSISTANCE

Limited financial assistance is available each year to those families experiencing difficulty in meeting tuition expenses. Parents who wish to request financial assistance may apply by completing the application provided for this purpose. SJCI uses its own online application to evaluate financial need. Financial Aid applications will be available on February 1st. We encourage you to complete your application online. The application can be found on the SJCI website at www.sjci.com. A paper application may be requested from the Business Office (874-0730). Applications must be submitted to SJCI no later than April 15th each year. If you have any questions when completing the application, you may call the Business Office (874-0730) or email at aricheal@sjci.com. Application must be made each year. Financial assistance is NOT automatically renewed.

WITHDRAWALS

Parents are requested to inform the school as soon as possible if their son will transfer to another school. Any student who withdraws must first meet with his counselor before the withdrawal is approved. A signed parental release form is to be completed with a counselor before any school records may be sent. No records will be sent until all

obligations to the school have been met, including payment of tuition and fees, return of textbooks and equipment, etc.

ATTENDANCE

SCHOOL HOURS

The school day begins at 8:05 a.m., ends at 2:30 p.m., and consists of homeroom and five class periods.

All students are expected to be present in homeroom each morning, even if they are not scheduled for a class at the start of the day.

ABSENCES

Regular attendance is essential for effective learning to take place, and absences should be only for legitimate reasons. When a student is absent, late, or has an early dismissal, a parent/guardian must contact the school office by 8:00 a.m. at 716-270-4300. Emails reporting student absences (sent to attendance@sjci.com) will only be accepted through verified parent/guardian email addresses. This practice should be repeated for each day that a student is absent.

When a student returns to school after an absence, he must bring a dated note signed by a parent/guardian stating both the date(s) and reason(s) for the absence, or parents must send an email from one of the parent/guardian email accounts on record with the main office to attendance@sjci.com, stating both the date(s) and reason(s) for the absence. Notes should be presented at the office of the Vice Principal for Students before the homeroom period begins.

Students who are absent must assume responsibility for getting homework assignments, either by accessing online homework postings, contacting their teachers, or contacting their classmates. The Principal, Vice Principal for Academics, and/or school counselors will assist in this process during prolonged absences due to illness.

A student who is absent from school is ineligible to compete in or attend sporting events or participate in extracurricular activities on that day.

A student arriving at school after 8:30 a.m. without a verified doctor's note for an appointment that day will not be allowed to participate in any athletic or other

extracurricular activity that afternoon (including as a spectator) without express permission from the Vice Principal for Students. Further, a student involved in any athletic or extracurricular activity who habitually arrives late to school following such participation risks suspension/exclusion from that activity.

UNEXCUSED ABSENCES

An unexcused absence occurs when a student misses a full instructional period or the entirety of an instructional day without prior communication from a parent/guardian or appropriate documentation.

Absences for any of the reasons listed below are classified as unexcused absences. These will not be excused for any reason.

- Skipping Class
- Leaving campus during the school day without permission
- Vacation
- Non-SJCI athletic events
- Oversleeping

Consequences will be assigned as outlined in the disciplinary procedures section.

St. Joseph's Collegiate Institute does not and will not ever sponsor or approve a "skip day" for seniors or any other student cohort. Students who participate in an unsanctioned "skip day" will face disciplinary consequences.

TARDY TO SCHOOL OR CLASS

Any student arriving at school after 8:05 a.m. should report directly to the Main Office to sign-in and receive a pass.

Each semester, students will be excused for being tardy to school three (3) times for reasons such as:

- Car issues
- Traffic
- Inclement weather

After three (3) excused tardies, all subsequent late arrivals will be automatically marked as tardy unexcused, unless medical documentation from an appointment is provided. After

five (5) unexcused tardies, a student will be assigned after school detention. A failure to begin serving detention promptly (within 24 hours of the conversation with the VPS) will result in additional consequences including, but not limited to, additional detention hours, denial of participation in athletic and extracurricular activities, or in-school suspension. If a student has an excessive amount of tardiness, the student may be placed on attendance probation.

Students who arrive at class without an excused late pass will be admitted to class in the moment and marked tardy unexcused. Students who are marked tardy for class will be assigned after school detention.

ATTENDANCE INTERVENTION & PROBATION

To effectively intervene when an identified pattern of unexcused absences, tardiness or early departures occur, the leadership team, in partnership with school counselors, will pursue the following approach:

5 Unexcused Absences	Phone Call from Counselor
10 Unexcused Absences	Meeting w/ Counselor and VPA or VPS
15 Unexcused Absences	Meeting w/ Parents, Counselor, VPA or VPS, & Principal - Probationary attendance contract put in place - Student may not be able to receive full academic credit for missed coursework
20 Unexcused Absences	Meeting w/ Parents, Counselor, VPA or VPS, & Principal - Students may be denied academic credit or promotion; course(s) may need to be repeated in summer school - Internal suspension for one or more days for violation of probationary attendance contract.
25 Unexcused Absences	Meeting w/ Principal & VPA or VPS - Dismissal from SJCI

Probationary attendance contracts will vary in length, based on each student's unique situation. Contracts may be extended into the following school year, if deemed appropriate and necessary.

EARLY DISMISSALS

Early dismissals are strongly discouraged as they result in the loss of class time by the student. Parents should strive to arrange all appointments either after school hours or on holidays. In the exceptional case when a student must be excused early, he should present a note to the Vice Principal for Students before 8:00 a.m. Emails requesting early dismissal for a student will only be accepted through verified parent/guardian email addresses or phone numbers.

Juniors and seniors who are not scheduled for a class during 5th period (1:30-2:30 p.m) are able to leave the school building without an early dismissal note.

ILLNESS

If a student becomes ill during the school day, he must request his teacher's permission to report to the School Nurse. The student may not leave the building without authorization. If the illness requires that the student be sent home, the parents will be notified by phone; if the parent cannot be contacted, another emergency contact will be called. Parents/guardians should periodically check and update medical and emergency contact information on the Family ID website. The school will periodically send reminders to review emergency contacts submitted to the Family ID account.

VACATIONS

School holidays and breaks are published well in advance to offer parents an opportunity to plan their vacations at times that do not interfere with SJCI's attendance expectations. Families should make every effort to avoid scheduling vacations that lead to missed class time, as vacations do not qualify as an excused absence.

OPEN CAMPUS FOR SENIORS

Open Campus is a privilege granted by the administration to the members of the Senior Class. This privilege is granted in order to help students make a smooth transition to college life and to help them grow in responsibility, maturity, cooperation, and the ability to use free time wisely. Students who choose to use the open campus privilege must follow these rules and expectations and have a parent/guardian permission slip signed and on file:

- Tardiness will not be tolerated. Students who are tardy for any of their classes will lose open campus privileges for a minimum of one week. Students with multiple tardies risk losing open campus privileges for longer periods of time, or permanently.

- Students must always be present for Homeroom at 8:05am each day, even if they do not have a class first period.

- All students are expected to be present for scheduled weekly "Community Time." Attendance will be taken; this is not considered to be a "free" or unscheduled period.

- Senior grades will be reviewed for failures midway through the academic quarter, and again after final quarter grades have been posted. Students who are failing two or more classes will be placed on Academic Restriction or Probation, and will lose open campus privileges for a minimum of four weeks.

- Students whose open campus privileges have been suspended due to poor grades or behavior will be expected to report to an academic center during their unscheduled periods.

- Students are expected to stay in SJCI dress code on their way out of the building and immediately upon return to SJCI. Students **must** remove jackets and any outerwear upon returning to SJCI.

- Students who choose to use the SJCI cafeteria during their open campus lunch period **must** remain in the cafeteria the entire period.

- Students **may not** bring outside food or drink back into the school after leaving campus.

- Students that decide to use the open campus privilege during an open period are expected to leave campus. Students **are not allowed** to hangout in the SJCI parking lots or in parked cars. Students that return early from being off campus **must enter the building** and should gather in the Commons or the library until the change of period.

- Students must adhere to all school rules while off campus - particularly all rules related to the use of drugs, alcohol, e-cigarettes, etc. Students in violation of school policies risk loss of open campus privileges, suspension or in extreme cases, expulsion.

- Students must be particularly mindful of our neighbors and friends in the community while off campus. Students leaving in their cars should always drive slowly, carefully and respectfully, particularly when entering and exiting school parking lots.

- Parents of seniors should be aware that when using the open campus privilege, students often accept transportation in vehicles driven by other students. Such transportation arrangements are not monitored by the school administration. Seniors may not visit other schools during their open campus time.

- When crossing Kenmore Avenue, students must always cross at the designated crosswalk.

- Students may only exit the building through the science wing doors, athletic door (School Door # 11) or the front doors by the main office (School Door #1). Upon return to school, the only point of entry will be the front doors by the main office. Students may not let their classmates in through any of the other doors. Seniors do not need to sign in at the main office upon their return to campus.

- If students are given a counseling appointment slip from their counselor, they must stay on campus to attend that appointment.

- The school administration reserves the right to cancel open campus privileges for a specific school day or days for any reason (special school schedules, school liturgies, weather concerns). An announcement will be made in the morning if open campus privileges have been suspended for the day.

STUDENT BEHAVIOR/DISCIPLINE

DISCIPLINARY PROCEDURES

An atmosphere conducive to learning is to be maintained in the school at all times. Students must conduct themselves in a gentlemanly manner, showing respect for all

persons and property within the SJCI community. Theft, vandalism, rowdiness, destruction of school property, or other inappropriate behavior is out of place at any time and will be considered a serious offense. Students are expected to represent the core values of SJCI at all times - 24 hours a day, 7 days a week, 12 months a year.

The Vice Principal for Students (VPS) will handle discipline in conjunction with involved teachers, the Principal, and if of a serious nature, the President. He will see that appropriate consequences result to modify behavior when necessary and will also follow through to insure that students fulfill their responsibilities.

Any system of discipline is only effective when all members of the community embrace the philosophy behind it. Within the SJCI community, as a basic premise, we emphasize the Christian notion of respect for the human worth and dignity of every person. Moreover, we value honesty, accept the consequences of our behavior, and recognize the imperfection in any set of rules. Nevertheless, we hope that all who come in contact with SJCI will develop the sense of integrity so much needed in today's world.

SJCI teachers are responsible for maintaining a positive learning environment, which should extend to all parts of school life (i.e. classrooms, hallways, cafeteria, Brotherhood Commons, liturgies and assemblies, etc.), by providing and enforcing clear behavioral guidelines. SJCI students are expected to meet our school expectations for behavior at all times, and in all places, including at all off campus events.

Parental cooperation is essential for any system of discipline to work effectively. We expect students to serve disciplinary consequences when assigned. We realize this may cause inconvenience for parents, but we expect students to accept accountability for their actions.

DETENTION, SUSPENSIONS, AND EXPULSION

Detention

A student may be assigned detention by his classroom teacher (Teacher Detention) for inappropriate behavior within the classroom. Teacher detentions are held at the teacher's convenience. Administrative Detention is assigned by the VPS or another administrator. Detention takes place every day after school at 2:40 p.m., and occasionally at other times, as determined by the VPS. Students may have the opportunity to satisfy detention hours through work detail. Students assigned multiple and/or successive detention hours will be assigned to work detail. The

work assigned to a student in detention must be completed before the student will be dismissed. The student is to be in dress code when reporting to detention, unless otherwise specified by the Vice Principal for Students. Assigned after-school detention supersedes ANY after-school activities, including early dismissal privileges, academic, extracurricular, or athletic activity. Saturday/holiday detentions may also be assigned. If a student fails to report and complete his assigned detentions, the student will be suspended and a parent conference with the Vice Principal for Students will be required before the student returns to school.

Suspension

A student accused of a serious infraction either on campus or off campus may be suspended from school, either in-school or out-of-school, for up to ten (10) days. In the event that a student is being suspended, he will be told what he has done wrong and will be given a chance to refute the claims. His parents will promptly be informed of the suspension. If a suspension is to last for more than three (3) days, an informal due process hearing will be held with the student and his parent(s) or guardian(s) and school administrators, including the Principal and/or President, during the first three days of suspension. A parent meeting will be required before any out-of-school suspended student is re-admitted.

Regardless of whether the suspension is in-school or out-of-school, the student is responsible for all school work, homework, quizzes, tests, and projects that occur during the suspension. The student should contact teachers by email to request assignments and to arrange times to make up assessments.

Any student placed on either in-school or out-of-school suspension may not take part in any school-sponsored extracurricular activity. Students who are suspended may have extracurricular privileges suspended or revoked for a period of time after the suspension concludes.

Expulsion

Students who commit school behavioral infractions of an egregious nature, or who have persistent and ongoing behavior problems that negatively affect the learning environment of other students, or who fail to represent the core values of SJCI through their actions on or off campus (including on social media) may be expelled from SJCI. The school reserves the right to expel a student at any point during the year. In the event that the expulsion is the result of a single serious infraction, an informal due process hearing will be held with the student and his parent(s) or

guardian(s) and school administrators, including the Principal and/or President, within three days of the infraction.

BULLYING

Anti-Bullying and Anti-Harassment Policy

The NYS "Jack Reid Law: Protect All Students Act" was signed into law by Governor Hochul on October 23, 2025. This bill protects all high school students in New York from harassment and bullying by other students. Our school has the following policies in place that meet the requirements of this law.

Anti-Bullying and Harassment Statement
Our school strives to provide a safe environment for all individuals. All students and employees are to be treated with dignity and respect. Bullying or harassment of any kind will not be tolerated on school property or at school functions.

Anti-Bullying and Prevention Programming
Our school maintains an environment that reflects the values of dignity, respect, and the inherent worth of every person created in the image and likeness of God. In accordance with the *Jack Reid Law: Protect All Students Act*, our school has implemented an anti-bullying and harassment policy that applies to all students. Through various Community Time programs, we aim to:

- Promote awareness among staff, students, and families.
- Provide training and resources for recognizing, reporting, and responding to bullying and harassment.
- Establish a safe and inclusive environment that supports the ongoing mission of preventing and eliminating bullying behavior.
- Offer ongoing opportunities for education and restorative practices.

Annual staff training is provided to recognize, report, and respond to bullying and harassment.

Definition of Bullying

- Bullying is defined as repeated or systematic abuse and/or harassment of another person or group that involves a real or perceived power imbalance. A person is being bullied when they are exposed repeatedly and over time to negative actions by one or more persons.

Definition of Harassment

- Harassment is the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; (b) reasonably causes or would reasonably be expected to cause a student to fear for their physical safety; (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates, or would foreseeably create, a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. For purposes of this definition, the term "threats, intimidation or abuse" shall include verbal and non-verbal actions.

Bullying and harassment include physical, emotional, social, or cyber forms of harm, such as:

- Physical: intentional harm to another's body or property
- Emotional: intentional harm to another's emotional well-being
- Social: intentional harm to another's group acceptance or relationships
- Cyber: bullying or harassment that occurs through any form of electronic communication

Examples of behavior that may constitute bullying or harassment when they meet the definitions (repeated, power imbalance, harmful impact; would reasonably be expected to cause a student to fear for their physical safety, or cause physical injury or emotional harm) may include, but are not limited to: teasing, using derogatory nicknames or slurs, spreading rumors or demeaning stories, social exclusion, intentional destruction of property, or sharing demeaning content online.

- Note: Age-appropriate conflict, isolated incidents, or mutual disagreements do not automatically constitute bullying or harassment; these will be addressed through appropriate behavioral or restorative responses.

Definition of Retaliation

- Inappropriate behavior toward any individual who in good faith reports bullying or harassment or assists in any investigation of suspected bullying or harassment.

How to Report Incidents of Suspected Bullying and/or Harassment

All reports of bullying or harassment will be taken seriously and addressed promptly.

- Any student who believes they are a target of bullying and/or harassment or has witnessed another student they believe is being bullied or harassed should immediately tell the VP for Students or another trusted adult about the incident(s) either verbally, by email, or in writing.
- Parents who have heard reports of bullying or harassment from their child or have witnessed incidents that could be bullying or harassment should report the incidents to the VP for Students or another school employee verbally or in writing as soon as they are made aware of the incident.
- Any suspected incidents of bullying and/or harassment shared with or witnessed by a school employee will be shared with the VP for Students by the end of the next school day.

Investigation Process

- Upon receiving a report of suspected bullying, harassment, or retaliation, the VP for Students will investigate the incident promptly by interviewing all parties separately.
- The parents of all students involved will be notified.
- If it is determined that bullying or harassment has occurred, the child who bullied or harassed another student is subject to consequences as the school deems appropriate. The VP for Students will take immediate steps and appropriate follow-up action reasonably calculated to ensure that any confirmed bullying and/or harassment conduct will stop and ensure the safety of the student or students, including retaliation against any individual who in good faith reports such bullying or assists in the investigation.
- The VP for Students shall notify the targeted student and his/her parent/guardian of the outcome of the investigation.
    - If bullying/harassment occurred, any specific consequences given to the student(s) who bullied or harassed the targeted student will not be shared.
- Parents should be advised to contact the appropriate law enforcement agency, if warranted. If determined necessary, the principal should contact law enforcement.
- Referral to counseling should be made for all parties if deemed necessary.
- The VP for Students must follow up to see that the offending conduct has stopped.
- All students will be notified that retaliation against anyone who makes a report will not be tolerated and those that retaliate will be subject to disciplinary actions.

Documentation of Suspected Incidents

- Any school employee who witnesses or receives a report of suspected harassment or bullying, either verbally or in writing, will submit a written report of the incident to the VP for Students.
- The school will maintain written documentation of all reports and investigations of bullying. Records will include the nature of the complaint, steps taken during the investigation, findings, and any disciplinary or remedial actions imposed. These records will be kept confidential and maintained in accordance with school policy and applicable privacy laws.

False Reports:

- Any student who falsely reports bullying or harassment may be subject to disciplinary action, which may include suspension or expulsion, and, if warranted, referral to local authorities.

CLASS CUTS

No student should take it upon himself to excuse himself from any class or the entire school day without permission from a school administrator. Regular attendance at school is required and a class cut is regarded as a serious infraction of school regulations. Students caught skipping school, cutting a class or cutting multiple classes will be assigned detention hours or suspended from school for one or multiple days.

DRESS REQUIREMENTS

St. Joseph's Collegiate Institute's dress code policy reinforces in our students a pride in their own appearance, improves their sense of belonging and tolerance among their peers, sets the tone for the atmosphere of learning at SJCI, and makes a statement for our school. School dress code policies and uniforms have been shown to increase academic performance, and at SJCI, our dress code connotes our commitment to serious learning and teaching.

General Guidelines

The following components comprise the daily dress code at SJCI:

- A dress shirt with a collar (point, spread, or button-down). A dress shirt is designed to be worn fully buttoned with a tie (necktie or bowtie only). If a student chooses to wear an undershirt, only solid white undershirts are to be worn. Hawaiian shirts and flannel shirts are not permitted. Students are expected to wear their student

identification card with SJCI school issued lanyard over their tie and fully visible during the school day.

- A sports coat, crew neck sweater, v-neck sweater, sweater vest, quarter zip dress sweater, or SJCI quarter zip pullover (with SJCI logo, including approved sport-specific logos) may be worn over the dress shirt and tie. Overshirts, sweatshirts, crew neck sweatshirts, turtlenecks, turtleneck sweaters, non-SJCI pullovers, hoodies, fleece jackets, and other outerwear are not permitted. Ties should be visible at all times.
- Dress pants that are neat, worn appropriately at the waist, and reach at least to the ankle bone. An appropriate belt must also be worn. Oversized pants, pants with scoop pockets, pants with grommets, pants with elastic waistbands or cuffs, gathered ankle pant cuffs, pants with sewn exterior pockets, or pants that resemble jeans in cut or material are not permitted. Additionally, pants should never be rolled up, pinned or tucked into one's socks.
- Leather dress shoes or boots, with a height at or below the ankle bone (brown, black, blue, or gray). Work boots, winter boots, cowboy boots, footwear that gives the appearance of sneakers (with or without stripes), moccasins, slippers, shoes with fur-like interior, canvas and multi-colored shoes are not permitted. Canvas 'Hey Dudes' and Uggs are not allowed. If a student forgets to wear proper shoes, he should see the VPS before 8:00 a.m. to borrow a pair or obtain a pass for that day. Students who forget their shoes regularly will be assigned after school detention hours.
- Socks must be worn and visible. "No show" socks are not permitted.
- When announced by the Vice Principal for Students, students will be permitted to wear an SJCI polo shirt as a warm weather substitute in place of the dress shirt and tie. Polo shirts must have an SJCI or Marauders logo. Polos must be worn with all buttons buttoned except the top button and tucked in at all times. If a student is consistently unable to keep his polo shirt tucked in, then he will lose this privilege, and will have to wear a dress shirt and tie each day. SJCI grey, maroon, black or white polos with approved logos representing clubs or teams are allowed to be worn in place of the Lands' End uniform polo. Striped polos are not allowed.
- SJCI polo shirts can be purchased from Lands' End School. To do so, visit landsend.com/myschool, or call 1-800-469-2222. SJCI's Preferred School Number is 900192576.
- Students who do not adhere to dress code expectations may be held out of classes until the issue can be resolved.

Dress Down Days

Throughout the school year, certain days are designated as Dress Down Days to support local and global charitable efforts. Students who choose to participate in a Dress Down Day must adhere to the following guidelines:

- No shorts.
- No earrings.
- No hats.
- No coats worn during the school day.
- Messaging on clothing must be appropriate for wear at SJCI.
- Jeans should not have excessive rips or tearing.
- Socks must be worn.

Students who dress casually without making a donation, or who fail to adhere to these standards, will be referred to the VPS.

Neatness and Grooming

Students must be clean shaven daily. Mustaches, beards, goatees, and long sideburns are not permitted. Hair should be kept combed, neat and clean, and may not hang down in front of a student's face. Students with long hair must use styling products or pull their hair back to keep it out of their eyes. Extreme hairstyles are not permitted, which include but are not limited to: mullets of all kinds, fauxhawks, mohawks, shaved in designs/patterns (including in eyebrows), and most variations of dyed hair.

Consistent with New York State law, SJCI does not prohibit hair or hairstyles associated with a particular race, including but not limited to hair texture and protective hairstyles, including braids, locks, and twists.

Exceptions for religious and/or medical reasons may be considered through a request made with the Vice Principal for Students. Students with questions about what is acceptable should see the VPS to discuss before altering their appearance.

Hats, earrings, visible tattoos, and excessive items of jewelry are not permitted. Students are not allowed to wear eyeliner, makeup, nail polish, fake nails or makeup at any time. If a student decides to get a visible piercing during the school year, he will not be permitted to attend classes unless the piercing has been removed. If a student has a tattoo on his arm,

it must be covered at all times during the school day by a long-sleeved dress shirt. Students with arm tattoos will not be allowed to wear polos, short sleeve dress shirts, or roll up sleeves to make the tattoo visible. Bandaids and/or tape may not be used to cover a piercing or a tattoo. A student will not be permitted to attend classes if a tattoo is visible.

School regulations concerning appearance are in effect at ALL times within the school building during the school day. After school, dress code regulations are relaxed, but students who are attending detention, visiting an academic center, or meeting with a teacher or school administrator should stay in “regular” school dress.

At specifically designated times during the school year, the dress code may be modified. In each such instance specific rules/regulations governing appearance will be published.

Questions arising relating to student appearance will be referred to the Vice Principal for Students, who is the interpreter of the school dress code. The neatness and grooming policies are also in effect for athletics, arts, and extracurricular activities, which includes events occurring outside of regular school hours. The Vice Principal for Students will make a decision regarding any questions concerning dress code, and this decision will be final.

DRUG AND ALCOHOL POLICY

St. Joseph’s Collegiate Institute’s commitment to the development of the whole student includes a commitment to educating students about and protecting them from the dangers of illegal use of drugs and alcohol. SJCI recognizes that the misuse and abuse of drugs and alcohol is a serious problem with legal, physical, emotional, and social implications for the whole school community. Therefore, SJCI is committed to maintain a school community that is drug and alcohol free, and it is the responsibility of all students, parents, coaches, faculty, staff and administrators to work together to achieve this goal.

SJCI recognizes that New York State has legalized the use of marijuana for people 21-years of age and older. However, we remain concerned about the effects of this and all drugs on growing adolescent brains and view marijuana usage as a hindrance to our students' physical, intellectual, mental, and spiritual development. These concerns, coupled with the fact that marijuana remains illegal for those under the age of 21, have led us to continue including marijuana in the list of controlled substances referenced in the policy below. SJCI is committed to creating and maintaining an academic and extracurricular environment that is substance-free.

Definitions

For the purposes of this policy, controlled substances shall mean: all dangerous controlled substances prohibited by law, all "look alike" drugs (non-controlled substances packaged so as to appear to be, or about which a student makes an express or implied representation that the substances are, drugs or non-controlled substances capable of producing a change in behavior or altering a state of mind or feeling), all alcoholic beverages, any drug, any mood-altering substance or health-endangering compounds including inhalants and solvents (e.g. glue, paint thinner, or nitrous oxide) and any prescription drug, patent drug, or anabolic steroid, except for those for which permission to use in school has been granted.

Authority

A. SJCI prohibits the use, possession, distribution, sale, exchange or being under the influence of any controlled substance at any time in the school building, on school grounds, school-owned school buses or vehicles, on school buses transporting students to and from school, in the community during open campus, and at any function or activity sponsored by SJCI on or off school property, unless the substance involved is a prescription medication prescribed by a licensed physician and taken in accordance with the physician's directions under the direction of the SJCI nurse. Parents must notify SJCI in writing of any long term or narcotic drug prescription which their child is taking.

B. The use, possession, distribution, sale, exchange or being under the influence of drugs off school property and not at any function or activity sponsored by SJCI is still of concern to the school. SJCI reserves the right, in its sole discretion, to apply this policy, in whole or in part, to any student involved in such activity off school property and not at any function or activity sponsored by SJCI. This includes any instances of drug use, possession, distribution, sale or exchange on social media sites or in any other form of digital communication.

C. The use, possession, sale, or exchange of drug paraphernalia is prohibited under any circumstances at any time in the school building, on school grounds, on school-owned school buses or vehicles, on school buses transporting students to and from school, in the community during open campus, and at any function or activity sponsored by SJCI on or off school property. Drug paraphernalia includes all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, harvesting,

manufacturing, producing, preparing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, vaping or otherwise introducing into the human body a controlled substance. This includes pipes, vapes, needles, screens, rolling papers, and clips used to hold burning material such as a marijuana cigarette. In determining whether an object is drug paraphernalia, school authorities shall consider among other things statements by an owner or by anyone in control of the object concerning its use, the proximity of the object to controlled substances, and residue found in or on the object in question.

Response

If a student is suspected to be in violation of any of the above, SJCI will respond using the following protocol:

A. Evaluation: Students whose academic performance and/or behavior is of concern and may indicate that drugs are a factor should be referred by their teacher(s) or other SJCI staff members to the Vice Principal for Students or his/her designee. The Vice Principal or his/her designee, in consultation with the Principal, the President, the school nurse, and/or the school counselor will determine if the student should be referred for medical evaluation. If, after an evaluation by the school nurse, there is any question as to the immediate health and welfare of the student (e.g. labored breathing, slurred speech, loss of consciousness), the student will be immediately transported to the hospital by ambulance at the parents' expense. The student's parents will be informed following such a meeting and evaluation or as soon as possible in the event that a student has been transported to the hospital. Evaluation may require testing for establishing whether there has indeed been drug use, as well as for purposes of therapy and rehabilitation.
B. Testing: If a student is suspected of being under the influence of, or intoxicated by drugs or alcohol while on school property, a school bus or vehicle, or at a school-sponsored function or activity off school property, SJCI may require that the student submit to a drug or alcohol test by a school-approved provider. The student's parents will incur any expenses associated with a drug or alcohol test. A refusal to do so without delay will subject the student to all remedial and disciplinary measures under this Policy, including expulsion.

C. Release of Information: The student and his/her parents or legal guardian(s) must authorize release of all medical, evaluation and test reports and records related to a violation or suspected violation of this Policy. Such reports and records will be maintained and held by the school in strict confidence.

D. Student Search/Examination of Property In the case of suspected possession of illegal or controlled substances, the SJCI administration is authorized to conduct appropriate inspections and searches and to seize contraband on school premises. This search will include student lockers, personal belongings, bags, clothing, and vehicles located on school grounds. Such examinations may also be conducted at any SJCI function or activity held off campus. If a student fails to cooperate with or consent to a search, the students' parents will be asked to consent to the requested search of the students' person, belongings, or car. Failure on the part of a student and his/her parents to cooperate fully with any such requested examination will subject the student to immediate expulsion.

1) Lockers: Lockers are the property of SJCI, and therefore, students have no right to expect that the contents of their lockers are private. If an administrator has reasonable grounds to suspect or believe that a locker contains items that are illegal or violate school rules, he is permitted to conduct a search.

2) Cars: Cars parked in authorized school parking areas are under the jurisdiction of the school administrators. Therefore, students shall have no right to expect that the contents of their cars are private. If an administrator has reasonable grounds to suspect or believe that a car contains items that are illegal or violate school rules, he is permitted to conduct a search.

3) Other Searches: If an administrator has reasonable cause to believe that a student or other person has an item or substance in his/her possession which is illegal or constitutes a danger to the health or safety of any person, property, or to the school, he may conduct a search of the student and seize any such item or substance. If a student's clothing is searched, administrators are permitted to search the pockets, waistbands, pant legs, socks, shoes, and any outer garment such as a jacket or sweatshirt. Students may be asked to remove an outer-layer garment during the search,

as well as his/her socks and shoes. SJCI will not conduct strip searches of students. When conducting a search, SJCI will ensure that those doing the search are the same gender of the student being searched.

4) Canine Search: SJCI reserves the right to conduct a canine search of the school building, student cars, student lockers, and student book bags. Canines will not search individual students.

E. Violations of Policy: Violations of the above policy will be categorized as follows, and the actions taken by SJCI in each circumstance are detailed below.

1) Use or Possession in School, With or Without the Intent to Distribute, Sell or Exchange: Any student who uses or is found to be in possession of a controlled substance - whether with or without the intent to distribute, sell, or exchange - on school grounds, SJCI-owned school buses or vehicles, on school buses transporting students to and from school, or in the community during open campus, will be expelled from SJCI for the remainder of the school year and may not reapply for admission. The Tonawanda police will be contacted, and any contraband produced by the search of the student and his/her belongings will be turned over to the police. SJCI administrators will be the sole arbiters of whether the drugs and/or paraphernalia indicates an intent to distribute. Evidence indicating intent to distribute includes, but is not limited to, a quantity of drugs greater than would be reasonable for personal use, having possession of paraphernalia used for using, packaging or distributing drugs, or being in possession of large amounts of cash.

2) Use or Being under the Influence of a Controlled Substance: Any student who is found to have used a controlled substance at any function or activity sponsored by SJCI on or off school property will be suspended from SJCI for a minimum of five (5) days. The student will be restricted from all extracurricular activities for a period of twenty (20) days. During the five day suspension, the student will undergo an assessment by a school-appointed professional substance abuse counselor or other appropriate medical professional approved by the school and must commence with the recommendations of said counselor to the school's satisfaction before returning to active status. If the recommended program exceeds five (5) days, the school reserves the right to extend the suspension until the

requirements of said program are met. The parents and/or student (depending on the student's age) must sign a release to grant permission to SJCI and the chosen counselor to exchange confidential information. The student will be placed on disciplinary probation for a period of two years. A second offense or failure to comply with the stipulations of the Vice Principal for Students and/or outside counseling agency will result in immediate expulsion.

3) Self-Reporting, Student Reporting, Parent Reporting, or Teacher Reporting: In the event that a student, parent, or teacher reports that a student is having difficulty with drug or alcohol use and/or abuse beyond the campus, the student will be immediately referred to the SJCI school counselor and will be asked to work closely with the counselor to assess the matter. Also, the parents will be notified if they were not otherwise aware of the issue, and depending on the severity of the students' use, he may be asked to remain off campus for a minimum of three days (this will not be recorded as a disciplinary suspension). During this time, the student will undergo an evaluation by a school-designated professional. Recommendations made as a result of the evaluation must commence before the student returns to SJCI, and all recommendations made by the outside professional must be completed to the school's satisfaction for the student to remain in good standing. The parents and/or student (depending on the student's age) must sign a release to grant permission to SJCI and the chosen counselor to exchange confidential information. If the student does not satisfy the recommendations of the outside counselor, he will be put on disciplinary probation for one calendar year, and should the school become aware of further drug or alcohol use, the school reserves to place the student back on the drug and alcohol policy, extend the probation or expel the student. In these cases in which the student is not found to be in possession or under the influence of drugs or alcohol on campus or during the school day, the school, parents, student, and outside professionals will work collaboratively to address the behavior and any and all issues contributing to the behavior.

F. MINIMIZING DRUG AND ALCOHOL USE AMONG SJCI STUDENTS - SJCI wants our school to be an alcohol and drug free environment. Hence, we will take the following actions to minimize drug and alcohol use among SJCI students.

1. Reinforce the unacceptability of illicit drugs and underage drinking in and out of school by consistently carrying through on the above stated actions.

2. Apply consequences for drug and alcohol usage consistently and fairly to users and suppliers.

3. Establish an environment in which all school community members have enough care and concern for each other that they will confidentially pass on information about people using, carrying and/or selling drugs.

4. Work collaboratively with law enforcement personnel to address matters involving drug and alcohol usage and possession.

5. Inform the whole community about the processes, possible consequences, and potential outcomes of being found with drugs or alcohol at school.

6. Review and evaluate strategies and procedures regularly and revise them as required.

FIGHTING

As a school community based on Gospel values, respect for all, and the principles of self-control and self-discipline exercised by all its members, a student at SJCI is expected at all times to avoid serious confrontations with others in the school community. **If a student believes a problem is starting, he is expected to see a teacher, counselor, social worker, or the VPS to prevent the conflict.** SJCI administration and staff are available to assist a student in remedying such a situation.

Fighting is considered grounds for suspension and/or expulsion.

FOOD AND BEVERAGE

Food and beverages (excluding water) are to be consumed in the cafeteria only, except during the all-school break period. Students who need to eat for medical reasons may make arrangements with their teacher to eat in the classroom at an agreed upon time; this is the only exception to this rule. Students may carry a water bottle for personal use. Glass water bottles are not permitted.

HATE SPEECH POLICY

As a Lasallian school, St. Joseph's Collegiate Institute strives to instill a "respect for all persons" and to create an "inclusive community" that gives "[young men] the chance to live and learn in an atmosphere free from fear and intimidation" (Wessler & Moss, 2001). As such, SJCI expressly forbids the use of hate speech by any student during school hours, during school-sponsored events, outside of school hours including school breaks and summer vacation, and off-campus at all times. Hate speech that occurs online, in text messages and social media posts, and in audio or video recordings of any kind will also be under the jurisdiction of SJCI and will be addressed according to this policy.

Definition of Hate Speech

SJCI defines hate speech as any form of expression or conduct (verbal, written, graphic, or physical) that denigrates, disrespects, or misrepresents "types of people" because of their race, color, national origin, gender, religion, sex, sexual orientation, age, disability, or veteran's status. The expression in question has the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating, or hostile environment for a person or group of persons.

Reporting

Instances of hate speech should be reported promptly to a trusted faculty or staff member (teacher, counselor, administrator, coach, etc.). This can be done in person or via email. The faculty/staff member will then report to the Vice Principal for Students, who will have appropriate follow up with all involved parties. The anonymity of all reports and reporters will be protected, whenever it is possible to do so.

Response

In the event that a student has used hate speech in any form or has been accused of using hate speech in any form, the Vice Principal for Students in collaboration with the Principal will conduct an investigation including reviewing evidence and

interviewing witnesses. Students accused of hate speech online must cooperate with the investigation and provide the School with all information and evidence that the School requests. Failure to cooperate with an investigation will result in the student's dismissal from SJCI. The VP for Students and Principal may involve others to help determine whether the speech acts in question are objectionable to the targeted group.

Consequences

A student who is found to have committed an act or acts of hate speech will face the full range of disciplinary consequences and in most cases will incur a minimum 3-day suspension. If the investigation results in a finding that a student has committed a single severe act of hate speech or persistent acts of hate speech that have contributed substantially to a hostile environment for any member or group of members of the SJCI community (students, teachers, staff, coaches, etc.), he will be promptly expelled. Any student found in violation of this policy will minimally be expected to perform significant restitution to the SJCI community as determined by the SJCI administration.

Wessler, S., and M. Moss. 2001. *Hate Crimes on Campus: The Problem and Efforts to Confront It.* Washington, DC: U.S. Department of Justice, Bureau of Justice Assistance.

GAMBLING

Students are not permitted to gamble, use mobile betting apps, or take part in games of chance on the school campus. Students are not allowed to play card games of any kind during the school day, with or without poker chips.

GUM CHEWING

Gum chewing is not permitted on campus at any time.

HARASSMENT - SEXUAL, ETHNIC, OR RELIGIOUS

The SJCI administration prohibits acts of harassment or intimidation of a student for any reason. A safe and civil environment in which all students feel comfortable is necessary for students to learn and achieve high academic standards. Harassment and intimidation is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Harassment and intimidation include any gesture or written, verbal, or physical act or any online communication that is reasonably perceived as being motivated either by any actual or perceived characteristic such as race,

color, religion, ancestry, national origin, gender, sexual orientation, or any other distinguishing characteristics that take place on school property or between two members of the school community at any time.

Sexual harassment is defined as unwanted, unwelcomed, and unsolicited sexual advances whether by word, gesture, or physical contact. Sexual harassment includes, but is not limited to, the display of sexually suggestive objects or pictures, sexual innuendo, jokes or suggestive comments, and offensive gestures. This form of behavior by any member of the SJCI school community is prohibited on the campus or at any school related activity whether that involvement is with another member of the school community or any other person. Individuals who feel harassed or who are offended by the inappropriate behavior of others are encouraged to report their concerns to a member of the school administration.

INAPPROPRIATE LANGUAGE

Swearing, foul language, racially-charged language, misogynistic language, and racial epithets are prohibited while on campus or at any school-sponsored event. Students should also refrain from using such prohibited language in online communication outside of school. In many cases, a student's use of inappropriate language may be further subject to the consequences outlined in SJCI's Hate Speech Policy.

INSUBORDINATION

Students are expected to follow the rules, policies, procedures, and expectations as dictated by written policy guidelines or as verbally requested by any school employee, volunteer, or chaperone. Failure to comply with written or verbal requests by SJCI employees, volunteers, or chaperones will be considered insubordination and will result in disciplinary action.

OFF-CAMPUS BEHAVIOR

As stated above, SJCI students represent the school at all times, during and after school, on campus, off campus, and while online (text threads, Snapchat, Instagram, online postings, etc.) - 24 hours a day, 7 days a week, 12 months a year. Any student whose conduct is detrimental to the reputation of the school or who violates the policies found in the SJCI Handbook may be subject to disciplinary action, including suspension and/or expulsion.

RECORDING

Audio or video recording or distribution of recordings of faculty, staff members, fellow students, or school activities without the explicit permission of the administration is entirely prohibited.

SOCIAL MEDIA ACCOUNTS

Students are prohibited from creating social media accounts that use the school's name or logo (or any variation thereof), or that are affiliated or associated with any SJCI sports team, club or activity. Students who create or post to any unauthorized account that purports to represent our school or any SJCI sports team, club or activity will face disciplinary action. Students who wish to learn more about the permissible sharing of content on social media should contact a member of our Marketing & Communications Team.

THEFT

As a community built on the values of trust and authentic brotherhood, theft has no place in the SJCI community. Any student found guilty of theft will be subject to serious disciplinary action, up to and including possible expulsion.

TOBACCO AND VAPING

SJCI is a tobacco-free campus. Therefore, the use and/or possession of tobacco products, including cigarettes, nicotine products such as ZYN and “vaping” products (e.g. e-cigarettes), by students anywhere in the school building, on the campus, on SJCI-owned busses or vehicles, on school busses transporting students to and from school, in school parking lots, and at any function or activity sponsored by SJCI on or off school property is strictly prohibited. The campus is defined as the square block of the school and includes both sides of Kenmore Avenue from Duluth/Louvaine to Newport/Truesdale. Moreover, the purchase of said products is illegal for students under the age of 18 (21 as of the Fall of 2019). Students caught in possession of these substances/devices will be suspended for a minimum of one (1) day and will lose their extracurricular privileges for a minimum of seven (5) days upon the first offense. Students caught using these substances/devices will be suspended for a minimum of two (2) days and will lose their extracurricular privileges for a minimum of ten (10) days upon the first offense. Subsequent offenses will result in more severe consequences up to and including expulsion. Additionally, the sale of vaping devices or related products by an SJCI student to other SJCI students will result in expulsion from SJCI.

VANDALISM AND DESTRUCTION OF PROPERTY

Any breakage or damage to school property that is caused by a student's actions will be charged to the responsible student's family. Additional disciplinary penalties may also be assessed, up to and including possible expulsion, depending on the nature of the incident.

WEAPONS

St. Joseph's provides a safe and secure learning environment for all members of the school community. There will be zero tolerance for the possession or use of any item/weapon which may cause harm or be reasonably understood to cause harm, to any individual or group in the community. Any student who is determined to have brought a weapon onto school property or any school-sponsored activity may be expelled from SJCI.

TECHNOLOGY ACCEPTABLE USE POLICY

As a leader in education in Western New York, St. Joseph's Collegiate Institute (SJCI) supports Information Technology tools and resources to support learning in the 21st century. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Devices such as laptops have become learning tools of the 21st century. At SJCI we are preparing our students for future success in higher education and life by integrating the use of these devices into our course curriculum.

The policies, procedures and information within this document apply to all Information Technology used on the SJCI campus including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

This policy is considered a living document, and will be modified and enhanced as the SJCI 1-to-1 initiative progresses.

1. RECEIVING YOUR DEVICE

1.1 Receiving your Device

Devices will be distributed each summer during "device orientation." Before a student can receive his device, parents and students must read this Acceptable Use Policy (AUP).

1.2 Device Return

The devices are the property of SJCI until the students graduate. Should a student leave before graduating, the device and any peripherals (i.e. charging cords, etc.) must be returned to the IT Department. If the student desires to keep the device, there may be a prorated price available for the purchase of the device.

2. TAKING CARE OF YOUR DEVICE

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the IT department for an evaluation of the equipment.

2.1 General Precautions

- The device is school property and all users will follow this policy.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Device surface must remain free of any writing, drawing, scratching, or etching.
- Devices must never be left in any unsupervised area.
- Students are responsible for keeping their device battery charged for school each day.
- All SJCI labels must remain intact.

2.2 Carrying devices

- It is recommended that students use a backpack with a laptop compartment.

2.3 Screen Care

The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure. Students should:

- Not lean on the top of the device when it is closed.
- Not place anything near the device that could put pressure on the screen.
- Not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Not “bump” the device against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. USING YOUR DEVICE AT SCHOOL

Devices are intended for use at school each day. In addition to teacher expectations for device use, school messages, announcements, calendars and schedules may be accessed using the device. Students are responsible for bringing their device to all classes.

3.1 Devices Left at Home

If students leave their device at home, they are responsible for getting the course work completed as if they had their device in school.

3.2 Device Undergoing Repair

Loaner devices may be issued to students when they leave their devices for repair with the IT department.

3.3 Charging Your Device's Battery

Devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening.

3.4 Screensaver/Background/ Profile Images

Inappropriate media may not be used as a screensaver, background, or profile photo on the device or any of its applications..
Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.

3.5 Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Music and other multimedia must be appropriate for school and not distracting to classroom instruction. All software/apps must be SJCI approved. SJCI reserves the right to remove any unapproved apps.

3.6 Printing

Printing will be available with the device. Students should talk to their teachers about which printer(s) to use. Students will be given information and instruction on printing with the device at school. Only school related items are to be printed.

3.7 Home Internet Access

Students are encouraged to use their home wireless networks with their devices in order to complete assignments. In addition, if the student wishes to print documents at home, a wireless printer with proper settings and app(s) on the device will be required. Parents should take the necessary precautions to ensure student safety while on the Internet at home.

3.8 School Network

Students are to only use the SJCI Students wireless network. The devices are protected with filtering software and students are not allowed to disable or bypass that software. Students may not use another non-SJCI device (personal laptop, iPad, etc.) during the school day, unless specifically approved for use by the Principal. Additionally, students should not connect their cell phones to the SJCI network at any time.

4. MANAGING YOUR FILE AND SAVING YOUR WORK

4.1 Saving Device Work to Cloud Storage

Students will save work to cloud supported applications such as Google Drive and

Microsoft Onedrive. It is recommended that students do not only save work locally on the device.

4.2 Network Connectivity for SJCI issued devices

Network Connectivity is available for SJCI issued devices only. While our goal is for 100% availability, SJCI can make no guarantee of network uptime. In the rare case that the network is down, SJCI will not be responsible for lost or missing data.

5. SOFTWARE ON DEVICES

5.1 Software

The software/apps originally installed by SJCI must remain on the device in usable condition and be easily accessible at all times. Over time, the school/teacher will add additional software applications for use in a particular course. Licensing terms and conditions must be adhered to. Periodic checks of devices will be made to ensure that students have not removed required apps. Any apps that are not pushed or recommended by SJCI's tech department can be removed by the school.

5.2 Inspection

Students may be selected at random to provide their device for inspection. The school will routinely take an inventory of the devices using management software.

5.3 Procedure for Re-loading Software

If technical difficulties occur or illegal software and/or non-SJCI sanctioned apps are discovered, the device will be restored to default settings. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image. To prevent such cases, do not pay for or download unapproved apps.

5.4 Software upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their devices for periodic updates and syncing.

6. DEVICE ACCEPTABLE USE POLICY

6.1 Acceptable Use

1. The device is an instructional tool and must be treated as such.
2. All students can only download and install school-approved software;
   Any appropriate recreational apps or websites can only be used in the cafeteria during lunch periods, or in the Commons.
3. The devices are the property of SJCI and are subject to unannounced random content checks by SJCI faculty and staff.

4. Students may not use the device to send/receive personal emails/text messages during school hours.
5. All personalization changes to the devices (backgrounds/wallpaper, profile pictures etc) must be SJCI appropriate.
6. Students will set a password and pin to unlock their devices. Students are responsible for remembering this password.
7. Logging into another student's device is prohibited.
8. Video streaming on the device during school is only permitted with a teacher's authorization and supervision.
9. Students will not use the Internet to download music, pictures, or any other files without permission from the classroom teacher or the Technology Department.
10. Students may not alter the configuration on any device owned by SJCI.
11. The use of the camera function of the device is prohibited during school hours, unless permitted by the teacher for direct instructional use.
12. Students must be enrolled in the Management Software.
13. Students cannot remove Management Software from devices.
14. Students must accept any app or device restrictions set on device.
15. Social Media is not to be used during school day.
16. Inappropriate use of social media will make one subject to disciplinary action.
17. No texting or direct messaging at any time on school device.
18. Students cannot remove or bypass filtering software.
19. Students cannot use a VPN or proxy.
20. Students cannot unenroll from the management system and/ or reset their device.
21. Students can only use their school-issued device while on campus.
22. Students cannot remove labels or tags on the device provided by the school or manufacturer.

6.2 Parent/Guardian Responsibilities

Parents should talk to their children about values and the standards that their son(s) should follow when using the Internet.

Take the appropriate steps to ensuring your son's Internet safety and go over what sites are appropriate or inappropriate to visit.

6.3 School Responsibilities

SJCI will:

1. Provide Internet, email, productivity applications, and cloud storage to its students.
2. Provide Internet Blocking of inappropriate material.
3. Provide staff guidance to aid students in using technology and help assure student compliance of the acceptable use policy.

6.4 Student Responsibilities

SJCI students are responsible for:

1. Using computers/devices in a responsible and ethical manner.
2. Obeying general school rules concerning behavior and communication that apply to device/computer use.
3. Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via SJCI Internet System is at your own risk. SJCI specifically denies any responsibility for the accuracy or quality of information obtained through its services.
4. Helping SJCI protect our computer system/device by contacting an administrator about any security problems they may encounter.
5. Monitoring all activity on their account(s).
6. Students should always turn off and secure their device after they are done working to protect their work and information.
7. If a student should receive an email containing inappropriate or abusive language or if the subject matter is questionable, he should see administration immediately.
8. Students who withdraw, are suspended or expelled, or terminate enrollment at SJCI for any other reason must return their individual school device and charging unit with cable on the date of termination.

6.5 Student Activities Strictly Prohibited

1. Illegal installation or transmission of copyrighted materials.
2. Any action that violates existing SJCI policy or public law.
3. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
4. Using technology to cheat to academic assessments
5. Use of messaging services during class time unless authorized by faculty.
6. Internet/Computer Games.
7. Use of external attachments without prior approval from the administration.
8. Changing of device settings (exceptions include personal settings such as font size, brightness, etc).
9. Sending mass and/or inappropriate emails or messages.
10. Gaining access to other student’s accounts, files, and/or data.
11. Use of the school’s Internet/E-mail accounts for financial or commercial gain or for any illegal activity.
12. Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, etc.

13. Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
14. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
15. Bypassing the SJCI web filter through a VPN or proxy.
16. Jailbreaking results in loss of warranty and is strictly prohibited.

6.6 Care and Use of device

1. Devices must be brought to school with a fully charged battery;
2. The device issued to individual students become the responsibility of that student - do not loan your device to others;
3. devices must be kept away from liquids and food - do not eat or drink while using the device;
4. Care must be taken to keep the device from being damaged. Students and their families are responsible for non-warranty repairs;
5. The device should only be cleaned with approved cleaning cloths and solutions;
6. Devices must be locked and secured in the designated location when not in use;
7. Do not remove the serial number or any other identifiers placed on the device by SJCI;
8. When transporting the device between home and school, proper care must be given to ensure the device is well protected.

6.7 Legal Propriety

1. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
2. Use or possession of hacking software is strictly prohibited.

7. SJCI TECHNOLOGY LOAN POLICY

An unprepared student who borrows tech equipment (i.e. laptop, AC charger) three times in a school year will receive after school detention after the third instance. For every instance thereafter, he will receive one hour of after school detention, as per school policy.

8. PROTECTING AND STORING YOUR DEVICE

8.1 Device Identification

Student devices will be labeled in the manner specified by the school. devices can be identified in the following ways:

- Record of serial number
- SJCI Label

8.2 Storing Your Device

When students are not using their devices, they should be stored and locked in their lockers. Nothing should be placed on top of the device when stored in the locker. Students are encouraged to take their devices home every day after school, regardless of whether or not they are needed.

8.3 Devices Left in Unsupervised Areas

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any device left in these areas is in danger of being stolen. If a device is found in an unsupervised area, it will be taken to the technology office.

9. REPAIRING OR REPLACING YOUR DEVICE

SJCI recognizes the need to protect the investment made in devices. The following outlines several options for parents to select prior to their student(s) being issued a device.

9.1 SJCI Protection Option

- All laptops come with a 4-year Accidental Damage warranty/ coverage. The coverage is available once every year and does not include lost or stolen devices.

9.2 Intentional Damage

Students/parents are responsible for full payment of intentional damages to devices. Warranty, Accidental Damage Protection, or SJCI device Protection does not cover intentional damage.

10. COST OF REPAIRS

All computer device repairs will be administered by the SJCI IT Department. Laptops have insurance covering the student's four years at SJCI. The laptop can be repaired with no deductible once per year. A second repair in any year would not be covered and students would be responsible for the price of that repair. Additional charges are billed to students' tuition accounts. A replacement charger costs $50 and will be billed to students' tuition accounts. If a significant repair is needed, the IT department will replace a device with a new or refurbished one that has the same warranty coverage.

Damages beyond these are subject to the student's responsibility for replacement. Theft or loss is not covered by the aforementioned insurance policies. Your personal homeowner insurance may carry some coverage in these events.

Bell Schedules

Schedule #1 - Regular	
56-minute periods	
Homeroom	8:05 - 8:15
1st Period	8:19 - 9:15
2nd Period	9:19 - 10:15
Break	10:15 - 10:30
3rd Period	10:34 - 11:30
4th Period A	11:34 - 12:00
4th Period B	12:04 - 12:30
4th Period C	12:34 - 1:00
4th Period D	1:04 - 1:30
5th Period	1:34 - 2:30
Dismissal at 2:30	

Schedule #1 - Regular w/ Community Time	
56-minute periods	
Homeroom	8:05 - 8:15
1st Period	8:19 - 9:15
Community Time	9:19 - 10:15
Break	10:15 - 10:30
3rd Period	10:34 - 11:30
4th Period A	11:34 - 12:00
4th Period B	12:04 - 12:30
4th Period C	12:34 - 1:00
4th Period D	1:04 - 1:30
5th Period	1:34 - 2:30
Dismissal at 2:30	

Schedule #2 - Extended Community Time	
51-minute periods	
Homeroom	8:05 - 8:15
1st Period	8:19 - 9:10
Community Time	9:14 - 10:40
3rd Period	10:44- 11:35
4th Period A	11:39 - 12:05
4th Period B	12:09- 12:35
4th Period C	12:39 - 1:05
4th Period D	1:09- 1:35
5th Period	1:39 - 2:30
Dismissal at 2:30	

Schedule #3 - Afternoon Community Time	
51-minute periods	
Homeroom	8:05 - 8:15
1st Period	8:19 - 9:15
2nd Period	9:19 - 10:15
Break	10:15 - 10:30
3rd Period	10:34 - 11:30
4th Period A	11:34 - 12:00
4th Period B	12:04 - 12:30
4th Period C	12:34 - 1:00
4th Period D	1:04 - 1:30
Community Time	1:34 - 2:30
Dismissal at 2:30	