

# 2024-2025 Student and Parent Handbook

St. Joseph High School  
4120 S. Bradley Road, Orcutt, CA 93455  
(805) 937-2038 [www.sjhsknights.com](http://www.sjhsknights.com)

## **Important Phone Numbers**

Main School Office 805-937-2038

Attendance Office x111

Admissions x113

Business Office x108



Dear Parents,

Welcome to the 2024-2025 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>Integral Student Outcomes (ISO) /Schoolwide Learning Expectations (cont.)</p>	<p>Achieves in higher education and vocation by utilizing:</p> <ul style="list-style-type: none"><li>• Perseverance, initiative, critical and creative thinking.</li><li>• Computation, research, and problem solving.</li><li>• Effective and ethical communication skills: listening, speaking, reading, and writing.</li><li>• Responsible, ethical, and legal use of technology.</li></ul> <p>Thrives in a fast-paced, innovative global society with:</p> <ul style="list-style-type: none"><li>• Integrity</li><li>• Respect and compassion for self and others.</li><li>• Positive involvement in the larger community which promotes the common good.</li><li>• The ability to understand the value of balancing a life of family, spirituality, health, career, and leisure.</li><li>• Recognition of the responsibility and the consequences of one's actions.</li><li>• Faith, hope, and love as a way of life.</li></ul>
<p><b>Section 2-03</b> 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 500 students with a faculty of approximately 40 staff including three priests.</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 full-time 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 May 2022, 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>History of the School (cont.)</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>
<p><b>Section 2-04</b> Accreditation</p>	<p>St. Joseph High School is accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges.</p>



<b>Section 2-05</b> Code of Christian Conduct	<a href="http://handbook.la-archdiocese.org/chapter-13/section-13-8/topic-13-8-1">http://handbook.la-archdiocese.org/chapter-13/section-13-8/topic-13-8-1</a>
<b>Section 2-06</b> School Personnel Lists	<a href="https://www.sjhsknights.com/who-we-are/school-directory">https://www.sjhsknights.com/who-we-are/school-directory</a>
<b>Section 2-07</b> School Schedule and Calendar	<a href="https://www.sjhsknights.com/roundtable/calendar">https://www.sjhsknights.com/roundtable/calendar</a>
<b>Section 2-08</b> School Governance and Information	School Information: <a href="https://www.sjhsknights.com/who-we-are">https://www.sjhsknights.com/who-we-are</a> School Governance/Org. Chart: <a href="https://www.sjhsknights.com/who-we-are/organizational-chart">https://www.sjhsknights.com/who-we-are/organizational-chart</a>
<b>Section 2-09</b> 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>
<b>Section 2-10</b> Zero Tolerance Policy for Sexual Misconduct	<a href="http://handbook.la-archdiocese.org/chapter-9/section-9-4/topic-9-4-4">http://handbook.la-archdiocese.org/chapter-9/section-9-4/topic-9-4-4</a>
<b>Section 2-11</b> Safe Environment Training for Children and Youth	<a href="http://handbook.la-archdiocese.org/chapter-13/section-13-5/topic-13-5-2">http://handbook.la-archdiocese.org/chapter-13/section-13-5/topic-13-5-2</a>
<b>Section 2-12</b> Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events	<a href="http://handbook.la-archdiocese.org/chapter-9/section-9-7/topic-9-7-1">http://handbook.la-archdiocese.org/chapter-9/section-9-7/topic-9-7-1</a>
<b>Section 2-13</b> Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth	<a href="http://handbook.la-archdiocese.org/chapter-13/section-13-5/topic-13-5-4">http://handbook.la-archdiocese.org/chapter-13/section-13-5/topic-13-5-4</a>
<b>Section 2-14</b> Dress Code	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.



Dress Code (cont.)

The school reserves the right to define “no undue attention drawn to oneself.” Consequences for dress code violations are outlined in Chapter 8: Discipline. Appropriate or inappropriate dress is determined by the administration. Students with serious or extreme dress code violations are subject to immediate suspension.

**ONLY THE FOLLOWING IS ACCEPTABLE ATTIRE FOR EVERYDAY SCHOOL WEAR:**

**Shirts:**

- A St. Joseph High School polo shirt purchased from Dennis Uniform, or a Dennis Uniform 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.
- A team jersey/top/uniform (including Golf polo) **may not** be worn in lieu of the official SJHS polo shirt.
  
- 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.).

Note: As a deterrent, 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 polo or button up. This will be charged to the parent’s FACTS account and must be paid with tuition. **In the event any “loaner” clothing items are available, students are expected to leave their phone in the office until the item is returned at the end of the school day, and will be charged a \$5 loaner fee. This applies to any other items loaned to student out of compliance.**

**Pants:**

- Pants must be worn at the waist (not below or “sagged”).
- Capri pants are acceptable, worn at mid-calf.
- **“Jogger” style pants of any style are NOT permitted. No sweatpants, joggers, or athleisure pants allowed.**
- No pants will be excessively casual; no long underwear, leggings, jeggings, sweats, or exercise wear (including sweatpants) 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 except for Mass days. Approved outerwear is available from Dennis Uniform ([www.dennisuniform.com](http://www.dennisuniform.com)).



Dress Code (cont.)

Additionally, the SJHS bookstore and boosters sell SJHS outerwear options at the school bookstore and various athletic contests and school events.

- No other outerwear is acceptable during school hours.
- **Other items made or purchased at non-SJHS approved sites are not allowed. Patches may NOT be purchased and sewn onto clothing items.**
- Non-SJHS outerwear may NOT be worn under another layer of outerwear (ie: a non-SJHS hoodie under a letter jacket).
- **\*1st offense:** Students will be asked to remove any non-SJHS outerwear which can be picked up after school from the Dean of Student Affairs. 2nd offense: A \$5 fee will be assessed to retrieve item. Note: Continued non-compliance may result in loss of privilege to wear outerwear.

**Shorts:**

- Students may not wear 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/exercise shorts may not be worn (including board shorts or other aquatic-type shorts).
- No shorts shall be excessively casual and **must have belt loops.**

**Footwear:**

- Footwear must be worn at all times.
- Any footwear deemed excessively casual will not be allowed including slippers and Sanuks (even if hard-soled), moccasins, rubber flip-flops, athletic sandals (including "slides" and Crocs), or any shoe with fuzzy or fluffy lining.

**Hair:**

- Haircuts and styles must be clean, neat, and in good taste.
- Hair must be kept out of eyes.
- 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.
- Teams/organized groups must obtain prior ELT approval for any alterations to the hair policy. Team hair bleaching will not be approved.
- 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.





Dress Code (cont.)

**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, **all hair** must be pulled back and look neat at all times.
- Males must not have a Mustache, Goatee, or Beard. Male students who are not compliant will be required to shave at school before returning to class and are subject to dress code violation sanctions. 1st offense: \$5 fee to be paid in the front office. Phone/iPad will be held until fee is paid. **Continued non-compliance will result in progressive discipline.**

**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:**

- Tattoos deemed inappropriate will be covered and not visible during school hours.

**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.
- **Only SJHS hats permitted during school hours. Hats are to be removed immediately when indoors and walking into classrooms.**



Dress Code (cont.)

- 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 (generally Friday), 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. In the event there is no school on the designated spirit day, spirit shirts **may** be allowed on the last school day of the week (unless otherwise communicated by the Administration). Students may wear “athleisure” attire. This privilege may be revoked at any time.

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

**MASS DAYS:** SJHS polo shirts or button ups from Dennis Uniform must be worn with black dress pants (no denim/jeans material, faded pants, or tight fitting/legging-style 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. This is required for all school masses, and other dates as announced. **The only permitted outerwear on these days are designated items (long sleeve varsity sweater, v-neck pullover sweater vest, long sleeve v-neck pullover sweater, gabardine blazer, moisture-wicking zip front fleece jacket) from Dennis (see page 56).**

**Uniform ([www.dennisuniform.com](http://www.dennisuniform.com)).** **Shoes not permitted on Mass days:** Any Birkenstock-style sandal, Crocs, sneakers/tennis shoes (even if all black), any Sanuk/Hey Dude-style shoe, or any shoe deemed too casual.

**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 and graduation (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.



Dress Code (cont.)

**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.
- A dress top must be worn if wearing a skirt or dress pants.
- 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.

For Mass, formal events, and dress up days: Sweatshirts or zip hoodies are NOT to be worn Students are expected to be in the specified dress code for the entire school day or event if after school hours.

**GAME DAY DRESS CODE FOR ATHLETES:**

- Coaches are to work with Athletic Director to request game day outfits. Official notice will be sent out by the school if approved. Any team member out of compliance forfeits this right for the entire team. Each member of the team must wear the approved game day outfit for the entire school day.

**Students found in violation of the dress code by not wearing a required shirt, will be given a polo or button up. This will be charged to the parent’s FACTS account and must be paid with tuition. In the event any “loaner” clothing items are available, students are expected to leave their phone in the office until the item is returned at the end of the school day, and will be charged a \$5 loaner fee. This applies to any other items loaned to students who are out of compliance.**

**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, and once received must be used within that same school year.
- With the use of a free-dress pass, students may wear distressed (**without holes or rips**) jeans.



<p>Dress Code (cont.)</p>	<ul style="list-style-type: none"> <li>• 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).</li> <li>• These passes may NOT be used on Mass days, Prayer service days, or days with special events (student awards assemblies, etc.).</li> </ul> <p><b>Dress code violations may be dealt with in the following manner:</b></p> <ul style="list-style-type: none"> <li>• 1st Offense - 1 hour detention/warning.</li> <li>• 2nd Offense – 2 hours detention.</li> <li>• 3rd Offense - Student, parent and Dean of Student Affairs (and/or Assistant Principal) conference; possible suspension; 5 hours detention; possible loss of activities for 10 school days; automatic dress code contract.</li> </ul> <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><b>Section 2-15</b> 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><b>Section 2-16</b> 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.</p> <p><a href="http://handbook.la-archdiocese.org/Handbook%20Resources/high_schools_con_school_board_bylaws.pdf">http://handbook.la-archdiocese.org/Handbook%20Resources/high_schools_con_school_board_bylaws.pdf</a></p>
<p><b>Topic 2-16-1</b> Administrative Structure of Elementary Schools</p>	<p>N/A</p>
<p><b>Topic 2-16-2</b> Administrative Structure of High Schools</p>	<p><a href="http://handbook.la-archdiocese.org/chapter-3/section-3-3/topic-3-3-2">http://handbook.la-archdiocese.org/chapter-3/section-3-3/topic-3-3-2</a></p>
<p><b>Topic 2-16-3</b> Additional School Governance Information</p>	<p>N/A</p>
<p><b>Topic 2-16-5</b> Parent or Parent-Teacher Organizations</p>	<p><a href="http://handbook.la-archdiocese.org/chapter-3/section-3-2/topic-3-2-4">http://handbook.la-archdiocese.org/chapter-3/section-3-2/topic-3-2-4</a></p>
<p><b>Section 2-17</b> Parent/Student Complaint Review Process</p>	<p><a href="http://handbook.la-archdiocese.org/chapter-13/section-13-11/topic-13-11-10">http://handbook.la-archdiocese.org/chapter-13/section-13-11/topic-13-11-10</a></p>



CHAPTER 3 -- CATHOLIC IDENTITY	
<b>Section 3-1</b> Introduction	<a href="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-4-3-1</a> <a href="http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-2">http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-2</a>
<b>Topic 3-1-1</b> Catholic School Communities	<a href="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-4-3-1</a>
<b>Topic 3-1-2</b> Faith Formation	<a href="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-4-3-4</a> <a href="http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-5">http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-5</a>
<b>Topic 3-1-3</b> 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.
<b>Section 3-2</b> Sacraments (First Reconciliation, First Communion, Confirmation)	N/A
<b>Section 3-3</b> Religion Curriculum	<a href="http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-13">http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-13</a>
<b>Section 3-4</b> 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 programs 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).
<b>Section 3-5</b> 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:



Christian Service Program (cont.)

- 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 80 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 supports the goal to help all students be future community leaders. Christian service is vital to the growth and development of a student's faith, values, and principles so that each student learns what it is to ***image Christ in mind, heart, body, and soul.***

**Community Service hours for the academic year 2024-2025:**  
Begin on June 1, 2024, and must be completed by May 6, 2025.

**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 MobileServe 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 MobileServe App:

Codes:

953589 Class of 2025

1FEFDF Class of 2026

500AEB Class of 2027

0A3E39 Class of 2028



Christian Service Program (cont.)

**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. These categories are in compliance with the Archdiocese of Los Angeles and ensure each student has a well-rounded service experience throughout high school.

- **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 for that grade level. To allow for variety and student choice, “Free Choice” hours include hours that are: 1) Service opportunities provided by the SJHS community which benefits the entire school community (this would include BASH, banquets, etc.); 2) Service that a student wants to do, but does not fit the required category.

**Community service requirements by class:**

- **9th Grade: 15 hours. This includes 10 hours of service with church (example altar serving or helping your church), elementary school, non-profit events that help the environment and 5 hours of “free choice” with pre-approval from service coordinator.**
- **10th Grade: 20 hours. 10 hours with the elderly or children who are in need of help, support or fundraising (nonprofit) Vacation Bible Schools or Camp count, Parks and rec, daycare or elder cares, etc. and 10 hours of free choice with pre-approval.**
- **11th Grade: 25 hours (15 hours with city community agencies such as the Food bank or community events or project (for example, Serve Santa Maria, Walk to Remember, Toys for Tots, Elks Rodeo, Santa Maria Parks, Humane Society) and 10 hours of free choice with pre-approval.**
- **12th Grade: 20 hours (10 hours with the services that help the economically disadvantaged or those facing hardship or challenges in the community (for example, Catholic Charities or V.T.C. Food Bank, Special Olympics) and 10 hours of free choice.**

**Exceeding Minimum Required Hours:**

Students who exceed their hours by ten or more hours will receive a special certificate. All hours are tracked by MobileServe and monitored by the Community Service Coordinator.



Christian Service Program (cont.)

**Service hour check-ins and due dates:**

**October 4th** Service hour check for all students:

- All Freshmen should have at least 3 hours completed and approved.
- All other grades should have at least 5 hours completed and approved.
- These hours can be Free Choice or Required.

**December 5th** (The 5/10 rule)

- All Freshmen should have 7 hours completed or they cannot take their semester finals.
- All other grades should have 15 hours completed and half must be required according to the grade level.

Detentions will be given after being a week past the deadline.

**March 5th** Service hour check:

- All freshmen should have 11 hours completed and approved.
- All other grade levels should have 20 hours completed.
- Required hours must be at least half.

**May 6th ALL HOURS ARE DUE. ALL HOURS MUST BE APPROVED. 15 hours for Freshmen, 20 hours for Sophomores, 25 hours for Juniors and 20 hours for Seniors.**

**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 a minimum of **two hours**. (Unless preapproved by service coordinator.) SJHS may count as one of the agencies.
- 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 (See Service Opportunities pull-down tab on website as well as MobileServe app).
- **All grade levels can earn Free Choice hours for serving St. Joseph High School. However, this WILL NOT TAKE THE PLACE OF REQUIRED HOURS IN THE COMMUNITY.** For example, a student may volunteer at BASH, athletic banquets, snack bar, etc. NOTE: **Pre-approval is required from Mrs. Gregory, or student's Theology Teacher.**

**Service hours that go over and above the stated required hours do not carry over from year to year.**

- All students must submit the required Theological Reflection to their Theology teacher on a date to be determined by the Theology teacher. Failure to do so will result in an "Incomplete" grade.
- **Students are responsible for their MobileServe 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. Rejection of hours is indicated on MobileServe as a red "x."

**Consequences for Noncompliance of Service Program Requirement:**

The official date that ALL service hours must be completed is May 6, 2025.

**Any student who falsifies their hours in any way, including re-submitting previously approved hours, will have the following consequences: 1<sup>st</sup>: Hours rejected, Saturday Detention. Further issues will result in progressive discipline and possible removal from the school.**



<p>Christian Service Program (cont.)</p>	<p>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 13, 2025. If finals are not taken by that day due to the non-completion of service hours or theological reflection, <b>students will receive an incomplete for classes and receive no credit.</b></p> <p><b><u>Service Behavior Expectations:</u></b></p> <p>St. Joseph High School has a clear expectation regarding student behavior out in the community. <b>Please carefully review the behavior guidelines from the Archdiocese of Los Angeles (See the Boundary Guidelines for Youth Volunteers).</b></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. <b><i>Failure to do so will result in loss of service hour credit and possible disciplinary action upon review by the Dean of Student Affairs of Student Life.</i></b> Students may not complete service hours during school without <b>prior</b> approval of the Service Coordinator or ELT member.</p> <p>Please see school website for more information about MobileServe, and email: <a href="mailto:egregory@sjhsknights.com">egregory@sjhsknights.com</a> with any questions.</p> <p>For additional information, please refer to <a href="http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-14">http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-14</a></p>
<p><b>Section 3-6</b> 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 at least two Kairos retreats: one in the fall and one in the spring.</p> <p><b><u>Retreat Program:</u></b> 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. The retreats are under the supervision of the Director of Campus Ministry.</p> <p>For additional information, please refer to: <a href="http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-8">http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-8</a></p>



CHAPTER 4 -- ADMISSION AND ATTENDANCE

Section 4-01 School Student Non-Discrimination Policy	<a href="http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-4">http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-4</a>
Section 4-02 Inclusion Process/STEP	<p>If you have a child who is struggling academically or has a documented learning disability, please contact the school's 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:  <a href="http://handbook.la-archdiocese.org/chapter-14">http://handbook.la-archdiocese.org/chapter-14</a></p>
Section 4-03 Admissions Policy	<p>Non-Discrimination Policy: <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-5">http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-5</a> SJHS Admissions Webpage:  <a href="https://www.sjhsknights.com/admissions">https://www.sjhsknights.com/admissions</a></p>
Topic 4-03-1 Elementary School Admission Guidelines	N/A
Topic 4-03-2 High School Admission Guidelines	<p><a href="http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-3">http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-3</a>  <a href="https://www.sjhsknights.com/admissions">https://www.sjhsknights.com/admissions</a></p>
Topic 4-03-3 High School Admission Procedures	<p><a href="http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-2">http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-2</a>  <a href="https://www.sjhsknights.com/admissions/admissions-process-policies">https://www.sjhsknights.com/admissions/admissions-process-policies</a></p>
Topic 4-03-4 Inoculation requirements	<p>St. Joseph High School follows the inoculation requirements of the CA Department of Health detailed here: <a href="http://www.shotsforschool.org/">http://www.shotsforschool.org/</a></p>
Topic 4-03-5 Married Students	<a href="http://handbook.la-archdiocese.org/chapter-13/section-13-11/topic-13-11-5">http://handbook.la-archdiocese.org/chapter-13/section-13-11/topic-13-11-5</a>



Topic 4-03-6 Emancipated, Married and Eighteen-Year-Old Students	<a href="http://handbook.la-archdiocese.org/chapter-13/section-13-11/topic-13-11-7">http://handbook.la-archdiocese.org/chapter-13/section-13-11/topic-13-11-7</a>
Topic 4-03-7 Students Not Living with Parents	<a href="http://handbook.la-archdiocese.org/chapter-13/section-13-11/topic-13-11-6">http://handbook.la-archdiocese.org/chapter-13/section-13-11/topic-13-11-6</a>
Section 4-04 Absence, Tardiness, & Truancy	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 Office and provide, in writing, the name and telephone number of the responsible guardian for the student during the parents' absence.
Topic 4-04-1 Absence	<p>For additional information, please refer to: ADLA <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-2">http://handbook.la-archdiocese.org/chapter-13/section-13-2</a></p> <p>The front office opens at 7:30 a.m.</p> <p>When a student is absent, or is going to be late, the parent/guardian is to <u>contact the attendance office via email (<a href="mailto:attendance@sjhsknights.com">attendance@sjhsknights.com</a>) by 7:30 a.m.</u> 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. Excused/unexcused absences may result in loss of participation points or impact student's participation grade. 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> <p><b>All absences other than illness and emergencies (ie: family days, college visits, etc.) must be pre-arranged with the Dean of Student Affairs with a written request (email or physical note) at least 48-hours in advance.</b></p>



Absence (cont.)

**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, parents misrepresenting student non-illness, etc., or failure follow attendance policies (See Discipline Policies and Procedures.).

**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. The expectation is students will complete work via Canvas while absent unless arrangements are made with the school/teacher. 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. **Note: Repeated absences on test days will result in zeros and individual discipline.**

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><b>The following are guidelines for commonly occurring absences:</b></p> <ol style="list-style-type: none"><li>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.</li><li>2. All medical appointments require documentation from physician's office in order to be excused.</li><li>3. Two prearranged family days are allowed per semester.</li><li>4. Family emergency—funeral/accident, etc.</li><li>5. Cultural activity: for students performing only; not to exceed 4 days per semester.</li></ol> <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 Affairs 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 <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-2">http://handbook.la-archdiocese.org/chapter-13/section-13-2</a></p>
<p>Topic 4-04-3 Extended Absences</p>	<p><b>All absences other than illness and emergencies (ie: family days, college visits, etc.) must be pre-arranged with the Dean of Student Affairs with a written request (email or physical note) at least 48-hours in advance.</b></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 <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-2">http://handbook.la-archdiocese.org/chapter-13/section-13-2</a></p>



Topic 4-04-4 Leaving  
School Early

**Early Out Policy:**

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 must present a note signed by a parent/guardian or email to the Attendance Office 48 hours in advance. 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 give the pass to the gate attendant and pick up pass upon return before checking in with the Attendance Office upon returning to campus (if returning the same day).

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, and arranged with the Attendance Office at least 48 hours in advance.

**Students may NOT check out for Mass/be checked out for Mass without permission from an administrator.**

This is in respect to: our mission: to Image Christ in Mind, Heart, Body, and Soul, our chaplains: Fr. Ed and Fr. Gerardo, our charism: the Josephite "family spirit" is a central tenet of our school. A student who is ill must get a doctor's note for their absence to be excused if checked out early on a Mass day. If a student habitually is missing Mass, this truancy will be addressed by the administration and may result in progressive student discipline up to and including withdrawal from the school.

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



Topic 4-04-4  
Leaving School Early  
(cont.)

### **Early Out Procedure**

We understand that there are times students have appointments or need to be picked up early from school. **Any appointment must be communicated 48 hours in advance** so that the Attendance Office can prepare by putting students on list for gate, getting student's pass for gate ready, and getting pass organized for delivery to student.

Please be mindful when picking up your student that it can take 5-15 or more minutes for you to get through gate, park, come on campus, and for us to locate your student, get them their pass, and get them to your vehicle/the office. Please be patient and plan your time accordingly. The best way to streamline your time and the process is to let us know in advance.

These protocols are in place for the students' safety and for supervision of our campus to ensure the safety of all.

For your students' safety and our liability -- The process to check your student out of school mid-day will be for students who do not drive themselves:

1. Parent parks in auxiliary lot outside the guard gate
2. The parent shows his/her ID to the guard; the guard will check ID and radio the Attendance Office.
3. The Attendance Office will either confirm that student is waiting with pass in Attendance Office or will then write pass and wait for student to arrive at the Attendance Office.
4. Once student arrives at the Attendance Office, the office will radio guard, so the student can proceed to the gate.
5. Student will give pass to guard at gate on way out of school.
6. Only parents/guardians on the emergency list may sign students out.

For your students' safety and our liability -- The process to check your student out of school mid-day will be for students who drive themselves:

1. Parent informs school 2 days in advance of planned appointment or early dismissal.
2. Parent sends student with a note with his/her signature and phone number to be delivered to office THAT MORNING by student before first period. Parent will be called before dismissal to confirm that he/she is checking student out early.
3. The Attendance Office will prepare a pass and have it delivered to the student on that day or give it to the student when he/she drops off parent note in the morning.
4. Once student arrives at the Attendance Office with his/her pass at the designated time to leave, the office will radio the guard and let guard know that the student is leaving campus and will be bringing a pass to do so.
5. Student will give pass to guard at gate on way out of school.

For our liability, students are unable to leave with anything but a signed note from parents, not an email unless the school determines that the student should be sent home sick. Additional notes: Students may not be checked out early to leave with friends. If 4 or 5 students all see the same orthodontist and have an appointment at the same time, unfortunately, they are not able to carpool.





<p>Topic 4-04-5 Tardiness</p>	<p>A student arriving tardy to school must obtain a tardy slip from the Attendance Office and serve detention. A student tardy to any other class period will be marked "Tardy" by the individual teacher. <b>All tardies are unexcused with the exception of cases where a doctor's note is provided, or a parent arranges the late arrival with the Attendance Office no later than 48 hours in advance.</b></p> <p>For unexcused tardiness, the following will be enforced:</p> <ul style="list-style-type: none"> <li>• The first 5 Tardies of each semester will be excused.</li> <li>• For the 6<sup>th</sup> Tardy and every subsequent Tardy in that Semester: 1 hour of detention.</li> <li>• Students missing their 1st period who arrive for their 2<sup>nd</sup> period without a doctor's note will be assigned 1 hour of detention, except students who have no 1st Period Class.</li> </ul> <p>After any 4 unexcused tardies in one class, the student is referred to the Dean of Student Affairs. Excessive tardiness may result in a conference with parents. Note: <b>There are no approved "late starts" for sporting events.</b></p>
<p>Topic 4-04-6 Truancy</p>	<p>For additional information, please refer to: <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-2/topic-13-2-7">http://handbook.la-archdiocese.org/chapter-13/section-13-2/topic-13-2-7</a></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. <b>Note: preparation and processing of work permits takes 3-5 business days.</b></p> <p>For additional information, please refer to: <a href="http://handbook.la-archdiocese.org/chapter-5/section-5-4/topic-5-4-2">http://handbook.la-archdiocese.org/chapter-5/section-5-4/topic-5-4-2</a></p>
<p>Section 4-05 Communications Procedures</p>	<p><a href="https://handbook.la-archdiocese.org/chapter-10">https://handbook.la-archdiocese.org/chapter-10</a></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 <b>required</b> 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><a href="http://handbook.la-archdiocese.org/chapter-13/section-13-8/topic-13-8-1">http://handbook.la-archdiocese.org/chapter-13/section-13-8/topic-13-8-1</a></p>



Section 4-06 Closed Campus	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.
Section 4-06-01 Secure Gate Policy	<p>As an added measure of campus security for students, faculty, staff, and visitors, the following procedure will be in place:</p> <p>The Foster Road gate will remain open until 8:10 am and will be closed from 8:10 am until 5 minutes before the end of the school day.</p> <p>While the gate is closed there will be a SJHS Staff Member posted ensuring only those with permission enter campus.</p> <p>Any other persons will not be permitted to enter unless on a daily list, or the front office gives the staff member at the gate permission for them to enter. <b>Parents dropping off lunches, sporting gear, etc. will not be granted access to campus. A table will be set up outside of the gate for these deliveries.</b></p> <p>Any vehicle/driver dropping off a student after 8:10 am will not be permitted to enter campus. Drivers will check in with the staff member at the gate, and the student will exit the vehicle and proceed to the office to check in.</p> <p><b>Please note: Delivery drivers will not be permitted to enter campus, nor will students be allowed to contact a driver or other persons outside (or through) the gates. Deliveries will not be accepted, and drivers will be sent away.</b></p> <p><a href="http://handbook.la-archdiocese.org/chapter-13/section-13-5/topic-13-5-1">http://handbook.la-archdiocese.org/chapter-13/section-13-5/topic-13-5-1</a></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><a href="http://handbook.la-archdiocese.org/chapter-8">http://handbook.la-archdiocese.org/chapter-8</a></p>
Section 4-08 Arrival/Dismissal Procedures	Please refer to section 4-09 for information.



<p>Section 4-09 Automobiles &amp; Parking Lot</p>	<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"><li>1. If you drive a vehicle to school you must park in the school parking lot. You may not park off campus.</li><li>2. Students are not to park in the alley behind the tennis courts/stadium/baseball field at any time.</li><li>3. Students may park only in specified areas.</li><li>4. All vehicle operators must observe the speed limit of 5 mph.</li><li>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 Front Office.</li></ol> <p><b>Parking Lot Policy—Students are not permitted to access their vehicles during the school day for any reason. 1st offense: \$10 fine. Note: Repeated violation will result in escalated discipline.</b></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>
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<p>Automobiles &amp; Parking Lot (cont.)</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. <b>Administration reserves the right to determine vehicles needing to park in the “overflow parking lot.”</b> <u>Students who do not comply with this policy are subject to disciplinary consequences including, but not limited to, fine, detention, loss of privilege to drive on campus.</u></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> <p>A. Illegal Parking - \$20 fine each time.          B. Unsafe Driving on Campus:  <b>1st Offense</b> - \$50 fine, loss of driving on campus for one week. <b>2nd Offense</b> - \$75 fine, loss of driving on campus for one month. <b>3rd offense</b> - \$100 fine and loss of driving privilege for 100 school days.</p>
<p>Section 4-10 Parent/Guardian &amp; Non-Custodial Parents Right of Visitation</p>	<p><a href="http://handbook.la-rchdiocese.org/chapter-13/section-13-11/topic-13-11-4">http://handbook.la-rchdiocese.org/chapter-13/section-13-11/topic-13-11-4</a></p>
<p>Topic 4-11 Health, Illness, Accident Procedures</p>	<p><a href="http://handbook.la-archdiocese.org/chapter-8/section-8-7">http://handbook.la-archdiocese.org/chapter-8/section-8-7</a></p>
<p>Topic 4-11-01 Student Emergency Card</p>	<p><a href="http://handbook.la-archdiocese.org/chapter-8/section-8-14/topic-8-14-1">http://handbook.la-archdiocese.org/chapter-8/section-8-14/topic-8-14-1</a></p>
<p>Topic 4-11-02 Field Trips, Excursions and Activities</p>	<p><a href="http://handbook.la-archdiocese.org/chapter-12/section-12-3/topic-12-3-1">http://handbook.la-archdiocese.org/chapter-12/section-12-3/topic-12-3-1</a></p>
<p>Topic 4-11-03 Immunization and Medical Screenings (visual, hearing, scoliosis)</p>	<p><a href="http://handbook.la-archdiocese.org/chapter-8/section-8-16">http://handbook.la-archdiocese.org/chapter-8/section-8-16</a></p>



Topic 4-11-04 School Procedures for immunizations	<a href="http://handbook.la-archdiocese.org/chapter-8/section-8-16">http://handbook.la-archdiocese.org/chapter-8/section-8-16</a>
Topic 4-11-05 Health Records	<a href="http://handbook.la-archdiocese.org/chapter-8/section-8-17">http://handbook.la-archdiocese.org/chapter-8/section-8-17</a>
Topic 4-11-06 Medical Appointments	<a href="http://handbook.la-archdiocese.org/chapter-8/section-8-17/topic-8-17-1">http://handbook.la-archdiocese.org/chapter-8/section-8-17/topic-8-17-1</a>
Topic 4-11-07 Medications	<a href="http://handbook.la-archdiocese.org/chapter-8/section-8-17/topic-8-17-2">http://handbook.la-archdiocese.org/chapter-8/section-8-17/topic-8-17-2</a>
Topic 4-11-08 Communicable Diseases	<a href="http://handbook.la-archdiocese.org/chapter-8/section-8-12">http://handbook.la-archdiocese.org/chapter-8/section-8-12</a>
Topic 4-11-09 Allergies	<a href="http://handbook.la-archdiocese.org/chapter-8/section-8-14/topic-8-14-1">http://handbook.la-archdiocese.org/chapter-8/section-8-14/topic-8-14-1</a>
Topic 4-11-10 Student Sexual Conduct and Pregnancy	<a href="http://handbook.la-archdiocese.org/chapter-4/section-4-1/topic-4-1-14">http://handbook.la-archdiocese.org/chapter-4/section-4-1/topic-4-1-14</a>
Topic 4-11-11 Research Projects and Rights of Parents	<a href="http://handbook.la-archdiocese.org/chapter-13/section-13-6/topic-13-6-6">http://handbook.la-archdiocese.org/chapter-13/section-13-6/topic-13-6-6</a>
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	<a href="http://handbook.la-archdiocese.org/chapter-13/section-13-3">http://handbook.la-archdiocese.org/chapter-13/section-13-3</a>
Topic 4-12-1 Pupil Records	<a href="http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-5">http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-5</a>
Topic 4-12-2 Directory Information	<a href="http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-2">http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-2</a> 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. <a href="http://handbook.la-archdiocese.org/Handbook%20Resources/parent_guardian_release_for_student_or_minor_noncommercial_en.pdf#search=parent%2520authorization%2520student%2520image">http://handbook.la-archdiocese.org/Handbook%20Resources/parent_guardian_release_for_student_or_minor_noncommercial_en.pdf#search=parent%2520authorization%2520student%2520image</a>
Topic 4-12-4 Verbal/Written Confidences	<a href="http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-3">http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-3</a>
Section 4-13 Transfer of Records	
Topic 4-13-1 Student Transfers, Withdrawals and Graduation	<a href="http://handbook.la-archdiocese.org/chapter-13/section-13-4/topic-13-4-1">http://handbook.la-archdiocese.org/chapter-13/section-13-4/topic-13-4-1</a>
Topic 4-12-2 Withholding of Records	<a href="http://handbook.la-archdiocese.org/chapter-13/section-13-4/topic-13-4-2">http://handbook.la-archdiocese.org/chapter-13/section-13-4/topic-13-4-2</a>
Topic 4-13-3 Cumulative Pupil Record	<a href="http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-5">http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-5</a>



<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>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: <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-6">http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-6</a></p>
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**CHAPTER 5 -- ACADEMICS**

<b>Section 5-01</b> Curriculum		
	<b>Topic 5-01-1</b> Religion	<a href="http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-13">http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-13</a>
	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.  <a href="https://www.sjhsknights.com/academics/graduation-requirements">https://www.sjhsknights.com/academics/graduation-requirements</a>
	<b>Topic 5-01-3</b> 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, and AP/Honors classes).
	Topic 5-01-4 Graduation Requirements	<a href="https://www.sjhsknights.com/academics/graduation-requirements">https://www.sjhsknights.com/academics/graduation-requirements</a>
	Topic 5-01-5 Valedictorian/Salutatorian & Graduation Speakers	The Valedictorian and Salutatorian are selected each year from the graduating class. The Valedictorian ranks first in overall GPA and is considered the top student of their class. The Salutatorian ranks second in overall GPA and is considered the second highest student of their class.  Overall GPA will be determined at the end of the first semester senior year, based on the student's semester grades from their freshman year through the first semester of their senior year, as calculated (weighted grades) by the SJHS Guidance Department. The Valedictorian and Salutatorian are academic awards and will be recognized at graduation.  If two students have equal highest overall GPAs, each will be honored as co-Valedictorians. If two students have equal second overall GPAs, each will be honored as co-Salutatorians.  To be considered for Valedictorian or Salutatorian, the student must have attended Saint Joseph High School for their Junior and Senior years.





	Valedictorian/Salutatorian & Graduation Speakers (cont.)	<p>All candidates for Valedictorian or Salutatorian should not only reflect outstanding academic achievement, but also be active members of the SJHS school community, as well as exemplify the SJHS motto “to image Christ in mind, heart, body, and soul.” The SJHS Administration reserves the right to eliminate candidates from contention for Valedictorian or Salutatorian based on poor attendance and/or violations of SJHS school policies as outlined in The Shield.</p> <p>All graduation speakers will be selected by the Academic Council after an application process including the proposed speech.</p>
<b>Section 5-02</b> Grading Policies		<a href="http://handbook.la-archdiocese.org/chapter-11/section-11-2/topic-11-2-11">http://handbook.la-archdiocese.org/chapter-11/section-11-2/topic-11-2-11</a>
	Topic 5-02-1 Assessments	<p>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.</p> <p>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.</p>

	<b>Topic 5-02-2</b> 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.
	<b>Topic 5-02-3</b> 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.
	<b>Topic 5-02-5</b> 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.
	<b>Topic 5-02-6</b> 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.



	<b>Topic 5-02-7</b> Conduct/Citizenship	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.
<b>Section 5-03</b> 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: "<a href="http://handbook.la-archdiocese.org/chapter-11/section-11-2/topic-11-2-10">http://handbook.la-archdiocese.org/chapter-11/section-11-2/topic-11-2-10</a>"</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>
	<b>Topic 5-03-1</b> 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 <a href="https://hs-articulation.ucop.edu/guide">https://hs-articulation.ucop.edu/guide</a> for more information on the A-G requirements.
<b>Section 5-04</b> Recess and Lunch/Nutrition		Students may purchase lunch from on-campus service when available or bring their own lunch from home to eat during their 30-minute lunch. <b>Students may not use ANY food delivery services. Deliveries will not be accepted, and drivers will be sent away. Deliveries that are left will be taken by a staff member.</b>
<b>Section 5-05</b> Supplies and Textbooks		<p>Students may purchase their textbooks from their preferred vendor. Booklists are located on the school website: <a href="https://www.sjhsknights.com/academics/bookstore">https://www.sjhsknights.com/academics/bookstore</a></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><b>Section 5-06</b> 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. 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, grades 11-12 students must maintain a minimum GPA of 3.5 and membership in the NHS club for three semesters of in their education at St. Joseph. 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>Honors Diploma (Green and white cord): Students who meet the requirements of graduating with an honors diploma will be honored with a Green and white Academic cord of Distinction which is distributed at the Senior Awards Assembly to be worn at graduation. Please refer to the Course Description Booklet for additional details.</p> <p>Principals Honor Roll (Gold stole): Students who earned Principal's Honor Roll (3.75 GPA and above) for 7 of 8 semesters will be honored with a gold stole of distinction which is distributed at the Senior Awards Assembly to be worn at graduation.</p>
<p><b>Section 5-07</b> Tutoring</p>	<p><a href="http://handbook.la-archdiocese.org/chapter-12/section-12-6">http://handbook.la-archdiocese.org/chapter-12/section-12-6</a></p>
<p><b>Section 5-08</b> 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: <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-5">http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-5</a></p>
<p><b>Section 5-09</b> 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: <a href="http://handbook.la-archdiocese.org/chapter-12/section-12-7">http://handbook.la-archdiocese.org/chapter-12/section-12-7</a></p>



	<b>Topic 5-09-1</b>	<a href="http://handbook.la-archdiocese.org/chapter-12/section-12-7">http://handbook.la-archdiocese.org/chapter-12/section-12-7</a>
	<b>Topic 5-09-2</b> 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 Counseling Center near Jay Will Stadium. The academic counselors are generally on campus from 8:00 a.m. to 3:30 p.m.
<b>Section 5-10</b> Video/Film Policy		<a href="http://handbook.la-archdiocese.org/chapter-10/section-10-4">http://handbook.la-archdiocese.org/chapter-10/section-10-4</a>
<b>Section 5-11</b> Summer School		<a href="http://handbook.la-archdiocese.org/chapter-11/section-11-3/topic-11-3-14">http://handbook.la-archdiocese.org/chapter-11/section-11-3/topic-11-3-14</a> 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). <b>Students may not be unattended in buildings (gym, weight room, etc. Students may not use these areas unless a coach or school employee is present and supervising use.</b>
Section 6-02 School Field Trips and Excursions	<a href="http://handbook.la-archdiocese.org/chapter-12/section-12-3/topic-12-3-1">http://handbook.la-archdiocese.org/chapter-12/section-12-3/topic-12-3-1</a>
Section 6-03 Transportation	<a href="http://handbook.la-archdiocese.org/chapter-12/section-12-3/topic-12-3-2">http://handbook.la-archdiocese.org/chapter-12/section-12-3/topic-12-3-2</a>
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 with no Fs. 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.
Topic 6-04-2 Authority	The ASB moderator is the authority overseeing the Student Council/ASB. This moderator reports to the Dean of Student Affairs, and, ultimately, the Principal.



Section 6-05 Clubs/Organizations /Honor Societies	There are a variety of clubs on campus. The Dean of Student Affairs has forms available for any student desiring to start a new club.
Section 6-06 Dances	<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><b>SJHS Dance Policy:</b></p> <ul style="list-style-type: none"><li>• The manner of dancing will be appropriate for a Catholic school function.</li><li>• 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.</li><li>• Back to front dancing will be allowed under the following conditions:<ol style="list-style-type: none"><li>1) Dancers must remain upright at all times, therefore no hands on the ground.</li><li>2) There will be no extended bending at the waist.</li><li>3) Feet cannot remain off the ground for an extended period of time.</li><li>4) Hands must remain at or above the waist at all times.</li><li>5) There will be no touching below the waist.</li></ol></li></ul> <p><b><u>Consequences of inappropriate dancing:</u></b></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.</p> <p>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 Dean of Student Affairs.</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 by the designated start time as determined by Administration.
- SENIORS ONLY may arrive up to 30 minutes after the designated start time.
- 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.

Note: The chaperone's decision is final.

**Guest Passes:**

No guest below 9<sup>th</sup> 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 Affairs, obtain the necessary signatures and identification and have it approved by the Dean of Student Affairs 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.



	<p><b>Dance Dress Code:</b> 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><b>Casual Dress Code:</b></p> <ul style="list-style-type: none"><li>• Shorts must reach the top knuckle when arms are laid flat against the sides.</li><li>• Spandex shorts may not be worn unless appropriate shorts are worn over them.</li><li>• Tights or leggings may not be worn without appropriate shorts over them.</li><li>• The bottom of shirts must reach the top of shorts or pants worn.</li><li>• Spaghetti straps or tube tops may not be worn without appropriate clothing on top.</li><li>• No backless shirts are to be worn.</li><li>• No sheer or see-through material may be worn without appropriate clothing underneath.</li><li>• Any altered or cut clothing must follow the above rules.</li><li>• Dresses or skirts shall not be more than 4" above the knee (at the highest point - including "slits").</li><li>• The regular dress code policy regarding jewelry and body piercing/art will be enforced.</li><li>• Males must not have a mustache, goatee, or beard.</li></ul> <p><b>* Any noncompliance of the rules will result in being sent home.</b></p>
Topic 6-06-1 Formal Dances (Winter Formal, Prom)  Semi-formal dances (Homecoming, Spring Fling, etc.)	<p><b>Formal Dress Code:</b> 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"><li>• A tuxedo or suit is required.</li><li>• A shirt and tie must be worn all evening.</li><li>• Dress shoes are required and must be worn during the entire event.</li><li>• No casual shoes, no flip flops or athletic shoes (you may not bring with you or change into these shoes during the event).</li><li>• The regular dress code policy regarding jewelry and body piercing/art will be enforced.</li><li>• No baseball caps, bandanas, du/do rags, or similar head coverings will be allowed.</li><li>• Males must not have a mustache, goatee, or beard.</li></ul> <p>Females:</p> <ul style="list-style-type: none"><li>• Formal gowns are required. The dress selected must comply with the dictates of modesty and good taste.</li><li>• Dresses/blouses must not be too low-cut or excessively revealing in any area. No bare midribs or bare backs; must have supporting across the upper back.</li></ul>



	<ul style="list-style-type: none"> <li>• Dresses with cutouts must be covered with a mesh lining as to comply with the no bare midriffs rule.</li> <li>• Dresses may not be any higher than mid-thigh.</li> <li>• 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).</li> <li>• The regular dress code policy regarding jewelry and body piercing/art will be enforced.</li> </ul> <p><b>Semi-formal Dress Code:</b> The following are the guidelines for Semi-formal dances and events for St. Joseph High School students and guests.</p> <p><b>Males:</b></p> <ul style="list-style-type: none"> <li>• A tuxedo or suit is not required, but is encouraged.</li> <li>• Dress pants, dress shirt, and tie must be worn all evening.</li> <li>• Dress shoes are encouraged.</li> <li>• Casual shoes or athletic shoes may be worn with elevated style and must be in good condition.</li> <li>• The regular dress code policy regarding jewelry and body piercing/art will be enforced.</li> <li>• No baseball caps, bandanas, du rags, or similar head coverings will be allowed.</li> <li>• Males must not have a mustache, goatee, or beard.</li> </ul> <p><b>Females:</b></p> <ul style="list-style-type: none"> <li>• Formal gowns are not required but are encouraged. The dress selected must comply with the dictates of modesty and good taste.</li> <li>• 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.</li> <li>• Dresses with cutouts must be covered with a mesh lining to comply with the no bare midriffs rule.</li> <li>• Dresses may not be any shorter than mid-thigh.</li> <li>• Dress shoes are encouraged. Casual shoes or athletic shoes may be worn with elevated style and must be in good condition.</li> <li>• The regular dress code policy regarding jewelry and body piercing/art will be enforced.</li> </ul> <p>Any questions about the appropriateness of attire should be brought to the Dean of Student Affairs or Activities Director before attending the dance.</p>
<p>Topic 6-06-2 Graduation Celebration/Grad Night</p>	<p>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.</p>





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: <a href="http://handbook.la-archdiocese.org/Handbook%20Resources/parent_guardian_release_for_student_or_minor_noncommercial_en.pdf#searc%20h=parent%2520authorization%2520student%2520image">http://handbook.la-archdiocese.org/Handbook%20Resources/parent_guardian_release_for_student_or_minor_noncommercial_en.pdf#searc%20h=parent%2520authorization%2520student%2520image</a>
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 school's policies are in effect for all athletic activities, on 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.



Athletics (cont.)	<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"><li>1. 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.</li><li>2. 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.)</li><li>3. 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.</li><li>4. At the start of each season of sport, at least one parent/guardian must attend the mandatory Sports Meeting (see calendar for dates).</li><li>5. Parent(s)/guardian(s) will receive an electronic 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.</li></ol>
Topic 6-12-1 School Athletic Handbook	N/A
Topic 6-12-2 Sports by Season, Pep-Squads, Cheer	<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>Sports by Season, Pep-Squads, Cheer (cont.)</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"><li>• 15 points for each piece exhibited up to three.</li><li>• Additional points for placing at show 25 for best in show 15 or 1st place 10 for 2nd place 5 for 3rd place.</li><li>• Art Knights Club participation (per year) 50 points for officer 25 points for member.</li><li>• Art Sale Participation: 15 points for participation.</li><li>• Gallery Visits: 10 points for each approved unique gallery visit with club report.</li><li>• Community Service: 5 points for each bowl created for Empty Bowls Food Bank Fundraiser.</li><li>• Points may be awarded for participation in community, state or national art events on an individual basis.</li></ul> <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>
<p>Topic 6-12-3 Selection Process/ Requirements &amp; eligibility for Participation</p>	<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"><li>1. All team members with a 3.75 GPA and higher will be given Scholar Athlete recognition.</li><li>2. Student-Athletes must attend <u>half of the school day</u>, at minimum, in order to practice or participate in a contest that day.</li><li>3. 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. There are no approved "late starts" for teams the day following an event.</li></ol>



Selection Process/  
Requirements &  
eligibility for  
Participation (cont.)

4. 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. **An off-campus pass must be obtained from the Attendance Office for any student to leave campus for ALL early outs.**

**ATHLETIC ELIGIBILITY:**

In addition to the CIF Continuing Scholastic Eligibility Minimum Requirements, St. Joseph High School requires all students participating in extracurricular activities (athletics, performing arts, ASB, and Campus Ministry) to abide by the following standards: Students must maintain a 2.0 grade point average with no more than 1 failing grade at each grade check and/or official grading period in order to be eligible to participate in extracurricular activities. These periods include:

- \*Week 8 during Semester 1
- \*End of Semester 1
- \*Week 8 during Semester 2
- \*End of Semester 2

Students with a GPA below a 2.0 or students with more than 1 grade below 60% at each grade check or official grading period, will be placed on Academic Probation and may continue to attend practices, but will not be eligible to compete/perform in extracurricular activities.

Eligibility is restored when a student reaches a 2.0 or better GPA with no more than 1 grade below 60% at the end of grade check or official grading period. Additionally, students may restore eligibility if they meet eligibility requirements (2.0 GPA or better with no more than 1 failing grade) during the subsequent grade checks on the Monday (or first day of the week if no school) of each week. If deemed eligible, the student's eligibility would be restored immediately following the Monday grade check by the Athletic Director.

Students who fail to meet the minimum 2.0 grade point average at the end of the second semester may regain eligibility through summer school attendance and may be eligible for the Fall semester. When courses are taken during summer session, grades shall be counted in the computation of the grade point average. If the average is 2.0 or better, the student shall be eligible at the beginning of the next school year.

*\*Grade checks will be completed the Monday after each specified term is completed.*

*\*\*Exception may be granted for students with signed, executed STEP plans as compliant with CIF policies regarding IEP's and 504s as articulated by the ADLA through STEP plans.*



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. 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"><li>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 who are academically ineligible will not be able to participate in any CIF sanctioned athletic event.</li><li>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 Affairs, Assistant Principal of Athletics and team head coach.</li><li>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.</li><li>4. Athletes shall take proper care of St. Joseph High School property, uniforms and equipment.</li></ol>



Discipline Policies and Procedures in Athletics (cont.)	<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"><li>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.</li><li>2. Sophomores not completing the season will not receive P.E. credit, unless they return to a P.E. class.</li><li>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.</li><li>4. An athlete who is cut from a squad during preseason tryouts may try out for another sport during the athletic season in progress.</li><li>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.</li></ol>
Topic 6-12-8 Varsity Jackets and Sweaters	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.
Topic 6-12-9 Sportsmanship Code for Spectators	<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"><li>1. berating your opponent's school or mascot.</li><li>2. berating opposing players.</li><li>3. obscene cheers or gestures.</li><li>4. negative signs.</li><li>5. noisemakers.</li><li>6. complaining about officials' calls (verbal or gestures).</li></ol> <p>Spectators: (CIF)</p> <ol style="list-style-type: none"><li>1. Spectators are required to maintain a high degree of sportsmanship during athletic contests.</li><li>2. Spectators must, at all times remain in the designated seating areas while a contest is in progress.</li><li>3. No spectator is allowed to confront an official, coach, or player before, during or after an athletic contest.</li><li>4. The actions of a spectator, detrimental to the playing of the game, may cause forfeiture of that contest.</li></ol>



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: <a href="https://www.sjhsknights.org">https://www.sjhsknights.org</a>

CHAPTER 7 -- TUITION AND FEES	
<b>Section 7-1</b> Tuition and General Fees	<a href="https://sjhsknights.com/admissions/tuition-aid/">https://sjhsknights.com/admissions/tuition-aid/</a>
<b>Section 7-2</b> Tuition Collection	Tuition may be paid by check/cash to the school directly or through the FACTS management system. <b>All families are required to set up a FACTS tuition management account.</b> <a href="https://online.factsmgt.com/signin/497Z3">https://online.factsmgt.com/signin/497Z3</a>
<b>Section 7-3</b> Tuition Assistance	Tuition assistance is awarded by the school; to be considered for financial aid, families must apply through the FACTS system: <a href="https://online.factsmgt.com/signin/497Z3">https://online.factsmgt.com/signin/497Z3</a>
<b>Section 7-4</b> Parent Service and Fundraising Requirements	<p>Each family is required to provide 15 hours of service per student for an event approved by the Administration. These events are:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> BASH</li> <li><input type="checkbox"/> Knights, Wines, and Brews</li> <li><input type="checkbox"/> Annual Golf Tournament</li> <li><input type="checkbox"/> Other opportunities approved by the Business Office or Administration</li> </ul> <p>Parents may “opt out” of service by paying the \$600 “opt out” fee or donating an item on the event’s donation registry in the amount of \$600 (including visa gift card, etc.).</p>
<b>Section 7-5</b> 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.
<b>Section 7-6</b> Enrollment contract and tuition	Parent/guardian agrees to pay tuition in agreement with the enrollment contract, and failure to do so will result in curtailment of services and withholding of the yearbook. Parent/guardian agrees comply with all expectations of enrollment and attendance, and will act on all school correspondence (mail, email, or student). Parent/guardian understands the enrollment contract is for the full school year and tuition is non-refundable. If student is withdrawn for any reason other than to transfer out of the area served by St. Joseph High School, parent/guardian agrees to pay the full year's tuition. The entire tuition balance is due at the time of withdrawal, and records will not be forwarded until the account is paid.



## CHAPTER 8 -- DISCIPLINE

<p><b>Section 8-1</b> Philosophy</p>	<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>
<p><b>Topic 8-1-01</b> Discipline and Procedures</p>	<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 leadership position among the school students and 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). <b>A \$50 fee will be assessed to the parent for all Saturday Detention.</b></p> <p>Special Notes:</p> <ol style="list-style-type: none"><li>1. Discipline for all offenses may be carried over to the following year, if necessary, for completion.</li><li>2. Students may incur additional consequences from coaches, program directors, moderators, or Campus Minister. ELT and parents support these decisions.</li><li>3. Activities refer to all co-curricular activities: academic, spiritual, social and athletic.</li><li>4. Any student who violates the Alcohol, Drugs, and Substance Abuse Policy may be dismissed or suspended from the team, squad, or leadership position (including, but not limited to athletics, ASB, drama and Youth Ministry).</li><li>5. Any suspension will result in loss of all co-curricular activities for the prescribed length of time and may result in removal from the position/ team.</li><li>6. Failure to report for/and or complete discipline will escalate disciplinary actions including dismissal from the school.</li><li>7. Behavioral Contracts will be reviewed after one subsequent year of attending SJHS for consideration of termination.</li></ol>





Discipline and Procedures (cont.)

**Attendance:**

**Students do not have permission to leave campus. The school is not liable for students who leave without permission.**

**Leaving Campus without Permission of School Authorities:**

**1st Offense** - 1 day suspension, loss of free period (if applicable)

**2nd Offense** -1 days suspension, 1 day weekend detention to be served on the next scheduled day, and loss of school activities for 2 weeks (including, but not limited to sports, dances, drama, Senior activities).

**Cutting Class (defined as being on campus and not attending class as scheduled):**

No Credit for any work missed. **1st Offense:** 2 hours detention per period cut or any portion of period cut. **2nd Offense** - 1 Saturday detention per cut period, loss of free period (if applicable). **3rd Offense:** As determined by ELT and Disciplinary Review Board.

**Cutting Mass (defined as being on campus and not attending mass as scheduled):** **1st Offense:** Saturday Detention **2nd Offense** - 2 Saturday detentions, loss of Lawn Period (if applicable); **3rd Offense:** progressive discipline and potential removal from the school.

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**Tardiness:**

**Period 1** (or period 2 for seniors who have a free first period): **1st Offense per semester:** warning **2nd offense:** 1 hour 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.

**Pre-approval for late arrival** must be arranged with the Attendance Office no later than 24 hours prior to the appointment or it will be unexcused. A medical note is required for any health-related appointments.

**Profanity or Abusive Language if directed at a student:** If a student is verbally harassing or abusing another student, the Disciplinary Review Board will determine the consequence.

**Insubordination, Profanity, or Abusive Language If directed at a staff member, directly, or directed at a staff member indirectly, on or off-campus:** Immediate suspension pending investigation and review by the Disciplinary Review Committee.



Discipline and Procedures (cont.)

**Misconduct:**

**Possession or use of fireworks, sulfur containers, squirt mechanisms, or Orbee/gel blaster-type items:** 1st offense - item taken, 1 hour detention; 2nd offense - item taken, Saturday detention; 3rd offense - As determined by the Discipline Review Committee

**Assault & battery:** 1st offense - law enforcement referral, as determined by the Discipline Review Committee

**Possession of weapons, inclusive of explosives:** 1st offense - As determined by the Discipline Review Committee

**Possession of pornography (physical or electronic):** 1st offense - 1 hour detention, parent conference; 2nd offense - Saturday detention, loss of iPad/phone privilege; 3rd offense - As determined by the Discipline Review Committee

**Fighting (pushing, shoving, boxing, horseplay, etc.):** 1st offense - 1 day suspension, Saturday detention; 2nd offense - 1 day suspension, Behavior Contract, Saturday detention, subject to loss of activities; 3rd offense - Subject to expulsion

**Vandalism, graffiti, or theft:** 1st offense - Saturday detention, minimum \$100 fine, restitution; 2nd offense or malicious - Restitution, as determined by Discipline Review Committee. Note: this applies to both on an off-campus offenses.

**Gambling:** 1st offense - 1 hr. detention; 2nd offense - Saturday Detention; 3rd offense - progressive discipline and possible removal from the school.

**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, parent conference

**Unauthorized use of Cellular Phone and other electronic devices:**

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

**During class time phones are to be placed in the designated area and remain there for the entire class period.** In an effort to avoid having 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.



Discipline and Procedures (cont.)	<p><b>Unauthorized Use of iPads:</b></p> <p>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>A. <b>Students in P.E. classes or weight-training</b> 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 <b>ONLY</b> in a classroom setting for educational purposes, and use in only one ear is permitted.</p> <p><b>1st Offense</b> - Warning, student will be required to retrieve item from the Dean of Student Affairs. <b>2nd Offense</b> - \$10 fee to retrieve device from Dean of Student Affairs. <b>3rd Offense</b> - Loss of privilege to use device for a period determined by the Dean of Student Affairs and Assistant Principal of Academics; and/or modified use agreement.</p> <p>For additional information, please refer to: <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-9">http://handbook.la-archdiocese.org/chapter-13/section-13-9</a></p>
<b>Topic 8-1-02</b> Disapproved Disciplinary Measures	<a href="http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-2">http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-2</a>
<b>Topic 8-1-03</b> Detention	<a href="http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-3">http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-3</a>



<b>Topic 8-1-04</b> Behavior Agreement/Probation	<a href="http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-5">http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-5</a>
<b>Topic 8-1-05</b> Suspension/Disciplinary Measures for Grave Offenses	<a href="http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-4">http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-4</a>
<b>Topic 8-1-06</b> Expulsion	<a href="http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-6">http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-6</a>
<b>Topic 8-1-07</b> 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"><li><b>1. <i>Plagiarism:</i></b> 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.</li><li><b>2. <i>Cheating:</i></b> 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.</li><li><b>3. <i>Falsification:</i></b> 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.</li></ol> <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>Academic Dishonesty Policy (cont.)</p>	<p><b>1st Offense</b> - Referral. Zero grade on assignment. Parents to be notified by Dean of Student Affairs. <b>2nd Offense</b> - Discipline referral. Zero grade on assignment, parents to be notified by Assistant Principal of Academics, 2 hours detention, loss of co-curricular activities for a time determined by the Disciplinary Review Committee. <b>3rd Offense</b> - As determined by the Disciplinary Review Committee.</p> <p><b>Forgery:</b> All documents requiring a parent signature must be signed by the parent. Parents cannot give a student permission to sign their name(s). <b>1st Offense</b> - Parent conference. Minimum 2 hours detention. <b>2nd Offense</b> - Saturday detention. <b>3rd Offense</b> - as determined by the Disciplinary Review Committee</p> <p><b>Altering Records:</b> Subject to expulsion.</p> <p><b>Use of Artificial Intelligence (AI):</b> If it is suspected a student's work is partially or fully written by a chatbot (or another AI tool) it will be run through an AI detector. The student may then be asked to complete the assignment in person, and their parents will be notified. If the student opts to not re-do the assignment or does not do so as agreed upon with the teacher, a grade of zero will be entered.</p>
<p><b>Topic 8-1-08</b> 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"><li><input type="checkbox"/> Derogatory, demeaning, humiliating, inflammatory, intimidating, or threatening words spoken to, written to, or written about another person.</li><li><input type="checkbox"/> Racially motivated speech or actions.</li><li><input type="checkbox"/> Unwanted physical touching, contact, or assault.</li><li><input type="checkbox"/> Deliberate impeding or blocking of another's movement.</li><li><input type="checkbox"/> Intimidating interference with normal work or movement.</li><li><input type="checkbox"/> Derogatory, demeaning, inflammatory, intimidating, or threatening gestures, posters, cartoons, drawings, images, and photos.</li><li><input type="checkbox"/> Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.</li></ul> <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>



<p>Harassment, Bullying, and Hazing Policy (cont.)</p>	<ul style="list-style-type: none"><li>□ Sending inappropriate texts, emails, or instant messages</li><li>□ Posting inappropriate pictures, videos, or messages about others on blogs, social media, or websites</li><li>□ Using someone else's username to spread rumors or lies about another person</li></ul> <p>For additional information regarding harassment, bullying, and hazing, please refer to the following: <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-10">http://handbook.la-archdiocese.org/chapter-13/section-13-10</a></p> <p>Disciplinary consequences for these offenses are as follows: <b>If directed at a staff member:</b> Directly or indirectly directed at a staff member, on or off campus, the student is subject to immediate expulsion. <b>If directed at a student:</b> to be investigated and reviewed by the Disciplinary Review Committee. <b>*We ask parents to document incidents for consideration.</b></p>
<p><b>Topic 8-1-09</b> Student Threats</p>	<p><a href="http://handbook.la-archdiocese.org/chapter-13/section-13-10/topic-13-10-2">http://handbook.la-archdiocese.org/chapter-13/section-13-10/topic-13-10-2</a></p>
<p><b>Topic 8-1-10</b> Substance Abuse and Possession of Alcohol, Nicotine/ tobacco 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 collaborates with law enforcement to foster a safe environment.)</p> <p>For information regarding substance abuse and possession of alcohol or controlled substances, please refer to the following: <a href="http://handbook.la-archdiocese.org/chapter-13/section-13-8/topic-13-8-4">http://handbook.la-archdiocese.org/chapter-13/section-13-8/topic-13-8-4</a></p> <p><b>Use/possession of nicotine products (including nicotine vaping devices/paraphernalia): 1st offense -</b> 1 week out of all sports/co-curricular activities, Saturday detention, smoking/nicotine cessation activity as determined by the Dean of Student Affairs. <b>2nd offense -</b> 3 weeks out of all sports/co-curricular activities, 2 days Saturday detention <b>3rd offense -</b> As determined by the Disciplinary Review Committee.</p>



<p>Topic 8-1-10 Substance Abuse and Possession of Alcohol, Nicotine/tobacco or Controlled Substances (cont.)</p>	<p>The following applies to all circumstances involving Alcohol and marijuana-type drugs, (Including Vaping):</p> <p>Use, Possession of Alcohol or Drugs: Use, Possession (including paraphernalia), or Being under the Influence Before, After, or During School, including School sponsored Activities, selling or providing drugs or alcohol: <b>1st Offense</b> - 2 weeks out of all sports/co-curricular activities (if not in season, consequence will be applied at the start of the next regular season), loss of lawn period; counseling and drug testing as determined, Behavior Contract for a minimum of 1 year. <u>Seniors</u> lose privilege to attend at least 1 senior activity (as determined by Behavior Review Committee) if offense occurs during the Spring semester. <b>2nd Offense</b> - If successfully completed Behavior Contract will be placed on new contract, 4 weeks out of all sports/co-curricular activities (if not in season, consequence will be applied at the start of the next regular season), may not attend next school dance, loss of free period, Seniors will lose privilege to attend all Senior activities. <b>2nd offense while on contract:</b> Removal from the School</p>
	<p>The following applies to all circumstances involving other illegal and Legal Drugs:</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 *<b>1st Offense</b> - 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. <b>2nd Offense</b> - Expulsion. If offense occurs in class: Subject to Expulsion. Selling or Providing Drugs or Alcohol: Subject to Expulsion.</p>

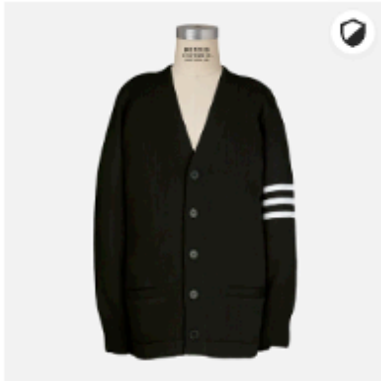


<b>Topic 10-1-5</b> General Security and Email Policies	<a href="http://handbook.la-archdiocese.org/chapter-10/section-10-3/topic-10-3-4">http://handbook.la-archdiocese.org/chapter-10/section-10-3/topic-10-3-4</a>
<b>Topic 10-1-6</b> Bring Your Own Device Policy	<a href="http://handbook.la-archdiocese.org/chapter-10/section-10-3/topic-10-3-1">http://handbook.la-archdiocese.org/chapter-10/section-10-3/topic-10-3-1</a>
<b>Topic 10-1-7</b> BYOD Policies for Staff and Volunteers	<a href="http://handbook.la-archdiocese.org/chapter-10/section-10-3/topic-10-3-1">http://handbook.la-archdiocese.org/chapter-10/section-10-3/topic-10-3-1</a>





The following items (available at [www.dennisuniform.com](http://www.dennisuniform.com) (school code SJ00SJ) are the only approved outerwear that may be worn on mass days.



Varsity Sweater



V-Neck Button-Front Cardigan with



V-Neck Pullover Sweater



V-Neck Pullover Sweater Vest



Boys' Gabardine Blazer



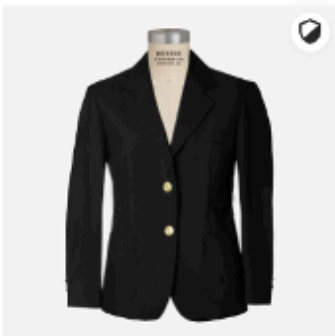
Men's Long Gabardine Blazer



Crease-Proof Blazer



Moisture-Wicking Zip Front Fleece Jacket



Girls' Gabardine Blazer



Feminine Fit Crease-Proof Blazer



## 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 kept on file.**