



2021-2022 Student and Parent Handbook

St. Joseph High School
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Important Phone Numbers

Main School Office 805-937-2038

Attendance Office x111

Admissions x113

Business Office x108



Dear Parents,

Welcome to the 2021-2022 school year at St. Joseph High School. The administration, faculty, and staff of your school is honored that you, the primary educators of your children, have chosen us to share this awesome responsibility with you. We respectfully enter into this collaborative ministry with you to educate, form, challenge, and inspire your children to be the very best of God's creation. The SJHS administration, faculty, and staff believe that the integration of faith and culture assist us in helping each student grow in wisdom and grace from his/her education. We are dedicated to living our Catholic faith, taking a sacramental view, working with individuals, mining the rich treasury of our faith, working for justice for all - for the education and formation of all students.

As parents, you are important members of our SJHS community. I believe that you will find the more you participate in the life, work, and worship of our community, the more meaningful your experience will be with us. At SJHS, we believe our community brings us together in interdependent relationships that challenge us to collaborate for the benefit of all students. We extend an open invitation to you to become meaningfully involved our school family. Once again, welcome to the school year. Please contact me, your principal, if I can help you. I am confident that our work together will be a grace from our generous God.

Peace and Blessings,

Erinn Dougherty



CHAPTER 1 -- INTRODUCTION TO THE PARENT STUDENT HANDBOOK

Sections of this Parent Student Handbook are particular to St. Joseph High School (also referred to as *location*). Other sections are policies and procedures of the Archdiocese of Los Angeles, most of which can be found at <http://handbook.la-archdiocese.org/> Any time a link alone is provided, please click on the link for the up-to-date ADLA policy followed by St. Joseph High School. This is a living document and may evolve to meet local/state laws/guidelines, ADLA directives, or to meet a need at the location. Any changes will be clearly communicated and documented. Thank you and God Bless you.

CHAPTER 2 -- GENERAL INFORMATION

Section 2-01

Mission Statement and Philosophy

St. Joseph High School is a Catholic learning community of students, parents, and educators that delivers the highest quality college preparatory programs and inspires a strong family spirit of shared Christian values in students who seek to develop their faith, their intellect, and their ability to make a positive mark on the world in which they live.

The mission of St. Joseph High School, a Catholic, college preparatory school in the Archdiocese of Los Angeles, is the formation of the person To Image Christ in Mind, Heart, Body, and Soul within the context of the Christian family community. Upon graduation, students will possess the foundation to build a personal relationship with God, achieve in post-secondary education, and thrive in a fast-paced, innovative world to build the Kingdom of God in the Church, the community, and the world.

The core value of St. Joseph High School, founded by the Daughters of Mary and Joseph and the Josephite Fathers is: To Image Christ in Mind, Heart, Body, and Soul. St. Joseph High School embodies the charism of Constant William Van Crombrugghe (1789-1865, Founder of the Daughters of Mary and Joseph and the Josephite Fathers), who advanced the ideal that the school is an “educational family” that engenders “heart-felt respect” for each student. To that end, St. Joseph High School serves all families of all religious traditions in the belief that God’s love is universal, and that the Christian mission to “all the nations” [Matthew 28:18] embraces the whole human family

Section 2-02

Integral Student Outcomes (ISO) /Schoolwide Learning Expectations

St. Joseph High School instills the core value: To Image Christ in Mind, Heart, Body, and Soul so that upon graduation, a SJHS Knight will be a lifelong learner who:

Possesses the foundation to build a personal relationship with God through:

- Understanding and articulating Catholic beliefs, principles, and values
- Demonstrating Christian stewardship and service
- Participating in one’s prayer life and faith community
- Respecting other faiths



	<p>Achieves in higher education and vocation by utilizing:</p> <ul style="list-style-type: none">• Perseverance, initiative, critical and creative thinking• Computation, research, and problem solving• Effective and ethical communication skills: listening, speaking, reading, and writing• Responsible, ethical, and legal use of technology <p>Thrives in a fast-paced, innovative global society with:</p> <ul style="list-style-type: none">• Integrity• Respect and compassion for self and others• Positive involvement in the larger community which promotes the common good• The ability to understand the value of balancing a life of family, spirituality, health, career, and leisure• Recognition of the responsibility and the consequences of one's actions• Faith, hope, and love as a way of life
<p>Section 2-03 History of the School</p>	<p>In 1964, St. Joseph High School opened its doors to become the northern-most Catholic High School in the Archdiocese of Los Angeles. The school is named after and claims as its patron, St. Joseph, Husband of Mary, and foster father of our savior, Jesus Christ. St. Joseph is a model of family life, patience, and service. His Eminence, James Francis Cardinal McIntyre invited the Josephite Fathers from England and Belgium and their sister community, the Daughters of Mary and Joseph, to administer the school on behalf of the Archdiocese of Los Angeles. So it was that in 1964, with the construction not yet completed, St. Joseph High School formally began instruction with an enrollment of 60 students and a faculty of five: two priests, two sisters and a part-time girls' P.E. teacher. Today, St. Joseph High School has an enrollment of approximately 400 students with a faculty of 28 including one priest.</p> <p>The faculty is a highly professional group of dedicated and caring people. Our faculty are very well prepared academically for their work. All fulltime faculty have a minimum B.A./B.S. degree and hold or are working toward a California Teaching Credential. Master's degrees have been awarded to 43% of the faculty. The school has continuously received maximum accreditation by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC) and, in June 2016, received another six-year accreditation term. In 1992-1993 the school was awarded the prestigious Blue-Ribbon Recognition by the U.S. Department of Education. St. Joseph High School is distinguished as a School of Excellence.</p>



	<p>The school offers three diploma choices: University Preparatory with Honors, University Preparatory Diploma and College Preparatory Diploma. Each program has unique features, and each tries to meet the needs of the students enrolled in it. St. Joseph offers nine Advanced Placement courses. St. Joseph graduates attend, or have attended, the following universities: UCLA, UC Berkeley, Cal Poly, Alabama, Marquette, Georgia, Oklahoma, Columbus, virtually every campus of the UC and CSU systems, Stanford, MIT, Santa Clara, Pepperdine, USC, Cornell, Loyola Marymount, Notre Dame, and Missouri among many other colleges. Since 1984, St. Joseph has had several military academy appointments.</p> <p>In addition to academics and sports, the school is well known for promoting the spiritual growth of its students. There are two retreats offered for each grade level, including the national Kairos Retreat program for seniors. Students gather monthly for all-school worship services and begin and end each school day and athletic contest with prayer. Christian service is an integral part of the formation offered to the students. Each student participates in several service projects each year. Each service project includes a theological reflection component, so the student has an opportunity to reflect on the spiritual dimension of their service.</p> <p>In 1998, the Josephite Fathers and the Department of Catholic Schools approved the implementation of the President-Principal model of school administration. The first lay Principal was appointed in May 1998. Beginning in July 2002, the administrative structure reverted to the traditional principal model supervised by the Department of Catholic Schools. The stability of the leadership of the school is reflected by the fact that only seven people have held the position of principal in the school's 50-year history. The Josephite Fathers and the Daughters of Mary and Joseph continue to guide the school community by providing personnel to serve as educators, as members of the administrative council and the school's Consultative Board.</p> <p>Several school facilities have been dedicated honoring special friends of the school, including the Constant William Van Crombrughe Library honoring the Daughters of Mary and Joseph (1977), the Molly Donovan Building (1984), the Fr. Charles Hofschulte, C.J. Gymnasium (1987), The Wiegand Foundation Computer Lab (1991), Dr. and Mrs. Robert Ibsen: Den-Mat Corp. Computer Lab (1992, 1997), Al Maguire Football Field (1992), the Carl and Claire Goedinghaus Technology Learning Center (1995), the Fr. Mark Newman, C.J. Campus Ministry Center (1997), the Dave Brunell Baseball Field (1999), the Jay Will Athletic Training Center (2006) and Jay Will Stadium (2008). Also in 2008, the school created the Heritage Lobby of the Hofschulte Gymnasium, as a means to honor our alumni and their contributions to our school.</p>
Section 2-04 Accreditation	St. Joseph High School is accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges.



Section 2-05 Code of Christian Conduct	http://handbook.la-archdiocese.org/chapter-13/section-13-8/topic-13-8-1
Section 2-06 School Personnel Lists	https://www.sjhsknights.com/who-we-are/school-directory
Section 2-07 School Schedule and Calendar	https://www.sjhsknights.com/roundtable/calendar
Section 2-08 School Governance and Information	School Information: https://www.sjhsknights.com/who-we-are School Governance/Org. Chart: https://www.sjhsknights.com/who-we-are/organizational-chart
Section 2-09 School website, social media	<p>The school owns and controls all internet presence including all social media. Individuals or groups may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by the parish, school, or any related or affiliated ministry.</p> <p>Individuals or groups may not host any school website on their own domain or with a web hosting service that does not have a contract with the school itself.</p> <p>Those who violate this section will be asked to shut down their site or turn it over to the school. Failure to comply may result in removal of student from school.</p>
Section 2-10 Zero Tolerance Policy for Sexual Misconduct	http://handbook.la-archdiocese.org/chapter-9/section-9-4/topic-9-4-4
Section 2-11 Safe Environment Training for Children and Youth	http://handbook.la-archdiocese.org/chapter-13/section-13-5/topic-13-5-2
Section 2-12 Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events	http://handbook.la-archdiocese.org/chapter-9/section-9-7/topic-9-7-1
Section 2-13 Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth	http://handbook.la-archdiocese.org/chapter-13/section-13-5/topic-13-5-4
Section 2-14 Dress Code	<p>St. Joseph High School aims to reflect one’s self-respect, pride, good judgment, and awareness of dress appropriate to place and action. The school believes there is a direct correlation between student appearance and overall behavior, and it is essential to keep in mind modesty, good taste and appearance with no undue attention drawn to oneself. The school reserves the right to define “no undue</p>



attention drawn to oneself.” Consequences for dress code violations are outlined in Chapter 8: Discipline.

Note: In the event that Personal Protective Equipment (PPE) is required, guidelines and expectations will be communicated directly to parents and students. Please refer to school documents related to Safe School opening and COVID-19 for details.

ONLY THE FOLLOWING IS ACCEPTABLE ATTIRE FOR EVERYDAY SCHOOL WEAR:

Shirts:

- A St. Joseph High School polo shirt or SJHS button up shirt must be worn every day.
- A solid color (**black, white, or gray only**) long-sleeve shirt may be worn under the SJHS polo. No other colors, patterns, writing, or other designs may be visible on this under layer.

Note: The following are guidelines for minor infractions (those that may be rectified on campus). Students found in violation of the dress code by not wearing a required shirt, will be given a dress code polo or button up in their respective size. This will be charged to the parent’s FACTS account and must be paid with tuition.

Skirts:

- A skirt may be worn with a SJHS polo or button up shirt. Skirts are to be NO shorter than 3” above the knee. Skirts may not be tight, form-fitting, or sheer. (Please refer to “**POLO/BUTTONDOWN DRESS-UP DAYS**” below for skirt guidelines on these days.)

Pants:

- Pants must be worn at the waist (not below or “sagged”).
- Capri pants are acceptable, worn at mid-calf.
- No pants will be excessively casual, no long underwear, leggings, jeggings, or exercise wear may be worn as outerwear on regular school days.
- Pants may not have any rips, tears, or frays (exceptions may be made on certain dress-up/theme days).

Outerwear:

- Only St. Joseph High School outerwear may be worn during school hours. Spirit outerwear (letter jackets and school affiliated sports-team/club jackets) is acceptable outerwear. Approved sweaters, cardigans, and hooded sweatshirts are available from DENNIS (www.dennisuniform.com).



	<p>Additionally, the SJHS bookstore and boosters sell SJHS outerwear options at the school bookstore and various athletic contests and school events.</p> <ul style="list-style-type: none">• No other outerwear is acceptable during school hours.• Other items made or purchased at non-SJHS approved sites are not allowed.• Non-SJHS outerwear may NOT be worn under another layer of outerwear (ie: a non-SJHS hoodie under a letter jacket). <p>Students will be asked to remove any non-SJHS outerwear which can be picked up after school from the Dean of Student Life.</p> <p>*As a privilege to Senior students, they may wear graduation year outerwear <u>purchased from Josten's</u> as part of Spirit dress on Fridays (only). This must be purchased during the current school year and reflect the current Senior class's graduation year. No other graduation outerwear is permitted.</p> <p>Shorts:</p> <ul style="list-style-type: none">• No shorts shorter than 3" above the top of the knee.• No cut-off shorts of any kind.• No shorts longer than the bottom of the knee.• Athletic-type shorts may not be worn (including boardshorts or other aquatic-type shorts).• No shorts shall be excessively casual <p>Footwear:</p> <ul style="list-style-type: none">• Footwear must be worn at all times.• Any footwear deemed excessively casual will not be allowed including slippers (even if hard-soled), moccasins, rubber flip-flops, athletic sandals (including "slides" and Crocs), or any shoe with fuzzy or fluffy lining. <p>Hair:</p> <ul style="list-style-type: none">• No shaved heads are allowed.• Haircuts and styles must be clean, neat, and in good taste.• Hair must be a natural hair color only (ombre or moderate highlights are acceptable, but no extremes of multiple colors or tones are allowed).• No designs are to be shaved or dyed into hair or eyebrows, with the exception of a traditional part cut into hair.• Hair out of dress code compliance must be changed within 48 hours unless it can easily be remedied immediately or in a shorter period of time.
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Specific for Males:

- Sideburns cannot extend below the bottom of the earlobe and can be no wider than 1”.
- If hair touches, or is longer than the top of the collar, it must be pulled back and look neat at all times.
- Males must be clean-shaven (face and neck) every day. Male students who are not clean-shaven will be required to shave at school before returning to class and are subject to dress code violation sanctions.

Jewelry:

- No excessive wrist, neck, or other jewelry at school or any school activity on or off-campus.

Piercings:

- Facial piercings: only the following is permitted for all students: one nasal piercing (stud only, no hoops). No other facial piercings allowed.
- Earrings – Females: No more than three per ear. No bar earrings permitted.
- Earrings - Males: No more than one in each earlobe; only stud earrings, no hoops or dangling earrings allowed. No bar earrings permitted.

- Any jewelry or piercing deemed as excessive, distracting, or not in line with the expectations of a St. Joseph High School student, will not be permitted. Appropriateness is determined by School Administration.

Tattoos:

- No visible tattoos at any school activity, either on or off campus.

UNACCEPTABLE DRESS / APPEARANCE

- No advertisement of products deemed inappropriate for a Catholic-Christian school may be worn.
- No advertisement of other high schools may be worn.
- No oversized, baggy, saggy pants or gang-related type accessories may be worn.
- No torn, ripped, frayed clothing or clothing with holes may be worn.
- No hats, caps, visors, hoods or dark glasses may be worn inside buildings and classrooms.
- No du/do rags or similar head coverings may be worn.
- Blankets and towels are not to be brought to school or worn on campus.
- Earbuds, Air Pods, earphones, headphones, or any listening device may not be used on campus any time during school hours. This includes during break, passing periods, lunch and in the library/lounge, and Heritage Lobby.



- Earbuds, earphones, headphones, or any listening device may not be worn in any fashion (ie: dangling from ears or shirt, etc.) during school hours.

Note: Teachers may approve use of personal listening device only in a classroom setting for educational purposes, however, use in only one ear is permitted for safety reasons.

SPIRIT DAY ATTIRE: On a designated day of each week, students are encouraged to show their Knight pride by wearing a SJHS spirit shirt. A spirit shirt is an **approved** SJHS shirt which clearly displays school spirit. Other apparel such as an approved SJHS jacket or sweater may be worn over the spirit shirt, however, solely wearing a SJHS jacket/sweater/outerwear is not acceptable. In the event there is no school on the designated spirit day, spirit shirts will be allowed on the last school day of the week (unless otherwise communicated by the Administration).

Please note: On any spirit day with a Mass or other special occasion, appropriate dress for that occasion must be worn, not spirit attire.

POLO/BUTTONDOWN DRESS-UP DAYS: SJHS polo shirts or button ups must be worn with black dress pants (no denim/jeans material or faded pants), a black skirt, or Dennis Uniform skirt (skirts are to be no shorter than 2" above the knee, and not of jersey material), and dress shoes. Polo dress-up days are required for all school masses, and other dates as announced.

FORMAL DRESS-UP DAYS: Specific students are required to dress up for important events as follows: Junior Ring Mass (Juniors), Mothers' Mass (Seniors only), Fathers' Mass (Seniors only), Baccalaureate Mass (Seniors only), Senior Awards Ceremony (Seniors only).

The dress code for the above events is:

Gentlemen:

- Dress pants, belt, dress shirt (to be tucked in all day), tie (to be kept tied all day), and dress shoes.
- No tennis or casual shoes, flip flops, Ugg-type boots, shorts, or denim of any kind is to be worn at all on dress up days.

Ladies:

- Dresses or skirts are to be NO shorter than 3" above the knee, and slits in dresses and skirts may not be higher than mid-thigh.
- Dresses must have sleeves unless a crew neck t-shirt is worn underneath, or a sweater is worn over the



- dress for the entire day.
- Modesty is a must, and therefore, dresses may not be low cut, show any cleavage, or be made of see through material.
 - Skirts and dresses may not be tight or form fitting.
 - If wearing a skirt, dress pants or dress Capri pants (below the knees) a dress top can be worn.
 - Dress shoes or sandals only.
 - No tennis or casual shoes, flip flops, Ugg-type boots, shorts, or denim of any kind is to be worn at all on dress up days.

All Students: Sweatshirts or zip hoodies are NOT to be worn on dress-up days.

GAME DAY DRESS CODE FOR ATHLETES:

- School approved SJ polo shirt or button-down shirt must be worn on gamedays.
- Cheerleaders are allowed to wear approved uniform tops or SJHS polo shirt and cheer jackets with school approved pants or shorts on game days.
- Dance team members are allowed to wear the SJHS spirit shirt and their dance jacket with approved pants or shorts on game days.

Appropriate or inappropriate dress is determined by the administration. Students with serious or extreme dress code violations are subject to immediate suspension.

The following are guidelines for minor infractions (those that may be rectified on campus). Students found in violation of the dress code by not wearing a required shirt, will be given a dress code polo or button up in their respective size. This will be charged to the parent's FACTS account and must be paid with tuition.

Free-Dress Passes/Free-Dress Days

- If a student has purchased from BASH (or has been gifted by administration {rare}) a "free dress pass," then the student may wear a more relaxed outfit to school, within the boundaries of Christian modesty. This is different than a "ditch your polo" pass, which only allows for a non-collared/non SJHS shirt.
- With the use of a free-dress pass, students may wear distressed (without holes or rips) jeans.
- With the use of a free-dress pass, students may wear athletic (sweat/dri-fit) clothing and/or t-shirts and/or non-SJHS outerwear if appropriate (no inappropriate content, logos).
- These passes may NOT be used on Mass days, Prayer service days, or days with special events (student awards assemblies, etc).



	<p>Dress code violations may be dealt with in the following manner:</p> <ul style="list-style-type: none"> •1st Offense - 1 hour detention/warning. •2nd Offense – 2 hours detention. •3rd Offense - Student, parent and Dean of Student Life (and/or Assistant Principal) conference; possible suspension; 5 hours detention; possible loss of activities for 10 school days; automatic dress code contract. <p>Note: In addition to the policy stated above, students with inappropriate haircuts/color must be corrected within 48 hours, unless the issue can reasonably be corrected in a shorter period of time.</p>	
<p>Section 2-15 Relationship of School to Parish</p>	<p>This Josephite School is a feeder for parishes from all over Deanery 1 in the Archdiocese of Los Angeles.</p>	
<p>Section 2-16 School Governance</p>	<p>All high school boards, organizations, and/or committees are advisory to the president or principal. These groups include parent-teacher organizations, booster clubs, development boards, and any official organization of the school. No school organization may operate independently of the school principal. All activities of the organization must receive the approval and permission of the president or principal. http://handbook.la-archdiocese.org/Handbook%20Resources/high_schools_con_school_board_bylaws.pdf</p>	
	<p>Topic 2-16-1 Administrative Structure of Elementary Schools</p>	<p>N/A</p>
	<p>Topic 2-16-2 Administrative Structure of High Schools</p>	<p>http://handbook.la-archdiocese.org/chapter-3/section-3-3/topic-3-3-2</p>
	<p>Topic 2-16-3 Additional School Governance Information</p>	<p>N/A</p>
	<p>Topic 2-16-5 Parent or Parent-Teacher Organizations</p>	<p>http://handbook.la-archdiocese.org/chapter-3/section-3-2/topic-3-2-4</p>
<p>Section 2-17 Parent/Student Complaint Review Process</p>	<p>http://handbook.la-archdiocese.org/chapter-13/section-13-11/topic-13-11-10</p>	



CHAPTER 3 -- CATHOLIC IDENTITY

Section 3-1 Introduction		http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-1 http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-2
	Topic 3-1-1 Catholic School Communities	http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-1
	Topic 3-1-2 Faith Formation	http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-4 http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-5
	Topic 3-1-3 Additional Practices (Mass, Prayer, Other Liturgies)	St. Joseph High School students are blessed to attend weekly Mass as a faith community. Additionally, Adoration of the Blessed Sacrament is offered bi-weekly, and confession is offered weekly.
Section 3-2 Sacraments (First Reconciliation, First Communion, Confirmation)		N/A
Section 3-3 Religion Curriculum		http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-13
Section 3-4 Campus Ministry		This organization/class is only for seniors who have applied and been interviewed their junior year. This class allows for peer ministry through the retreat pro-grams and daily contact with students on campus. The students participating in this program are trained through the required Youth Ministry course offered through the Theology Department. Training is given in the skills needed to be an able Youth Minister. In addition, there are several clubs on campus which also stress Christian leadership and involvement. (See section on activities and clubs on the website.)
Section 3-5 Christian Service Program		St. Joseph High School strives to instill the motto: "To Image Christ in Mind, Heart, Body, and Soul" so that upon graduation, an SJHS Knight will be a life-long learner who: Possesses the foundation to build a personal relationship with God through:



- Understanding and articulating Catholic beliefs, principles, and values
- Demonstrating Christian stewardship and service
- Participating in one's prayer life and faith community
- Respecting other faiths

To that end, this integral student outcome is at the core of the St. Joseph High School Service Program. In order to graduate, the school's program requires the completion of 85 service hours over the course of four years, as well as a yearly written service theological reflection. This policy is in full compliance with the archdiocesan policies recommended for Catholic high schools. While community service is mandated at each grade level, it is important to see this as a learning experience which sees the student as both a student of the Gospel and a steward of his or her community wherever he or she lives. A wide variety of service experiences is vital to the growth and development of each student's faith, values, and principles.

Community Service hours for the academic year 2021-2022 begin on June 1, 2021, and must be completed by May 6, 2022.

How and when may a student begin their volunteer service?

All students must be fully registered at St. Joseph High School and have downloaded the MobilServe App before starting service. Incoming freshmen and new transfer students may begin volunteer service as soon as these steps are completed. You will need these codes and must press the "join" button on the MobilServe App:

Codes:

4B153A Class of 2022

534154 Class of 2023

92671C Class of 2024

953589 Class of 2025

Why are there different categories of service? In order to ensure that SJHS students get involved with a wide variety of service experiences, each year has different "required" hours.



Why are there different categories of service? In order to ensure that SJHS students get involved with a wide variety of service experiences, each year has different “required” hours.

- **Required hours** constitute a specified number of hours working with an organization, agency or event that serves the specific category listed by grade level.
- **Free choice** are service hours that do not fit the required category or are hours directly given to the school, family business, a school team, or fund-raising event. Please contact Mrs. Gregory for pre-approval.

Community service requirements by class:

- **9th Grade: 15 hours total.** 10 hours of Required service with church (altar serving counts), school (such as an elementary school), or neighborhood-community event (recycling or trash pick-up, painting a neighbor’s house etc.), and 5 hours of Free Choice.
- **10th Grade: 25 hours total.** 15 hours of Required service with organizations or events that aid or directly work with the elderly or children which can include tutoring, helping elderly relatives, work at church or vacation Bible camp, helping to coach young children for free not as a fund raiser. etc.), and 10 hours of Free Choice.
- **11th Grade: 25 hours total.** 15 hours of Required service with large community events (for example, Serve Santa Maria, Christmas parade, Elks Rodeo, City of Santa Maria events, Relay for Life, or the Food Bank, and 10 hours of Free Choice.
- **12th Grade: 20 hours** (10 hours of required service assisting the poor or dis-advantaged with organizations such as Good Samaritan, Toys for Tots, Catholic Charities, V.T.C., Serve Santa Maria, Santa Barbara County Food Bank, Oasis Senior Citizen Center etc.), and 10 hours of Free Choice.

Exceeding Minimum Required Hours:

All hours accomplished are for that academic year! MobilServe tracks all hours, and that total will show on the home page. For hours for the year, click on the activity button. Students who exceed their hours by ten or more hours will receive a special certificate. All hours are tracked by MobilServe and monitored by the community service coordinator. Hours do not “roll over” and count for the next academic year.

“The 5/10 Rule:”



The 5/10 rule states that all Freshmen must complete 5 hours of community service by December 6th in order to take first semester finals. All other students must complete 10 hours of community service (free choice or required) by December 6 in order to take first semester finals. If these hours are not completed, the student will not be able to take finals for the first semester until the hours are completed. If exams are not completed by January 7, 2022, a grade of zero will be given for **all finals**.

If it is determined that the student is purposefully not doing the hours or not recording the hours as directed by the service coordinator, the student will serve an hour of detention for each day past the deadline.

Guidelines:

Students must complete their hours with at least two different service agencies or opportunities during the year for at least two hours. (Unless preapproved by service coordinator.)

- While the school does provide a list of agencies and opportunities for service, students may seek their own opportunities and get it pre-approved by community service coordinator. All service opportunities appear on MobilServe, the website, and through school email.
- All students must submit the required Theological Reflection (along with their photos) to their Theology teacher on a date to be determined by the Theology teacher. Failure to do so will result in a zero in the Theology class grade book.
- **Students are responsible for their MobilServe account. Pictures, Geo-location and signatures or emails of supervisors MUST accompany each service log-in or the hours will not be approved by the community service coordinator. Pictures must include the student doing the service.**

Consequences for Noncompliance of Service Program Requirement:

The official date that ALL service hours must be Consequences for Noncompliance of Service Program Requirement: The official date that ALL service hours must be completed is May 6, 2022.

All students who fail to complete their service hours and theological reflection will not be eligible to take their finals in the Spring. They will receive an incomplete in their classes. All finals must be made up by June 10, 2022. If finals are not taken by that day due to the non-completion of service hours or theological reflection, **students will receive an incomplete for classes and receive no credit.**



	<p><u>Service Behavior Expectations:</u></p> <p>St. Joseph High School has a clear expectation regarding student behavior out in the community. Please carefully review the behavior guidelines from the Archdiocese of Los Angeles (See the Boundary Guidelines for Youth Volunteers).</p> <p>In addition, SJHS students are expected to conduct themselves as true Knights, reflecting honor, respect, and polite hospitality. Students are to be focused and "on-task" during their service experience. Failure to do so will result in loss of service hour credit and possible disciplinary action upon review by the Assistant principal of Student Life.</p> <p>Please see school website for more information about MobileServe, or email: egregory@sjhsknights.com with any questions.</p> <p>For additional information, please refer to http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-14</p>
<p>Section 3-6 Retreats</p>	<p>Campus Ministry refers to all aspects of ministry to the entire SJHS community. This includes all aspects of spiritual life on the St. Joseph High School campus. Essential to the Catholic identity of the school is the celebration of Eucharistic liturgy as a school, class or team. In addition to liturgy, prayer services, and other special celebrations, Campus Ministry organizes retreats for each class level.</p> <p>Retreats are mandatory events twice a year for freshman and sophomores. Junior retreat and ring mass are mandatory for the Juniors with a voluntary retreat in the spring. Seniors are given the option of two Kairos retreats: one in the fall and one in the spring.</p> <p>Retreat Program Two retreats are offered each year to each class. Freshman, sophomore, and junior retreat are mandatory and held during the school day. Senior students are encouraged to attend and participate in the retreats offered them to deepen their relationship with God and with each other. Seniors attend the Kairos Retreats, a 3½ day retreat program, offered two times each year.</p> <p>Please see calendar for specific dates. Normally evening retreats are held for each class at St. Joseph Seminary, 180 Patterson Road, Santa Maria or the neighboring Catholic parishes. The retreats are under the supervision of the Director of Campus Ministry.</p> <p>For additional information, please refer to: http://handbook.la-archdiocese.org/chapter-4-3/topic-4-3-8</p>



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CHAPTER 4 -- ADMISSION AND ATTENDANCE

Section 4-01 School Student Non-Discrimination Policy	http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-4
Section 4-02 Inclusion Process/STEP	<p>If you have a child who is struggling academically or is disabled, contact Jeremy Jauregui (jjauregui@sjhsknights.com), the STEP Coordinator.</p> <p>St. Joseph High School follows and has adopted the STEP protocols to meet the needs of different learners. Students are offered reasonable adjustments for learning, testing, and support in addition to a daily study lab for small group and one on one intervention.</p> <p>For specific information and guidance see chapter 14 of the ADLA Administrative Handbook: http://handbook.la-archdiocese.org/chapter-14</p>
Section 4-03 Admissions Policy	<p>Non-Discrimination Policy: http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-5</p> <p>SJHS Admissions Webpage: https://www.sjhsknights.com/admissions</p>
Topic 4-03-1 Elementary School Admission Guidelines	N/A
Topic 4-03-2 High School Admission Guidelines	<p>http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-3</p> <p>https://www.sjhsknights.com/admissions</p>
Topic 4-03-3 High School Admission Procedures	<p>http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-2</p> <p>https://www.sjhsknights.com/admissions/admissions-process-policies</p>



Topic 4-03-4 Inoculation requirements	St. Joseph High School follows the inoculation requirements of the CA Department of Health detailed here: http://www.shotsforschool.org/
Topic 4-03-5 Married Students	http://handbook.la-archdiocese.org/chapter-13/section-13-11/topic-13-11-5
Topic 4-03-6 Emancipated, Married and Eighteen-Year-Old Students	http://handbook.la-archdiocese.org/chapter-13/section-13-11/topic-13-11-7
Topic 4-03-7 Students Not Living with Parents	http://handbook.la-archdiocese.org/chapter-13/section-13-11/topic-13-11-6
Section 4-04 Absence, Tardiness, & Truancy	<p>It is important that students and parents understand that absences must be held to a minimum. If a student plans to attend school and receive maximum learning experiences, these learning experiences have to be based on maximum attendance. Any absence may affect grades. Parents leaving town should always inform the Attendance Secretary and provide, in writing, the name and telephone number of the responsible guardian for the student during the parents' absence.</p> <p>For additional information, please refer to: ADLA http://handbook.la-archdiocese.org/chapter-13/section-13-2</p>
Topic 4-04-1 Absence	<p>The Attendance Office opens at 7:00 a.m.</p> <p>When a student is absent, or is going to be late, the parent/guardian is to contact the attendance office via email (dsantillan@sjhsknights.com) by 7:30 a.m. In the event you are unable to send an email, please call 805-937-2038 x111. Failure to do so may result in an unexcused absence. A telephone call requires a written note (physical or electronic) which is necessary for our records.</p> <p>An absence of three days or more for illness requires a physician's note/certificate for re-admittance to class. Absences of 8 days or more from any one class, excused or unexcused, may result in withdrawal from the course and the loss of course credit and the class will be rescheduled for the following semester or academic year. Our sanctioned school activities (ex: ASB, Youth Ministry, retreats, Athletics, etc.) are essential to the mission of the school, and those participating/attending will not be counted against their absences.</p>



All absences other than illness and emergencies (ie: family days, college visits, etc.) must be pre-arranged with the Dean of Student Life with a written request (email or physical note) at least 48-hours in advance.

Unexcused Absences:

For all unexcused absences (including unexcused tardies), students may not make up missed work, and a zero will be entered for those assignments. Unexcused absences include, but are not limited to: cutting class, ditch day, suspension days, parents misrepresenting student non-illness, etc., or failure to complete the online absence form (See Discipline Policies and Procedures.). **Please note:** during online distance learning, students will be marked unexcused absent if they are not in compliance with expectations of proper behavior and procedure, and have not communicated with the teacher or school.

While distance learning:

If you are unable to log into class via Zoom due to technical difficulties, you are required to send an email to the Director of Technology (Mr. Stark: bstark@sjhsknights.com) and the Attendance Secretary (Mrs. Santillan: dsantillan@sjhsknights.com) for assistance, and to account for your attendance. This should be done as soon as you begin having issues to facilitate rectifying the problem and minimizing your time out of class.

In the event that you begin having technical difficulties during class, you are required to email Mr. Stark, Mrs. Santillan, and include the teacher whose class you should be attending. Failure to comply with this direction will result in your attendance being unexcused.

After an absence:

For all excused absences, students will be given one day in addition to the number of days absent to complete all work assigned or completed in class on the days that were missed. Projects and pre-scheduled assignments are to be turned in on the due date unless arrangements are made with the teacher prior to the absence. Pre-scheduled tests are to be made up in a timely manner at the discretion of the teacher.

Students are responsible for obtaining missed assignments from Canvas and following up with teachers for any additional work they may have missed, and support if needed. For students with extenuating circumstances, parents may contact the school to make arrangements for making up missed work.

For additional information, please refer to: ADLA <http://handbook.la-archdiocese.org/chapter-13/section-13-2>



<p>Topic 4-04-2 Absences with Acceptable Excuse</p>	<p>The following are guidelines for commonly occurring absences:</p> <ol style="list-style-type: none">1. Illness of not more than three consecutive days. Three or more days of illness or chronic illness patterns will require a physician's note.2. All medical appointments require documentation from physician's office in order to be excused.3. Two prearranged family days are allowed per semester.4. Family emergency—funeral/accident, etc.5. Cultural activity: for students performing only; not to exceed 4 days per semester. <p>Absence and Athletic/Social Participation: Students must attend at least half of the school day on the day of a school event (athletic contest, dance, etc.) to participate.</p> <p>College Trips: The student must request a pre-arranged absence from the Dean of Student Life at least 48 hours in advance of departure for the absence to be an excused absence.</p> <p>For additional information, please refer to: ADLA http://handbook.la-archdiocese.org/chapter-13/section-13-2</p>
<p>Topic 4-04-3 Extended Absences</p>	<p>All absences other than illness and emergencies (ie: family days, college visits, etc.) must be pre-arranged with the Dean of Student Life with a written request (email or physical note) at least 48-hours in advance.</p> <p>For students with extenuating circumstances, parents should contact the school to make arrangements for making up work. Please note, in certain circumstances, the school may withhold official grades until all requirements are completed.</p> <p>Please refer to Topic 4-04-01 for additional details.</p> <p>For Additional information, please refer to: ADLA http://handbook.la-archdiocese.org/chapter-13/section-13-2</p>
<p>Topic 4-04-4 Leaving School Early</p>	<p><u>Early Out Policy:</u></p>



A critical responsibility of a student is to be prepared for class at all times. Students who have an early out for school-related activities must speak with the teacher prior to missing the class. This communication with the teacher can be either face to face or via e-mail.

- Early outs cannot be used as an excuse to miss assignments, either due that day or the following day.
- Homework assignments are to be submitted to the teacher before your early out, in the requested format or teacher approved alternative methods (i.e. e-mail, dropped in the teacher's box, etc.).
- Students are responsible for material covered in the class(es) they miss and are to be prepared for the next day's assignments.
- To procure those assignments, upcoming assignments are posted on the website by the teacher. It is also advisable to have a contact in the class to find out what happened during the class period.
- Assignments, quizzes and tests that are assigned the next day are still due the next day, unless otherwise stated by the teacher.
- If a student does not turn in the assignments, then the assignment is late and will follow the teacher's policy on late work.

Off-Campus Slips:

Any student who will be leaving campus during school hours for an appointment or personal reason must present a note signed by a parent or guardian to the Attendance Secretary before school starts. The student will be given an off-campus pass that must remain in their possession at all times. The slip must be shown to the teacher at the beginning of class if they will be leaving during that period. The student is to retain the slip at all times while off-campus, and check in with the Attendance Office upon returning to campus (if returning the same day).

That same slip will be used to check in with the Attendance Secretary upon the return of the student to campus. No student is allowed to leave campus without checking out with the Attendance Office. Failure to comply with this regulation will result in disciplinary action. Appointments during school hours should be kept to a minimum to maximize students' learning time in class.

While distance learning:

Parents must contact the attendance office (dsantillan@sjhsknights.com) stating the time and reason the student will be leaving class.

For additional information, please refer to: ADLA <http://handbook.la-archdiocese.org/chapter-13/section-13-2>



<p>Topic 4-04-5 Tardiness</p>	<p>A student arriving tardy to school for period 1 (or period 2 for seniors who have a free first period) must obtain a tardy slip from the Attendance Secretary and serve detention. A student tardy to any other class period will be taken care of by the individual teacher. A student missing more than half of any class will be considered absent from that class.</p> <p>For unexcused tardiness, the following will be enforced:</p> <ul style="list-style-type: none"> • Period 1 (or period 2 for seniors who have a free first period): 1 hour of detention. After 3 first period tardies the consequence is 2 hours of detention. • Other periods: Administered by classroom teachers. If a student does not complete the teacher’s disciplinary action, the student will be considered non-compliant and receive a discipline referral as well as two hours of detention. <p>After any 4 unexcused tardies in one class, the student is referred to the Dean of Student Life. Excessive tardiness will result in a conference with parents. Note: Every third tardy to any one class during the same semester will count as one absence.</p> <p>For additional information, please refer to: ADLA http://handbook.la-archdiocese.org/chapter-13/section-13-2</p>
<p>Topic 4-04-6 Truancy</p>	<p>See above sections on attendance, and for more information refer to: ADLA http://handbook.la-archdiocese.org/chapter-13/section-13-2</p>
<p>Topic 4-04-7 Work Permits</p>	<p>No minor under eighteen years of age who is required to attend school may work without a permit. Work Permit applications may be obtained from the front office.</p> <p>For additional information, please refer to: http://handbook.la-archdiocese.org/chapter-5/section-5-4/topic-5-4-2</p>
<p>Section 4-05 Communications Procedures</p>	<p>https://handbook.la-archdiocese.org/chapter-10</p>
<p>Topic 4-05-1 Parent Teacher Conferences</p>	<p>Parents are invited to email teachers to make appointments to discuss their student’s progress at any time. All emails will be returned within 2 business days of receipt.</p>
<p>Topic 4-05-2 Parent Messages and Phone Calls</p>	<p>Parents may request, via email, a telephone conference in lieu of an email response. Parents should include their telephone numbers and arrange a time to speak. Parents are encouraged to provide an agenda prior to the conversation so that the teacher can prepare all information the parent is requesting prior to the phone call.</p>
<p>Topic 4-05-3 Parent to School Communication</p>	<p>http://handbook.la-archdiocese.org/chapter-13/section-13-8/topic-13-8-1</p>



Section 4-06 Closed Campus	<p>To preserve the academic environment and school security, archdiocesan and parish schools are designated as closed campuses. No person may enter the campus unless authorized by the school administration. Visitors must present themselves at the school office if they need information or have business to conduct with the school.</p> <p>http://handbook.la-archdiocese.org/chapter-13/section-13-5/topic-13-5-1</p>
Section 4-07 Safety and Security Procedures	<p>Faculty and Staff are trained on the emergency plan of the school. For safety reasons, this plan is not posted in this handbook.</p> <p>http://handbook.la-archdiocese.org/chapter-8</p>
Section 4-08 Arrival/Dismissal Procedures	<p>Please refer to section 4-09 for information.</p>
Section 4-09 Automobiles & Parking Lot	<p>Parking on the St. Joseph campus is a privilege provided for SJHS students. Student violators of the vehicle code or laws that protect safety are subject to disciplinary action.</p> <ol style="list-style-type: none">1. If you drive a vehicle to school you must park in the school parking lot. You may not park off campus.2. Students are not to park in the alley behind the tennis courts/stadium/baseball field at any time.3. Students may park only in specified areas. No student parking behind or beyond the gym during school hours.4. All vehicle operators must observe the speed limit of 5 m.p.h.5. Students and staff must register their vehicle license to facilitate contact of the proper owner in case of an emergency. Registration tags are distributed at the beginning of the school year. Students who get their license during the school year may obtain the registration tag from the Attendance Office. <p>Parking Lot Policy—All students with a registered car will have the opportunity to go to their cars twice per semester. Siblings will also be able to access the family car, twice each semester. Friends will not be allowed to access another student’s family car.</p> <p>The attendance office and the Dean of Student Life will keep records of visits to vehicles. Only one person at a time will be allowed to go to the parking lot. If a student is caught in the parking lot without the Shield, he/ she will forfeit this privilege for the remainder of the year as well as earn 1 hour of detention for each violation. The same rules apply to seniors during their lawn period.</p> <p>Students are responsible for the contents of the vehicle they drive to school. All students who use the St. Joseph parking areas must register their vehicles with the School. The registration form is available in the Front Office. Students are required to park in the appropriate areas. Student parking is not allowed in areas marked red, visitor, faculty, or “no student parking.”</p>



	<p>Any vehicle deemed oversized or unsafe to park in the main parking lot will be required to park in the “overflow parking lot” outside the Foster Road gate/entrance.</p> <p>Parents who pick their children up from school may wait in their vehicles in the areas marked red. Areas marked yellow are reserved for faculty and staff members and are also off-limits to students.</p> <p>Students who use the St. Joseph parking lot are required to drive and to park their vehicles safely and responsibly if they intend to continue to receive the privilege of parking on campus. Failure to do so will result in the following:</p> <ul style="list-style-type: none"> A. Illegal Parking - \$20 fine each time. B. Unsafe Driving on Campus: <ul style="list-style-type: none"> 1st Offense - \$50 fine, loss of driving on campus for one week. 2nd Offense - \$75 fine, loss of driving on campus for one month. 3rd Offense - \$100 fine and loss of driving privilege on campus for 100 school days. C. Driving over cement curbs: \$35 D. Failure to register car: \$10 fine.
<p>Section 4-10 Parent/Guardian & Non-Custodial Parents Right of Visitation</p>	<p>http://handbook.la-archdiocese.org/chapter-13/section-13-11/topic-13-11-4</p>
<p>Topic 4-11 Health, Illness, Accident Procedures</p>	
<p>Topic 4-11-01 Student Emergency Card</p>	<p>http://handbook.la-archdiocese.org/chapter-8/section-8-14/topic-8-14-1</p>
<p>Topic 4-11-02 Field Trips, Excursions and Activities</p>	<p>http://handbook.la-archdiocese.org/chapter-12/section-12-3/topic-12-3-1</p>
<p>Topic 4-11-03 Immunization and Medical Screenings (visual, hearing, scoliosis)</p>	<p>http://handbook.la-archdiocese.org/chapter-8/section-8-16</p>



Topic 4-11-04 School Procedures for immunizations	http://handbook.la-archdiocese.org/chapter-8/section-8-16
Topic 4-11-05 Health Records	http://handbook.la-archdiocese.org/chapter-8/section-8-17
Topic 4-11-06 Medical Appointments	http://handbook.la-archdiocese.org/chapter-8/section-8-17/topic-8-17-1
Topic 4-11-07 Medications	http://handbook.la-archdiocese.org/chapter-8/section-8-17/topic-8-17-2
Topic 4-11-08 Communicable Diseases	http://handbook.la-archdiocese.org/chapter-8/section-8-12
Topic 4-11-09 Allergies	http://handbook.la-archdiocese.org/chapter-8/section-8-14/topic-8-14-1
Topic 4-11-10 Student Sexual Conduct and Pregnancy	http://handbook.la-archdiocese.org/chapter-4/section-4-1/topic-4-1-14
Topic 4-11-11 Research Projects and Rights of Parents	http://handbook.la-archdiocese.org/chapter-13/section-13-6/topic-13-6-6
Topic 4-11-12 Accident Procedures	All accidents occurring on archdiocesan property or at an archdiocesan-sponsored event off the property must be reported immediately to the person in charge; this person will report to administration, who will in turn notify the Insurance Department at the archdiocese. If appropriate, 911 should be called.
Topic 4-11-13 Student Accident Insurance	The Student Accident Insurance Program is provided for all full-time students in archdiocesan and parish schools. This program supplements other health insurance maintained by the family and assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school, or while participating in school-sponsored and school-supervised activities, including school-sponsored sports, field trips, and extended school day programs. Information concerning the Student Accident Insurance Program should be provided to parents/guardians by each school.



	In the event of a school-related injury, the archdiocese accident claim form should be used to make a claim under the Student Accident Insurance Program.
Section 4-12 Privacy and Access to Records	
Topic 4-12-1 Pupil Records	http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-5
Topic 4-12-2 Directory Information	http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-2 St. Joseph High School does not have a student directory.
Topic 4-12-3 Parent Authorization to Use Student's Image, Name, Voice and/or Work	Parents/guardians, as part of the enrollment and registration paperwork, are asked to sign or decline the use of their student's likeness for school advertisement, use on social media, etc. This is in compliance with Chapter 11 of the Archdiocesan handbook. http://handbook.la-archdiocese.org/Handbook%20Resources/parent_guardian_release_for_student_or_minor_noncommercial_en.pdf#search=parent%2520authorization%2520student%2520image
Topic 4-12-4 Verbal/Written Confidences	http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-3
Section 4-13 Transfer of Records	
Topic 4-13-1 Student Transfers, Withdrawals and Graduation	http://handbook.la-archdiocese.org/chapter-13/section-13-4/topic-13-4-1
Topic 4-12-2 Withholding of Records	http://handbook.la-archdiocese.org/chapter-13/section-13-4/topic-13-4-2
Topic 4-13-3 Cumulative Pupil Record	http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-5



<p>Section 4-14 International Students</p>	<p>The Archdiocese of Los Angeles welcomes international students. Through the cultural exchange of learning, praying, playing, and growing together, the presence of these international students enriches the educational and religious experiences of everyone in the school community.</p> <p>All international students who do not live with a relative must live in approved housing identified on the student's I-20 forms.</p> <p>The school is not involved in the selection of host families. A letter from the student's parents/guardians that identifies and approves the host family and place of residence is required.</p> <p>The parents/guardians, host family, and/or Agency, if used, shall notify the school if there is any change in the student's host family or residence. Faculty, staff, coaches, and/or their spouses may not serve as host families or guardians.</p> <p>Host families are required to meet with the school for orientation and periodically thereafter. Host families must attend meetings and functions required of domestic parents/guardians. Host families that are not contractually required to attend safe environment training are nevertheless encouraged to do so.</p> <p>All international students are required to be enrolled in a religion course for a grade/credit each semester (see Knowledge of the Faith). The international student will be expected to participate, as appropriate, in religious functions and events.</p> <p>The school is not permitted to waive all or part of international students' tuition or grant them any type of scholarship or financial aid. The full international student tuition must be listed on the I-20 form and the school is bound by federal regulation to collect the specified amount.</p> <p>For more information about international students see:</p> <p>http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-6</p>
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CHAPTER 5 -- ACADEMICS

Section 5-01 Curriculum		
	Topic 5-01-1 Religion Curriculum	http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-13
	Topic 5-01-2 Honors/Advanced Placement/International Baccalaureate	St. Joseph High school requires that all students meet A-G requirements for college admission. To accomplish this, students are scheduled a rigorous course of study that can include dual enrollment and/or AP coursework. https://www.sjhsknights.com/academics/graduation-requirements
	Topic 5-01-3 Homework	Homework may serve multiple purposes: to work toward mastery or extend knowledge of standards already addressed in class, to prepare for a new skill or concept, and to develop positive work habits. The specific type and amount of homework are determined at the site level. Principals are responsible for ensuring that teachers assign appropriate homework and provide clear guidelines and relevant, immediate feedback to students. Homework shall not be assigned as punishment. Teachers have worked together in departments to attempt to ensure that the average SJHS student does not have more than 2 hours of homework an evening (excluding summative/long term assignments/assessments).
	Topic 5-01-4 Graduation Requirements	https://www.sjhsknights.com/academics/graduation-requirements
Section 5-02 Grading Policies		http://handbook.la-archdiocese.org/chapter-11/section-11-2/topic-11-2-11
	Topic 5-02-1 Assessments	Teachers' formative assessments should be scored and returned to students within 3 school days. Papers of fewer than 5 pages, quizzes, and tests will be scored and returned to students in 5-7 school days or fewer. Papers of more than 5 pages, large-scale assessments, and summative assessments with extensive computation/essays will be returned to students within 2 academic weeks. Teacher scores will be posted on Canvas and communicated through that system to students. Comments will be posted, when appropriate, in addition to the score. Students/parents concerned about any score should reach out to the teacher before reaching out to the division chair or administration to discuss.



	Topic 5-02-2 Grading Scale	The standard grading policy for the school is: 100%-90% = A; 89%-80% = B; 79%-70% = C; 69%-60% = D; 59%- 0% = F. The school grading policy is followed by all teachers.
	Topic 5-02-3 Elementary Grade Reporting	N/A
	Topic 5-02-4 High School Grade Reporting	Grade Point Averages (GPAs) are calculated based on the final grade for the semester and will be recorded on report cards. Progress reports will be communicated halfway through each semester (informally referred to as the “quarter”). Parents and students may check for real time assessments and grades through Canvas, the Learning Management System adopted by St. Joseph High School.
	Topic 5-02-5 Make-Up Work/Absences	For all excused absences, students will be given one day in addition to the number of days absent to complete all work assigned or completed in class on the days that were missed. Projects and pre-scheduled assignments are to be turned in on the due date, please see the website. Pre-scheduled tests are to be made up in a timely manner at the discretion of the teacher.
	Topic 5-02-6 Course Deficiency/Failure	With proper medical documentation, students may be eligible for incomplete grades to complete work missed due to illness. Students who fail a course must re-take the course during the school year or remediate over the summer at the student’s expense through an approved course replacement to be transferred into the school. Students must work closely with the counseling department and administration to ensure that any course deficiency or failure is remediated, or the student may be asked to leave the school.
	Topic 5-02-7 Conduct/Citizenship Grades	All students are expected to conduct themselves inside and outside the classroom with conduct befitting a student of St. Joseph High School. However, there is no grade for such conduct at the high school level.
Section 5-03 Standardized Testing		<p>All schools are required to participate in an archdiocese-wide standardized testing program.</p> <p>Standardized test results are only one indicator of the students' overall academic achievement. Teachers use standardized test results to identify students' relative academic strengths and weaknesses, design curriculum, and plan for instruction, and principals use the results to evaluate curriculum in order to set instructional priorities and plan appropriate professional: "http://handbook.la-archdiocese.org/chapter-11/section-11-2/topic-11-2-10"</p> <p>St. Joseph High School administers the PSAT, STAR testing, and NAEP testing; the school reserves the right to administer any assessment tool to assist in improving and informing instructional delivery and student learning at St. Joseph High School.</p>
	Topic 5-03-1 College Entrance Exam Requirements	The state of California has developed college requirements, referred to as the “A to G” or “A-G” requirements. All graduates of St. Joseph High School meet these requirements through the requirements for graduation. Please refer to https://hs-articulation.ucop.edu/guide for more information on the A-G requirements.
Section 5-04 Recess and Lunch/Nutrition		Students may purchase lunch from the on-campus “Lunch Box,” or bring their own lunch from home to eat during their 30-minute lunch.



<p>Section 5-05 Supplies and Textbooks</p>	<p>Students may purchase their textbooks from their preferred vendor. Booklists are located on the school website: https://www.sjhsknights.com/academics/bookstore</p> <p>All students must have a working iPad with a keyboard for classroom use. This must be brought, fully charged, to school daily to access Canvas and participate in the Apple Classroom.</p>
<p>Section 5-06 Honors and Awards [e.g., valedictorian]</p>	<p>The Excellence in Leadership (ASB) Medallion will be awarded to students who are members of the ASB/Leadership Team and enrolled in the Leadership class for all 8 semesters of their high school career. The medallion will be given to the students at the Senior Awards Ceremony during their 8th semester at St. Joseph High School.</p> <p>California Scholastic Federation (Gold cords): To qualify for the distinction of a Lifetime Membership for the California Scholastic Federation, a student must maintain a minimum GPA of 3.5 and membership in the CSF club for at least four of the last five or six semesters; one of those semester memberships must be earned with senior grades. Additionally, members must serve ten, half-hour tutoring sessions per semester. Those students who have earned the distinction of qualifying for Lifetime Membership to the California Scholastic Federation will be honored with a gold Academic Cord of Distinction which is distributed at the Senior Awards Assembly to be worn at graduation</p> <p>National Honor Society (Gold tassels): To qualify for the distinction of a Graduate Membership for the National Honor Society, a student must maintain a minimum GPA of 3.0 and membership in the NHS club for at least six of the eight high school semesters in their education at St. Joseph. Additionally, each member must earn a minimum of ten points during their participation in the club. Points are earned by paying dues and participating in NHS sponsored activities. Those students who have earned the distinction of qualifying for Graduate Membership to the National Honor Society will be honored with a gold Academic Tassel of Distinction which is distributed at the Senior Awards Assembly to be worn at graduation.</p>
<p>Section 5-07 Tutoring</p>	<p>http://handbook.la-archdiocese.org/chapter-12/section-12-6</p>
<p>Section 5-08 Academic Probation, Retention/Transfer</p>	<p>A student is placed on Academic Probation if his or her GPA is below 1.75. A student on academic probation two consecutive semesters or a third academic probation during enrollment may be requested to withdraw from the school. If a student receives three or more "F's" in any one semester, he or she may be asked to withdraw from St. Joseph High School.</p> <p>For additional information, please refer to: http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-5</p>
<p>Section 5-09 Counseling</p>	<p>The guidance program at St. Joseph High School encompasses the personal, academic, and college aspects of a student's life. For additional information, please refer to: http://handbook.la-archdiocese.org/chapter-12/section-12-7</p>



	Topic 5-09-1 Counseling Policy	http://handbook.la-archdiocese.org/chapter-12/section-12-7
	Topic 5-09-2 Additional Counseling Information	Students will have an academic counselor throughout their entire high school career. The counselors meet with all students during the school year. They are available to parents and students before, during, and after the regular school day. An appointment can be made directly with your student's counselor. Counselors are available to assist with academic, personal, college, and career guidance. The counselors' offices are in the administration building. The academic counselors are generally on campus from 7:30 a.m. to 3:30 p.m.
	Section 5-10 Video/Film Policy	http://handbook.la-archdiocese.org/chapter-10/section-10-4
	Section 5-11 Summer School	http://handbook.la-archdiocese.org/chapter-11/section-11-3/topic-11-3-14 Limited summer course options will be offered on campus at St. Joseph High School. Students are encouraged to work with their school counselor to determine enrollment (on or off campus) for approved summer school courses/programs for enrichment or remediation.

CHAPTER 6 -- CO-CURRICULAR ACTIVITIES AND ATHLETICS		
Section 6-01 Before & After School Policies and Programs	Students may remain on campus after the school day has ended. All behavior expectations remain in force for students who remain on campus after the school day commences. All students must vacate campus when it is secured for the evening (approximately 7-9pm).	
Section 6-02 School Field Trips and Excursions	http://handbook.la-archdiocese.org/chapter-12/section-12-3/topic-12-3-1	
Section 6-03 Transportation	http://handbook.la-archdiocese.org/chapter-12/section-12-3/topic-12-3-2	
Section 6-04 Student Government	In conjunction with the Administration and faculty, the student council members (ASB) attempt to make the students more involved in governmental affairs within the school. The Student Council has a three-part aim: to be of service to each other, to the school and to the community. They will accomplish this by organizing a variety of events. ASB consists of an Executive Board, made up of four members, all Class Officers, and Commissioners.	
Topic 6-04-1 Election rules	Executive and class office elections are held on a date set by the student council and administration. All candidates must attend a mandatory election meeting. All students must maintain a GPA of 2.0 or higher. All elections are conducted by the Executive Board. A copy of the Constitution and By-Laws is available in the office of the Activities Director.	



<p>Topic 6-04-2 Authority</p>	<p>The ASB moderator is the authority overseeing the Student Council/ASB. This moderator reports to the Dean of Student Life, and, ultimately, the Principal.</p>
<p>Section 6-05 Clubs/Organizations/Honor Societies</p>	<p>There are a variety of clubs on campus. The Dean of Student Life has forms available for any student desiring to start a new club.</p>
<p>Section 6-06 Dances</p>	<p>The St. Joseph High School Activities Program strives to enrich student life by providing students opportunities for interaction outside of the classroom. Dances are designed to provide a healthy, safe environment for students to socialize and enjoy being together. These policies are designed to promote an environment in which all students and adults feel safe and comfortable. All students attending the dances will be subject to and are expected to follow and abide by all school policies.</p> <p>SJHS Dance Policy:</p> <ul style="list-style-type: none"> • The manner of dancing will be appropriate for a Catholic school function. • Sexually explicit dancing such as freaking, grinding, or any other type of dancing which could be construed as vulgar or provocative is prohibited. This includes dancing styles that involve intimate touching or simulated sexual activity. There will be no prolonged deliberate suggestive contact below the waist. • Back to front dancing will be allowed under the following conditions: <ol style="list-style-type: none"> 1) Dancers must remain upright at all times, therefore no hands on the ground. 2) There will be no extended bending at the waist. 3) Feet cannot remain off the ground for an extended period of time. 4) Hands must remain at or above the waist at all times. 5) There will be no touching below the waist. <p><u>Consequences of inappropriate dancing:</u></p> <p>A wristband will be given to each student at the beginning of the dance. If a chaperone asks a student to stop a behavior, their wristband will be cut off. This is the student’s warning that their behavior needs to change. If that student is approached about their behavior again after their wristband has been cut off, that student will be removed from the dance.</p> <p>If a student is removed from the dance, the parents/guardians will be called by an administrator and will be expected to pick up their student immediately:</p> <p>1st Offense— The student will receive a discipline referral and 3 hours of detention. 2nd Offense—The student will receive a discipline referral and 5 hours of detention, forfeiture of next dance, and may receive a more severe punishment, which will be determined by the Assistant Principal of the school.</p>



- The St. Joseph High School administration reserves the right to refuse the authorization of another school's dance contract for any student found to be in non-compliance with any St. Joseph High School rule, including proper conduct at our own dances.
- The parking lot is off-limits unless leaving the dance.

Admittance to the dance:

Upon entrance, a Breathalyzer test will be administered. The Breathalyzer may be used at the discretion of the administrators at the dance during and after the event.

- Admittance to the dance for grades 9-11 is 8:00 p.m.
- SENIORS ONLY may arrive until 8:30 p.m. and may leave the dance at 10:30 p.m.
- Leaving the dance early is a senior-only privilege; any underclassmen wishing to leave the dance early will need to have an administrator call their parent/guardian. The parent or guardian must then pick up the student who will be released by an administrator.
- Dress code—There will be a proper dress code given for each dance; this may vary due to the variety of our dance themes.
- All students will demonstrate good character, maintain high moral standards and will follow all school rules.
- All students will be courteous and respectful of all chaperones and students.
- Entering or leaving the dance without permission:

1st Offense—forfeiture of the next dance and three hours detention

2nd Offense—forfeiture of all dances for the remainder of the year plus five hours detention and a Behavioral Memo.

Note: The chaperone's decision is final.

Guest Passes:

No guest below 9th grade or over the age of 20 will be allowed to attend school dances. If a student desires to invite a non-St. Joseph student, they need to pick up a guest pass request form from the ASB Director or Dean of Student Life, obtain the necessary signatures and identification and have it approved by the Dean of Student Life no later than three days before the dance.

Note: Different time schedules may be set for the Prom. Special contracts are signed by both the students and parents for the Prom. If a student is inviting a non-St. Joseph student, a photocopy of the guest's school I.D. or Driver's License must be attached to the contract. In an effort to curtail substance abuse, all handbags, coats, and persons are subject to search as well as a breathalyzer test.

Dance Policy on Alcohol:

In an effort to guide students in making good choices, everyone entering a St. Joseph High School dance will be administered a breathalyzer test. If a student has a positive test, parents will be called to pick up their students immediately. Disciplinary action will follow the day the administration returns to campus; however, the student is not to return to campus until notified by the School.

Note: One parent of all new students to St. Joseph High School will be required to attend the special "Substance Abuse Information Night." Students will not be eligible to attend any dance unless a parent attends this special seminar.



	<p>Dance Dress Code: Students' dress and grooming must not interfere with the maintenance of a positive school environment, or compromise standards of health, safety, and decency for St. Joseph High School. Students are not allowed to wear clothing, jewelry, buttons, haircuts, or other items or markings which are offensive, suggestive, or indecent, associated with gangs, alcohol or drug related, or encourage violence or support discrimination of any kind. All student dress should meet the standards of Christian behavior.</p> <p>Casual Dress Code:</p> <ul style="list-style-type: none">• Shorts must reach the top knuckle when arms are laid flat against the sides.• Spandex shorts may not be worn unless appropriate shorts are worn over them.• Tights or leggings may not be worn without appropriate shorts over them.• The bottom of shirts must reach the top of shorts or pants worn.• Spaghetti straps or tube tops may not be worn without appropriate clothing on top.• No backless shirts are to be worn.• No sheer or see through material may be worn without appropriate clothing underneath.• Any altered or cut clothing must follow the above rules.• Dresses or skirts shall not be more than 4" above the knee (at the highest point - including "slits").• The regular dress code policy regarding jewelry and body piercing/art will be enforced.• Boys must be clean shaven. <p>* Any noncompliance of the rules will result in being sent home.</p>
Topic 6-06-1 Formal Dances (Winter Formal, Prom) Semi-formal dances (Homecoming, etc.)	<p>Formal Dress Code: The following are the guidelines for formal dances and events and apply to St. Joseph High School students and guests.</p> <p>Males:</p> <ul style="list-style-type: none">• A tuxedo or suit is required.• A shirt and tie must be worn all evening.• Dress shoes are required, and must be worn during the entire event.• No casual shoes, no flip flops or athletic shoes (you may not bring with you, or change into these shoes during the event).• Earrings are not allowed to be worn by males.• The regular dress code policy regarding jewelry and body piercing/art will be enforced.• No baseball caps, bandanas, du/do rags, or similar head coverings will be allowed.• Males (including guests) must be clean shaven. <p>Females:</p> <ul style="list-style-type: none">• Formal gowns are required. The dress selected must comply with the dictates of modesty and good taste.• Dresses/blouses must not be too low-cut or excessively revealing in any area. No bare midriffs or bare backs; must have supporting across the upper back.



	<ul style="list-style-type: none"> • Dresses with cutouts must be covered with a mesh lining as to comply with the no bare midriffs rule. • Dresses may not be any higher than midhigh. • Dress shoes are required. No casual shoes, no flip flops or athletic shoes (you may not bring with you, or change into these shoes during the event). • The regular dress code policy regarding jewelry and body piercing/art will be enforced. <p>Semi-formal Dress Code: The following are the guidelines for Semi-formal dances and events for St. Joseph High School students and guests.</p> <p>Males:</p> <ul style="list-style-type: none"> • A tuxedo or suit is not required, but may be worn. • Dress pants, dress shirt, and tie must be worn all evening. • Dress shoes are required, and must be worn during the entire event. • No casual shoes, no flip flops or athletic shoes (you may not bring with you, or change into these shoes during the event). • Earrings are not allowed to be worn by males. • The regular dress code policy regarding jewelry and body piercing/art will be enforced. • No baseball caps, bandanas, du rags, or similar head coverings a will be allowed. • Males (including guests) must be clean shaven. <p>Females:</p> <ul style="list-style-type: none"> • Formal gowns are not required, but may be worn. The dress selected must comply with the dictates of modesty and good taste. • Dresses/blouses must not be too low-cut or excessively revealing in any area. No bare midriffs or bare backs; must have supporting across the upper back. • Dresses with cutouts must be covered with a mesh lining as to comply with the no bare midriffs rule. • Dresses may not be any higher than midhigh. • Dress shoes are required. No casual shoes, no flip flops, or athletic shoes (you may not bring with you, or change into these shoes during the event) • The regular dress code policy regarding jewelry and body piercing/art will be enforced. <p>Any questions regarding the appropriateness of attire should be brought to the Dean of Student Life or Activities Director prior to attending the dance.</p>
Topic 6-06-2 Graduation Celebration/Grad Night	Seniors may participate in “Grad Nite,” organized by the senior class moderator. Students are reminded this is a privilege that may be revoked for disciplinary reasons, or as deemed appropriate by school administration.
Section 6-07	



Student Publications	
Topic 6-07-1 Student Publications	N/A
Topic 6-07-2 Additional Student Publication Information	N/A
Section 6-08 Parent/Guardian Release for Student	This form to be completed annually: http://handbook.la-archdiocese.org/Handbook%20Resources/parent_guardian_release_for_student_or_minor_noncommercial_en.pdf#search=parent%2520authorization%2520student%2520image
Section 6-09 Class Rings (High Schools only)	Juniors have a Ring Mass scheduled and will order rings for the Mass in the Fall of their Junior year.
Section 6-10 Student Identification Cards	The ASB card is the student's official identification card for school activities. It allows students into away games at a reduced price and free at home games, unless otherwise sanctioned by CIF. If an ASB card is lost, see the Assistant Principal of Academics for a replacement at a cost of \$5.
Section 6-11 Yearbook	Yearbooks are provided to all students; the cost of said yearbook included in the student registration fee.
Section 6-12 Athletics	The KNIGHTS are members of the Central Coast Athletic Association. Because of the unique position which the St. Joseph High School student/athlete holds in the community and in his or her own school, he or she is expected to maintain a high standard of personal appearance and behavior. The policies of the school are in effect for all athletic activities, on campus and off campus. The student athlete shall be expected to exhibit acceptable behavioral conduct during practice and contests and must be willing to accept the guidelines, rules and regulations which govern the activity in which he or she wishes to participate. Such athletic department guidelines are printed in the Parents and Student/Athlete Handbook.



	<p>Parents and coaches are expected to transport players to out-of-town games (except football). Drivers must be insured, have a valid driver's license, and a "Parent Driver" volunteer form must be on file before transporting students. Students are not permitted to drive to their out-of-town games.</p> <p>General Rules and Policies</p> <ol style="list-style-type: none"> 1. Attendance at the athletic awards banquets is mandatory. See the calendar for dates and times. The expectation for dress for banquets is a SJHS polo or SJHS outerwear. Wearing any other clothing is considered a dress code violation. 2. On athletic trips, all athletes will return to our campus with the same driver that he or she left with, unless other arrangements must be made with the coach prior to the trip. 3. Student-athlete injuries and accidents must be reported to coaches immediately. The coaches or athletic trainer will file Accident Reports within 24-48 hours with the Principal. (Insurance forms, if needed, may be obtained from the main office and must be signed by the Principal before being mailed.) 4. Varsity athletes completing the entire season of sport, including CIF playoffs, will receive a letter and certificate. In addition, the student athlete will receive a pin following the completion of each season of varsity competition. If academic eligibility is lost prior to the end of the season, varsity student-athletes will receive a certificate of participation, but not letter in that sport. Junior Varsity athletes will receive a certificate of recognition if they complete the entire season of sport. If academic eligibility is lost prior to the end of the season, junior varsity athletes will receive a certificate of participation. 5. At the start of each season of sport, at least one parent/guardian must attend the mandatory Sports Meeting (see calendar for dates). 6. Parent(s)/guardian(s) will receive an Activity Card at the beginning of the school year. This card admits the bearer, free of charge, to all HOME activities and athletic events. Cards are valid only for school parent(s)/guardian(s) and their children under 18 years of age. Excluded are CIF play-off games, home tournaments, and those events that are not under the direct jurisdiction of the school.
<p>Topic 6-12-1 School Athletic Handbook [if applicable]</p>	<p>N/A</p>
<p>Topic 6-12-2 Sports by Season, Pep Squads, Cheer</p>	<p>Drama Letter:</p> <p>The awarding of a Drama letter is based on a point system. Twelve points are required to become eligible for a letter. Various numbers of points are earned by participation at a variety of levels.</p> <p>They include: Lead role or stage manager in a full-length play - 4 points. Lead role or stage manager in a one-act play - 3.5 to 4 points, depending on degree of difficulty and length of play. Supporting role in full-length or one-act play - 3 to 3.5 points, depending on degree of difficulty and length of play. Technical support (stagehand, house manager, costumes, set construction, etc. - 2.5 points. Theater festivals/competitions, as well as scenes performed for the English classes, under the direct supervision of the Drama teacher - 2 points.</p>



	<p>Participation certificates will be awarded to all students who participate to the satisfaction of the director. Students who have earned a Drama letter and continue to achieve will be awarded a Drama pin for every 6 points earned above the 12 points needed for the Drama letter. Students who earn awards at theater festivals/ competitions will be awarded a drama patch, indicative of their achievement.</p> <p>Fine Arts Letter:</p> <p>Students have the opportunity to merit a fine arts patch and/or letter if they maintain a minimum of a 2.5 grade point average, take a minimum of one year of an art course, and be active in the Art Club (attend a minimum of eight meetings).</p> <p>Students must accumulate 200 points out of the possible activities listed below. Points are cumulative.</p> <p>Participation in A Knight of Art Show:</p> <ul style="list-style-type: none">• 15 points for each piece exhibited up to three• Additional points for placing at show 25 for best in show 15 or 1st place 10 for 2nd place 5 for 3rd place• Art Knights Club participation (per year) 50 points for officer 25 points for member• Art Sale Participation: 15 points for participation• Gallery Visits: 10 points for each approved unique gallery visit with club report• Community Service: 5 points for each bowl created for Empty Bowls Food Bank Fundraiser• Points may be awarded for participation in community, state or national art events on an individual basis. <p>Students who have previously earned the patch, who earn the points equal to the patch requirements in subsequent years may receive a year pin.</p>
Topic 6-12-3 Selection Process/Require ments for Participation	<p>All student athletes must have a Physical and Emergency Consent for Treatment Card on file with the Assistant Principal of Athletics and maintain a 2.0 GPA before trying out for a team. At least one parent must attend the mandatory preseason organizational meeting for each sport, so they are aware of individual coaches' rules.</p> <p>Eligibility Academic Guidelines/Attendance:</p> <ol style="list-style-type: none">1. Student-Athletes must maintain a 2.0 grade point average during each grading period in order to be eligible for participation in athletics the following quarter.2. A Scholar-Athlete award will be given to the individual on each team who has the highest GPA on the team in the most recent grading period and who has met the requirements for team participation. All team members with a 3.75 GPA and higher will be given Scholar Athlete recognition.3. Student-Athletes must attend <u>half of the school day</u>, at minimum, in order to practice or participate in a contest that day.



	<p>4. Student-Athletes will never be permitted to remain home (for any amount of time) on the day of a scheduled contest in order to "sleep in" or "rest-up." This will constitute a cut and the student will be subject to disciplinary action.</p> <p>5. Early Out Policy—It is the responsibility of the student to be current on his/her assignments regardless of the reason for the early out. This means that all assignments that are due on the day of the early out are to be given to the teacher prior to the student leaving. If a student does not do so, then the assignment is late and will follow the teacher's policy on late work. Assignments that are to be turned in the next day are still due the next day, as are quizzes and tests.</p>
Topic 6-12-4 Athletic Medical Clearance	Per CIF regulations, students must receive a yearly physical in order to participate. Physicals must be turned into the Athletic Director prior to participation.
Topic 6-12-5 Injuries and accidents	<p>Athletic Rehabilitation and Training Facility: This facility is for the treatment of athletic injuries and rehabilitation. The athletic trainer on duty is the administrator-in-charge. All supplies are distributed by the athletic trainer. Coaches are not permitted to use the equipment without written authorization from the athletic trainer. Athletes must be accompanied by the trainer or coach. School policies are enforced at all times in this facility.</p> <p>The school insurance provides secondary coverage with the exception of tackle football, for which special insurance must be purchased.</p>
Topic 6-12-6 Athletic Fees, Equipment and Uniforms	<p>For out-of-town games, bus transportation is provided for football teams. There is a transportation fee assessed.</p> <p>All other teams rely on a combination of approved parent drivers and school vans.</p> <p>The school provides uniforms which remain the property of the school. The expenses for summer camps, non-scheduled tournaments and competitions must be borne by the students.</p>
Topic 6-12-7 Discipline Policies and Procedures in Athletics	<ol style="list-style-type: none"> 1. Any athlete who has been suspended may not participate or be present at any contests, practices, or meetings as a part of the team during that period. Other restrictions may be levied as per discipline contract. Any athlete who is academically ineligible must receive a waiver from the Principal and Athletic Director should they wish to continue participation (attend games/practices, etc.). Students under a 2.0 GPA will not be able to participate in any CIF sanctioned athletic event. 2. Athletes are expected to serve any assigned hours of detention prior to attending practice on the next day detention is held. Any athlete who fails to attend detention is not permitted to practice with the team or play in any games until the hours are served unless approved by the Dean of Student Life, Assistant Principal of Athletics and team head coach. 3. Student athletes shall conduct themselves on or off campus, in the classroom, on school trips, and during athletic contests in a manner that is consistent with the mission and philosophy of the school. 4. Athletes shall take proper care of St. Joseph High School property, uniforms and equipment.



	<p>a. All uniforms or practice gear issued to an athlete is to be worn only at practice sessions or scheduled contests involving that sport, unless prior approval has been received from the administration.</p> <p>b. Athletes should never have equipment or uniforms from another sport or their sport out of season.</p> <p>c. Any loss of equipment will be charged to the athlete's parent(s)/guardian(s) on their FACTS tuition account.</p> <p>Quitting, Transfers to Another Sport, or Being Dropped for Disciplinary Reasons:</p> <ol style="list-style-type: none"> 1. Athletes may not transfer from one sport to another in the same season after the first regularly scheduled contest has been played unless approved by the Assistant Principal of Athletics. 2. Sophomores not completing the season will not receive P.E. credit, unless they return to a P.E. class. 3. Any player removed from one squad by a coach for disciplinary reasons shall not have the option of playing on another team that season or participate in pre-season fitness for another sport until the sport he or she was dropped from has played its last regularly scheduled game unless approved by the Assistant Principal of Athletics. 4. An athlete who is cut from a squad during preseason tryouts may try out for another sport during the athletic season in progress. 5. CIF-CS regulations affect transfer students between schools; students who transfer to St. Joseph must be sure to complete all CIF paperwork before participating in any athletic sport.
<p>Topic 6-12-8 Varsity Jackets and Sweaters</p>	<p>Students earning varsity letters may affix to their school jacket/cardigan. Students should ask for clarification from their coach and the Assistant Principal of Athletics.</p>
<p>Topic 6-12-9 Sportsmanship Code for Spectators</p>	<p>SPORTSMANSHIP DEFINITION: A person who can take a loss or defeat without complaint, or victory without gloating, and who treats his/her opponents with fairness, courtesy, and respect. (CIF)</p> <p>The following behavior is unacceptable at all CIF high school contests:</p> <ol style="list-style-type: none"> 1. berating your opponent's school or mascot 2. berating opposing players 3. obscene cheers or gestures 4. negative signs 5. noisemakers 6. complaining about officials' calls (verbal or gestures) <p>Spectators: (CIF)</p> <ol style="list-style-type: none"> 1. Spectators are required to maintain a high degree of sportsmanship during athletic contests. 2. Spectators must, at all times remain in the designated seating areas while a contest is in progress. 3. No spectator is allowed to confront an official, coach, or player before, during or after an athletic contest. 4. The actions of a spectator, detrimental to the playing of the game, may cause forfeiture of that contest.



Topic 6-12-10 Coach/Trainer Certification [Play Like a Champion]	All coaches (paid and volunteer) are required to maintain proper certification including but not limited to: Play like a Champion, CPR, Concussion, Heat Management, etc.
Topic 6-12-11 CYO/CIF	St. Joseph High School is a member of the CIF. The athletics website is: https://www.sjhsknights.org

CHAPTER 7 -- TUITION AND FEES	
Section 7-1 Tuition and General Fees	https://www.sjhsknights.com/admissions/how-to-afford-sjhs
Section 7-2 Tuition Collection	Tuition may be paid by check/cash to the school directly or through the FACTS management system: https://online.factsmgt.com/signin/49773
Section 7-3 Tuition Assistance	Tuition assistance is awarded by the school; to be considered for financial aid, families must apply through the FACTS system: https://online.factsmgt.com/signin/49773
Section 7-4 Parent Service and Fundraising Requirements	Each family is required to provide 15 hours of service per student for an event approved by the Administration. These events are: <ul style="list-style-type: none"> • BASH • Knights, Wines, and Brews • Annual Golf Tournament • Other opportunities approved by the Business Office or Administration Parents may “opt out” of service by paying the \$600.00 “opt out” fee or donating an item on the event’s donation registry in the amount of \$600.00 (including visa gift card, etc.).
Section 7-5 Costs/Fees (when applicable for field trips, supplies, sports, senior fees, etc.)	While the tuition does provide for almost all events/activities- there are optional activities in which students may want to participate. This is determined by the respective activity. Please reach out to moderator or coach for clarification.



CHAPTER 8 -- DISCIPLINE

Section 8-1 Philosophy	<p>Discipline in the Catholic school is considered an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate that is conducive to learning and promotes character development and the common good.</p> <p>Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards class and school objectives. However, the legitimate interest of the school extends beyond the school day and school hours.</p>
Topic 8-1-01 Discipline and Procedures	<p>Some offenses are cumulative during the time of enrollment. All infractions of school policies may result in a parent conference. The school reserves the right to exceed or amend established discipline policies and procedures.</p> <p>Seniors have a unique position of leadership among the students at the school and they are accorded privileges recognizing their maturity. Seniors, therefore, have a greater responsibility of being positive role models to the underclassmen and they can expect to be held accountable to higher standards of responsibility. Seniors who violate the discipline policy will lose privileges, including free periods, and risk more stringent discipline such as losing the opportunity to participate in end-of-the-year activities, including Graduation.</p> <p>In addition, any senior in violation of the substance abuse policy may not be granted the privilege of participating in Graduation/ Commencement Exercises or other graduation activities. Students are expected to serve any assigned hours of detention the next day detention is held. Each failure to attend detention will result in an additional hour being added. Failure to serve detention may result in Saturday Detention (or other arrangement) for which a fee may be assessed to the parent.</p> <p>Special Notes:</p> <ol style="list-style-type: none">1. Discipline for all offenses may be carried over to the following year, if necessary, for completion.2. Activities refer to all co-curricular activities: academic, spiritual, social and athletic.3. Any athlete, spirit leader, student council member, or Youth Minister who violates the Alcohol, Drugs, and Substance Abuse Policy may be dismissed or suspended from the team, squad, or leadership position.4. Suspensions are unexcused absences. Any suspension will result in loss of all cocurricular activities for the prescribed length of time and may result in removal from the position/team.



Attendance:

Leaving Campus without Permission of School Authorities:

1st Offense - 5 hours detention; Seniors: loss of lawn privilege for 45 school days.

2nd Offense -10 hours detention; subject to loss of school activities. Seniors -Loss of lawn privilege for remainder of year.

Cutting Class:

No Credit for any work missed. Seniors: loss of lawn privilege for 45 school days.

1st Offense - 3 hours detention per period cut or any portion of period cut.

2nd Offense - 5 hours detention per period cut; subject to loss of school activities.

3rd Offense - 7 hours detention per period cut; subject to loss of school activities.

Tardiness:

Period 1 (or period 2 for seniors who have a free first period): 1 hour of detention. After 3 first period tardies, the consequence is 2 hours of detention. **Other periods:** Administered by classroom teachers.

If a student does not complete the teacher's disciplinary action, the student will be considered non-compliant and receive a discipline referral as well as two hours of detention.

After any 4 unexcused tardies in one class, the student is referred to the Dean of Student Life. Excessive tardiness will result in a conference with parents.

Note: Every third tardy to any one class during the same semester will count as one absence.

Profanity or Abusive Language if directed at a student: **1st Offense** - 3 hours detention; parent's signature required. **2nd Offense** - 5 hours detention; conference with student, parent, counselor and Dean of Student Life. **3rd Offense** - 1-day suspension; conference with student, parent, counselor and Assistant Principal of Academics. May result in an implementation of a discipline contract.

Insubordination, Profanity, or Abusive Language If directed at a staff member, directly, or directed at a staff member indirectly, on or off-campus, the student is subject to: **1st Offense** - 1-3 day(s) suspension; subject to loss of all school activities; subject to expulsion. **2nd Offense** - Subject to expulsion.



Misconduct:

Possession or Use of Fireworks, Sulphur Containers, or Squirt Mechanisms on Campus: 1st Offense – 3-day suspension; **2nd Offense** - Subject to expulsion.

Assault & Battery 1st Offense - Subject to expulsion.

Weapons Possession, inclusive of Explosives: 1st Offense - Subject to decision of administration, most likely involving permanent expulsion.

Pornography: 1st Offense – 3-day in-house suspension; conference with student, parent, Dean of Student Life (and/or Assistant Principal of Academics), and required counseling. **2nd Offense** - May result in expulsion or implementation of a discipline contract. **3rd Offense** - Will result in expulsion.

Fighting (pushing, shoving, boxing, horseplay, etc.): 1st Offense - 5 hours detention; subject to 1-3 days suspension; subject to loss of school activities. **2nd Offense** - 3-5 days suspension; subject to loss of activities. **3rd Offense** - Subject to expulsion.

Vandalism, Graffiti, or Theft (Petty): 1st Offense - Subject to 1-5 days suspension; subject to loss of all school activities; restitution. **2nd Offense or Malicious** - Restitution; subject to automatic expulsion. **Note:** Students who abuse the computer equipment or software at any location on the campus will be subject to the following: •Up to 5 days suspension; •Restitution for repairs at \$150 per hour and replacement of equipment.

Deliberate Littering or Throwing Non-Food or Food Items (including ice) \$10 fine for each offense

Overt Public Display of Affection (PDA): 1st Offense - 3 hours detention **2nd Offense** - 5 hours detention; student, parent, counselor, Dean of Student Life conference.

Unauthorized Use of Cellular Phones and other electronic devices:

Between 8:00 a.m. and the end of the academic school day, these items may be used ONLY during passing periods, break, and lunch. If the device/phone is being used at any other time during the school day, it will be taken and will be given to the Dean of Student Life.

In an effort to avoid having cell phones distract students during class time, parents should not try to contact their children during these times as students are not allowed to use their phones during class. If there is an emergency message that needs to be provided to a student, parents should call the front office and the message will be given to the student in a timely manner.



		<p>Unauthorized Use of iPads: Using technology capabilities for unauthorized communication with others during school hours or using non-educational social media networks or apps which include, but are not limited to, game playing, Snap Chat, Facebook, Instagram, Twitter, Ask, etc. is not allowed during class time.</p> <p>While distance learning:</p> <p>If you are unable to log into class via Zoom due to technical difficulties, you are required to send an email to the Director of Technology (Mr. Stark: bstark@sjhsknights.com) and the Attendance Secretary (Mrs. Santillan: dsantillan@sjhsknights.com) for assistance and to account for your attendance. This should be done as soon as you begin having issues to facilitate rectifying the problem and minimizing your time out of class.</p> <p>In the event that you begin having technical difficulties during class, you are required to email Mr. Stark, Mrs. Santillan, and include the teacher whose class you should be attending. Failure to comply with this direction will result in your attendance being unexcused.</p> <p>A. Students in P.E. classes or weight-training are required to turn in their phones and iPads at the beginning of class. The P.E. teacher will securely store the phones until the class is concluded.</p> <p>B. Earbuds, Air Pods, earphones, headphones, or any listening devices may not be used on campus any time from 8:00 a.m. to the end of the academic school day. This includes during break, passing periods, and lunch. Note: teachers may approve use of listening devices ONLY in a classroom setting for educational purposes, and use in only one ear is permitted.</p> <p>1st Offense - Warning, student will be required to retrieve item from the Dean of Student Life. 2nd Offense - \$5 fee to retrieve device from Dean of Student Life. 3rd Offense - Loss of privilege to use device for a period determined by the Dean of Student Life and Assistant Principal of Academics; and/or modified use agreement.</p> <p>For additional information, please refer to: http://handbook.la-archdiocese.org/chapter-13/section-13-9</p>
	Topic 8-1-02 Disapproved Disciplinary Measures	http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-2
	Topic 8-1-03 Detention	http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-3



	Topic 8-1-04 Behavior Agreement/Probation	http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-5
	Topic 8-1-05 Suspension/Disciplinary Measures for Grave Offenses	http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-4
	Topic 8-1-06 Expulsion	http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-6
	Topic 8-1-07 Academic Dishonesty Policy	<p>St. Joseph High School challenges all students to pursue excellence in academics with integrity. Some practices that undermine the academic integrity of your schoolwork include, but are not limited to: Plagiarism, cheating on tests and exams, falsification, and unapproved collaboration on projects or other assignments. Below are instances of violations of academic integrity:</p> <ol style="list-style-type: none"> 1. Plagiarism: Plagiarism occurs when a student attempts to present as his own what has come from another source; e.g., using the ideas of another person, paraphrased or not, without giving credit to that source; rewriting borrowed material through minor word or sentence adjustments; presenting as one's own a paper, project, or assignment that has been partially or completely prepared by another person, whether a relative, friend, fellow student, alumnus, or an employee of an online service or other business that produces such work, etc. 2. Cheating: Cheating occurs when a student uses course materials, information, or devices (programmable calculators, cellphones, etc.) in an unauthorized or prohibited manner; e.g., having or using unauthorized materials, information, or devices at an examination, test, or quiz; copying from another student at an examination, test, or quiz; copying another student's assignment, data, or lab report; permitting another student to copy from your assignment, test, exam, quiz, or project; obtaining and/or using in an unauthorized manner an answer key or an examination, test, or quiz prior to its administration; sharing with students in other class sections information about tests, quizzes, or exams they will be taking, etc. 3. Falsification: Falsification occurs when a student makes false statement or offers false information that misleads others; e.g., the manipulation or falsification of data for an academic assignment; the creation of a false or misleading source citation; intentionally obstructing or interfering with another student's academic work, etc. <p>Cheating on tests, plagiarism (Term papers, essays, reports, and major projects), Quizzes, homework (including copying someone's homework word for word), passing on information by any means, technologically or by word of mouth, using technological devices (iPads, phones, calculators, etc.) to send information to self or another student:</p>



		<p>1st Offense - Referral. Zero grade on assignment. Parents to be notified by Dean of Student Life. 3 hours detention, may be referred to Academic Seminar. Possible loss of co-curricular activities 2nd Offense - Discipline referral. Zero grade on assignment. Parents to be notified by Assistant Principal of Academics. Two days on-campus suspension. Six weeks of Study Society. Loss of co-curricular activities for a time determined by the Administration. 3rd Offense – Subject to expulsion</p> <p>Forgery: All documents requiring a parent signature must be signed by the parent. Parents cannot give a student permission to sign their name(s). 1st Offense - Parent conference. Minimum 5 hours detention. 2nd Offense - Subject to 5-day suspension. Subject to expulsion.</p> <p>Altering Records: Subject to expulsion.</p>
	<p>Topic 8-1-08 Harassment, Bullying, and Hazing Policy</p>	<p>Harassment or bullying occurs when an individual is subjected to treatment that is hostile, demeaning, intimidating, or threatening, and communicated in person, in hard copy, or electronically, including on social media. A determination that a student has engaged in harassment or bullying does not require that the conduct meets applicable legal standards. Examples of harassing or bullying conduct, which can occur once or habitually, include:</p> <ul style="list-style-type: none">• Derogatory, demeaning, humiliating, inflammatory, intimidating, or threatening words spoken to, written to, or written about another person• Unwanted physical touching, contact, or assault• Deliberate impeding or blocking of another's movement• Intimidating interference with normal work or movement• Derogatory, demeaning, inflammatory, intimidating, or threatening gestures, posters, cartoons, drawings, images, and photos• Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature <p>Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion.</p> <p>Cyberbullying or cyber harassment occurs when students bully or harass each other using electronic devices. This can include but is not limited to:</p>



		<ul style="list-style-type: none"> • Sending inappropriate texts, emails, or instant messages • Posting inappropriate pictures, videos, or messages about others on blogs, social media, or websites • Using someone else's username to spread rumors or lies about another person <p>For additional information regarding harassment, bullying, and hazing, please refer to the following: http://handbook.la-archdiocese.org/chapter-13/section-13-10</p> <p>Disciplinary consequences for these offenses are as follows: If directed at a staff member: Directly or indirectly directed at a staff member, on or off campus, the student is subject to immediate expulsion. If directed at a student: 1st Offense - 3-5 days suspension; subject to loss of all school activities; subject to expulsion. 2nd Offense - Subject to expulsion.</p>
	<p>Topic 8-1-09 Student Threats</p>	<p>http://handbook.la-archdiocese.org/chapter-13/section-13-10/topic-13-10-2</p>
	<p>Topic 8-1-10 Substance Abuse and Possession of Alcohol or Controlled Substances</p>	<p>St. Joseph High School abides by the laws of the United States and the State of California. The school does not condone illegal conduct. It is, therefore, necessary for parents, students, and faculty to have, along with the enunciation of the school's policy regarding alcohol and drugs, an official interpretation of that policy. (St. Joseph High School employs the use of Interquest K9 Services to foster a safe environment.)</p> <p>For information regarding substance abuse and possession of alcohol or controlled substances, please refer to the following: http://handbook.la-archdiocese.org/chapter-13/section-13-8/topic-13-8-4</p> <p>The following applies to all circumstances involving Alcohol, Illegal and Legal Drugs. Alcohol, Drugs, and Tobacco Products (Including Vaping):</p> <p>Use, Possession of Alcohol and Drugs: Use, Possession (including paraphernalia), or Being under the Influence Before, After, or During School, including School sponsored Activities *1st Offense - Possible expulsion. In the event that expulsion is not imposed, the following consequences will result: professional counseling; three-day suspension; 20 hours of Community Service (and these hours do not count as St. Joseph High School service hours); suspension from school activities and privileges, including free periods for six consecutive weeks from the date of infraction. 2nd Offense - Expulsion. If offense occurs in class: Subject to Expulsion.</p> <p>Selling or Providing Drugs or Alcohol: Subject to Expulsion.</p>



Topic 8-1-11 School Searches	For additional information, please refer to: http://handbook.la-archdiocese.org/chapter-13/section-13-7/topic-13-7-4
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CHAPTER 9 -- LAW ENFORCEMENT

Section 9-1 Interview and Removal from School or Students by Police Officers	http://handbook.la-archdiocese.org/chapter-13/section-13-7 http://handbook.la-archdiocese.org/chapter-9/section-9-8/topic-9-8-3
Section 9-2 Interview of a Student during School Hours by a Police Officer	http://handbook.la-archdiocese.org/chapter-13/section-13-7/topic-13-7-1
Section 9-3 Informing the Parent or Guardian When a Student Has Been Removed from School by a Police Officer	http://handbook.la-archdiocese.org/chapter-13/section-13-7/topic-13-7-3

CHAPTER 10 -- ELECTRONIC USAGE POLICIES

Section 10-1 Electronic Devices	
Topic 10-1-1 Acceptable Use and Responsibility Policy for Electronic Communications	http://handbook.la-archdiocese.org/chapter-10/section-10-3
Topic 10-1-2 Internet Safety Policy (CIPA Compliance)	http://handbook.la-archdiocese.org/chapter-10/section-10-3/topic-10-3-1
Topic 10-1-3 Prohibited Practices	http://handbook.la-archdiocese.org/chapter-10/section-10-3/topic-10-3-2
Topic 10-1-4 Consequences of Violations	http://handbook.la-archdiocese.org/chapter-10/section-10-3/topic-10-3-3



	Topic 10-1-5 General Security and Email Policies	http://handbook.la-archdiocese.org/chapter-10/section-10-3/topic-10-3-4
	Topic 10-1-6 Bring Your Own Device Policy	http://handbook.la-archdiocese.org/chapter-10/section-10-3/topic-10-3-1
	Topic 10-1-7 BYOD Policies for Staff and Volunteers	http://handbook.la-archdiocese.org/chapter-10/section-10-3/topic-10-3-1
ACCEPTANCE OF STUDENT & PARENT HANDBOOK FORM (See next page)		



St. Joseph High School Student & Parent Handbook (The Shield) Agreement Form

(Please print except where signatures are required)

ACCEPTANCE OF PARENT/STUDENT HANDBOOK

Our family has accessed online and read the St. Joseph High School Student & Parent Handbook (The Shield). We are aware of, understand, and agree to follow the policies and procedures stated in The Shield. We acknowledge that the school has the right to amend The Shield during the school year as needed and notify us of any amendments, and we agree to follow the policies and procedures as may be added or amended.

We understand that we may be asked to withdraw our child(ren) from the school, or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities and obligations under The Shield and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our responsibilities and obligations according to the requirements of The Shield.

Father's or Guardian's Signature _____ Date _____

Mother's or Guardian's Signature _____ Date _____

Print student names and grades:

Student's First Name _____ Grade _____ Signature _____

Student's First Name _____ Grade _____ Signature _____

Student's First Name _____ Grade _____ Signature _____

Student's First Name _____ Grade _____ Signature _____

Please return this signed form promptly to the School Office. This form will be placed in the students' permanent files