



2026-2027 Student and Parent Handbook

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

Important Phone Numbers

Main School Office 805-937-2038

Attendance Office x111

Admissions x117

Business Office x108



Dear Parents,

Welcome to the 2026-2027 school year at St. Joseph High School. We strive to emulate Christlike virtues as a school and as educators of faith by imaging Christ as our model to follow in all we do. We appreciate and respect the important choice to entrust us with your students. The integration of faith in Jesus Christ and academic culture assists us in helping each student grow in faith, discipleship, and scholarship. We are dedicated to living our Catholic faith, while nurturing and spiritual, academic, mental, physical, and social growth in our students in a transformational way that elevates their behavior and hearts towards following Christ and being their best selves.

As parents, you are important members of our SJHS community. We 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. At SJHS, we believe our community brings us together in interdependent relationships that challenge us to collaborate for the benefit of all students. We invite you to become meaningfully involved with our school family and are glad you are part of the school community.

Warmest Regards,

The St. Joseph High School Education Leadership Team (ELT)



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.
- Achieves in higher education and vocation by utilizing:
- Perseverance, initiative, critical, and creative thinking.
- Computation, research, and problem solving.



Integral Student Outcomes (ISO) /Schoolwide Learning Expectations (cont.)	• Effective and ethical communication skills: listening, speaking, reading, and writing. • Responsible, ethical, and legal use of technology. Thrives in a fast-paced, innovative global society with: • Integrity • Respect and compassion for self and others. • Positive involvement in the larger community which promotes the common good. • The ability to understand the value of balancing a life of family, spirituality, health, career, and leisure. • Recognition of responsibility and the consequences of one's actions. • Faith, hope, and love as a way of life.
Section 2-03 History of the School	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 two priests. Today, St. Joseph High School has an enrollment of approximately 500 students with a faculty of approximately 50 staff including two priests. 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. 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 73% 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.



History of the School (cont.)	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. 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 weekly for all-school worship services and begin and end each school day and athletic contests with prayer. Lunch break also begins with prayer for a total of three prayers daily as a school community. 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. 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. Several school facilities have been dedicated honoring special friends of the school, including the Constant William Van Crombrugghe 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, to honor our alumni and their contributions to our school.
Section 2-04 Accreditation	St. Joseph High School is accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges.



Section 2-05 Code of Christian Conduct	http://handbook.la-archdiocese.org/chapter-13/section-13-8/Section-13-8-1
Section 2-06 School Personnel Lists	https://www.sjhsknights.com/who-we-are/school-directory
Section 2-07 School Schedule and Calendar	https://www.sjhsknights.com/roundtable/calendar
Section 2-08 School Governance and Information	School Information: https://www.sjhsknights.com/who-we-are School Governance/Org. Chart: https://www.sjhsknights.com/who-we-are/organizational-chart
Section 2-09 School website, social media	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. 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. 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 the removal of students from school.
Section 2-10 Zero Tolerance Policy for Sexual Misconduct	https://handbook.la-archdiocese.org/chapter-9/section-9-10
Section 2-11 Safe Environment Training for Children and Youth	https://handbook.la-archdiocese.org/HandbookResources/Article 12 Children Young People Safe Environment Training Rev 2017 (1).pdf
Section 2-12 Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events	https://handbook.la-archdiocese.org/chapter-9/section-9-7/topic-9-7-1
Section 2-13 Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth	https://handbook.la-archdiocese.org/HandbookResources/Boundary Guidelines and Code of Conduct Minor Volunteers.pdf
Section 2-14 Dress Code	St. Joseph High School strives to nurture a positive and connective cultural environment that assist all stakeholders grow in respect for self and others building united and positive relationships in our school community. There is a direct correlation between student appearance and overall behavior. Modesty, cleanliness, self-respect, and avoiding bringing any undue attention to self are goals we strive to personify.



Dress Code (cont.)	Students attend school dressed and groomed in a neat, clean, and non-disruptive manner, according to St. Joseph High School guidelines and standards. The school reserves the right to define “neat, clean, and non-disruptive.” Consequences for dress code violations are outlined in Chapter 8: Discipline. Administration determines appropriate or inappropriate dress. <u>ATTIRE FOR EVERYDAY SCHOOL WEAR:</u> Shirts: ○ A St. Joseph High School polo shirt purchased from Direct School Uniforms or previously obtained SJHS official polo are worn daily. ○ A solid color (black, white, green, or gray only) long-sleeved shirt may be worn under the SJHS polo shirt. No other colors, patterns, writing, or other designs may be visible on this under layer. Skirts, Dresses, and Shorts: ○ All must be worn at the waist. They must be no higher than three inches above the knee. ○ Shorts must have belt loops (no cut-off shorts or shorts that extend lower than the knee) ○ Capri pants are acceptable, worn at mid-calf. ○ Athletic-type/exercise shorts may <u>not</u> be worn on regular school days (including board shorts or other aquatic-type shorts). ○ Shorts must have belt loops. Pants: ○ All pants must be in good condition, neat, clean, and properly fitted. ○ No types of sweatpants, athleisure pants, long underwear, exercise wear, leggings, jeggings, or joggers may be worn on normal school 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/sweaters/sweatshirts) are approved. More approved outerwear is also available from Direct School Uniforms. ○ Additionally, the SJHS bookstore and boosters sell SJHS outwear options at various athletic contests and school events. ○ Other items made or purchased at non-SJHS approved sites are not allowed. Patches may not be purchased and sewn onto clothing items.
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Dress Code (cont.)	○ See the SJHS PROGRESSIVE DISCIPLINE MATRIX below for consequences related to outerwear violations. Footwear: ○ Footwear must be always worn. ○ Footwear needs to meet our high dress standards of professionalism and respect. Excessively casual footwear is not allowed. ○ Allowed footwear: dress shoes, tennis/athletic/sneakers, sandals, athletic slides, Ugg boots, crocs, ○ Footwear not allowed and subject to Dress Code intervention: slippers, footwear not in good condition, ○ Students in classes with labs are required to wear close-toed shoes on lab days per OSHA requirements. Hair: ○ Hairstyles must be neat, clean, natural in color, and non-disruptive. ○ Eyes must be visible. ○ Hair must be a natural color (ombre or moderate highlights are acceptable, but no extremes of multiple colors or tones allowed). ○ 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. <u>Specific for Males – Facial Hair/Grooming:</u> ○ Sideburns cannot extend below the bottom of the earlobe. ○ Hair styles and grooming should be clean, neat, and non-disruptive. ○ Males must be cleanshaven daily. No mustaches, goatees, or beards. Male students who are not compliant will be required to shave at school and charged a \$10.00 fee (or FACTS account) for razor and shaving cream before returning to class and are subject to dress code violation consequences. Please see the SJHS PROGRESSIVE DISCIPLINE GUIDE MATRIX below. 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 are allowed. ○ Earrings – Females: No more than three per ear.
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Dress Code (cont.)	○ Earrings - Males: No more than one in each earlobe; only stud earrings, no hoops or dangling earrings allowed. ○ 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 the School Administration. Tattoos: ○ Tattoos deemed inappropriate will be covered and not visible during school hours. Hats: ○ Only SJHS hats are permitted during school hours. Hats are to be removed immediately when indoors and walking into classrooms. Headphones: ○ Earbuds, earphones, headphones, or any listening device may not be worn in any fashion (i.e.: dangling from ears or shirt, etc.) during school hours. ○ <u>Note:</u> Teachers may approve use of personal listening devices only in a classroom setting for educational purposes. However, use in only one ear is permitted for safety reasons. <u>UNACCEPTABLE DRESS / APPEARANCE:</u> ○ 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 at any time during school hours. This includes during break, passing periods, lunch and in the library/lounge, and Heritage Lobby. <u>SPIRIT DAY ATTIRE:</u> On a designated day of each week (generally Friday), students are encouraged to show their Knight pride by wearing SJHS spirit attire. A spirit shirt is an approved SJHS or other shirt which <u>clearly</u> displays school spirit. Appropriate athleisure bottoms, sweats, shorts, joggers may be worn. In the event there is no school on the designated spirit day; spirit day attire will 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.
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Dress Code (cont.)	<u>Please note:</u> On any spirit day with a Mass or other special occasion, appropriate dress for that occasion must be worn, not spirit attire. <u>MASS DAYS:</u> SJHS white, green, or black polo shirt or button up from Direct School Uniforms must be worn with modest black dress pants (no denim/jeans material, faded pants, or tight fitting/legging-style pants), a black skirt, or Direct School 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. Outerwear on Mass Days can be any St Joseph High School outerwear without a hoodie. ○ <u>Shoes not permitted on Mass days:</u> Sandals (Any Birkenstock-style sandals included), Athletic Slides, Crocs, sneakers/tennis shoes (even if all black), any Sanuk/Hey Dude-style shoe, or any shoe deemed too casual. <u>FORMAL DRESS-UP DAYS:</u> 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: <u>Gentlemen:</u> ○ 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 are to be worn at all on dress-up days. ○ For 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. <u>Ladies:</u> ○ 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
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Dress Code (cont.)	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 (all sandals must have a backstrap) only. ○ No tennis or casual shoes, flip flops, Ugg-type boots, shorts, or denim of any kind are to be worn at all on dress-up days. ○ For 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. <u>GAME DAY DRESS CODE FOR ATHLETES:</u> ○ Coaches work with the Athletic Director to request game day outfits. ○ Official notice will be sent out via email by the Athletic Director or school administration to all staff, if approved. ○ Each member of the team must wear the approved game day outfit for the entire school day or be subject to Dress Code violation consequences. <u>Free-Dress Passes/Free-Dress Days:</u> ○ 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. ○ With the use of a free-dress pass, students may wear athletic (sweat/dry-fit) clothing and/or t-shirts and/or non-SJHS outerwear if appropriate (no inappropriate content, logos). ○ These passes may NOT be used on Mass days, Prayer service days, or days with special events (student awards assemblies, etc.). <u>Dress Code Violations:</u> Please see the SJHS PROGRESSIVE DISCIPLINE GUIDE MATRIX below. ○ Note: Students violating the polo shirt dress code requirement may temporarily borrow or purchase polos. Purchased items <u>will be charged to the parent’s FACTS account and must be paid with tuition.</u> In the event any “loaner” clothing items are available,
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	students are expected to leave their phone in the office until the item is returned at the end of the school day. They will be charged a \$10 loaner fee. This applies to any other items loaned to students out of compliance.
Section 2-15 Relationship of School to Parish	This Josephite School is a feeder for parishes from all over Deanery 1 in the Archdiocese of Los Angeles.
Section 2-16 School Governance	All high school boards, organizations, and/or committees are advisory to the president or principal. These groups include parent-teacher organizations, booster clubs, development boards, and any official organization of the school. No school organization may operate independently of the school principal. All activities of the organization must receive the approval and permission of the president or principal. http://handbook.la-archdiocese.org/Handbook%20Resources/high_schools_con_school_board_bylaws.pdf
Section 2-16-1 Administrative Structure of Elementary Schools	N/A
Section 2-16-2 Administrative Structure of High Schools	http://handbook.la-archdiocese.org/chapter-3/section-3-3/Section-3-3-2
Section 2-16-3 Additional School Governance Information	N/A
Section 2-16-4 Parent or Parent-Teacher Organizations	http://handbook.la-archdiocese.org/chapter-3/section-3-2/Section-3-2-4
Section 2-17 Parent/Student Complaint Review Process	http://handbook.la-archdiocese.org/chapter-13/section-13-11/Section-13-11-10



CHAPTER 3 - CATHOLIC IDENTITY	
Section 3-1-1 Introduction	https://handbook.la-archdiocese.org/chapter-4/section-4-1/topic-4-1-1
Section 3-1-2 Catholic School Communities	https://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-2
Section 3-1-3 Faith Formation	http://handbook.la-archdiocese.org/chapter-4/section-4-3/Section-4-3-5
Section 3-1-4 Additional Practices (Mass, Prayer, Other Liturgies)	St. Joseph High School students are blessed to attend weekly Mass as a faith community. Additionally, Adoration of the Blessed Sacrament is offered bi-weekly, and confession is offered weekly.
Section 3-2 Sacraments (First Reconciliation, First Communion, Confirmation)	N/A
Section 3-3 Religion Curriculum	https://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-13
Section 3-4 Campus Ministry	This organization/class is only for seniors who have applied and been interviewed during their junior year. This class allows for peer ministry through 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).
Section 3-5 Christian Service Program	St. Joseph High School strives to live out 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. Giving selfless service to others is part of this quest to grow closer to God.



Christian Service Program (cont.)

Service Hours:

<http://handbook.la-archdiocese.org/chapter-4/section-4-3/Section-4-3-14>

All students must complete a minimum of 80 hours total in Christian Service hours over 4 years of high school (15 hours 9th grade, 20 hours 10th grade, 25 hours 11th grade, and 20 hours 12th grade). All Christian Service hours must be completed for a non-profit or other agency helping those in need unless specifically posted by Mrs. Gregory in [MobileServe](#) as a Christian Service Opportunity. These non-profit organizations/agencies must align with Catholic Social Teaching and/or the Church's mission. Internships, helping at offices that are not non-profits, helping a parent's business or helping family DO NOT count toward community service hours unless Mrs. E. Gregory has specifically preapproved.

Service hours are coordinated by Mrs. Elizabeth Gregory. Students must complete at least ½ of their required Christian Service hours for an off-campus organization. Students who do more than ½ of their hours on campus may track them, but those students will still be required to complete ½ of their total required hours for an off-campus organization.

Hours will be defined as on-campus or off-campus. Students will have the option to do on-campus hours as assigned/approved by coach, administrator, theology teacher or available on MobileServe. Theology teachers will be responsible for tracking student Christian Service hour progress and communicating if a student does not meet requirements to take finals (5 hours in the fall for 9th graders, 10 hours in the fall for 10th – 12th graders/all hours finished by spring finals for all grades). Theology teachers will communicate this through Canvas bi-weekly and by integrating Christian Service into their curricula. There will be a monthly, designated all-school check during theology class as assigned by the Dean of Faith and Formation. Students will submit their service reflection to their theology teachers at the conclusion of Spring semester.

Students will use MobileServe to track Christian Service hours. They will complete the service, log the service in their MobileServe app, take a geo-located photo on the app, and get a signature from the service supervisor. The theology teacher will then approve the submitted service by ensuring that on-campus and off-campus are correctly coded, and that off-campus opportunities are confirmed to be at a non-profit organization unless pre-approved by the theology teacher/Mrs. Gregory.

The school will work with theology teachers, the Christian Service Coordinator, and the Dean of Faith and Formation to offer optional off-campus service retreat opportunities by grade level at local agencies (food banks, churches, etc.) to create bonding service opportunities for grade levels to further the school's mission (to help each Knight Image Christ in mind, heart, body, and soul).

- **Christian Service Hour Requirements:**

All students must complete a minimum of 80 Christian Service hours over the four years of high school, broken down as



Christian Service Program (cont.)

follows:

- 9th Grade – 15 hours
- 10th Grade – 20 hours
- 11th Grade – 25 hours
- 12th Grade – 20 hours
- **Approved Service Guidelines**
 - All hours must be completed for a non-profit or other agency helping those in need, unless the opportunity is specifically posted by Mrs. Elizabeth Gregory or Mrs. Powers in MobileServe as a Christian Service Opportunity.
 - The following activities do NOT count toward Christian Service hours unless specifically preapproved by Mrs. Gregory or Mrs. Powers:
 - Internships
 - Helping at offices that are not non-profits
 - Assisting at a parent's business
 - Helping family members
- **On-Campus vs. Off-Campus Requirements:**
 - At least ½ of the total required hours must be completed with an off-campus organization.
 - Students who do more than ½ of their hours on campus may still log them but must fulfill the off-campus requirement to meet graduation standards.
 - On-campus hours must be assigned or approved by a coach, administrator, theology teacher, or listed as a valid opportunity in MobileServe.
- **Theology Class Integration & Accountability**

Theology teachers will:



Christian Service Program (cont.)

- Track Christian Service hour progress
- Communicate student eligibility to take finals
 - 9th grade: at least 5 hours completed in the fall
 - 10th–12th grade: at least 10 hours completed in the fall
- All required hours must be completed by spring finals
- Post bi-weekly updates in Canvas
- Integrate Christian Service into the curriculum
- A monthly all-school service check will occur during theology class as directed by the Dean of Faith and Formation
- Students will submit a service reflection to their theology teacher at the conclusion of the spring semester.
- **Using MobileServe to Track Hours:**
 - Students must:
 1. Complete their service
 2. Log the service in the MobileServe app
 3. Take a geo-located photo within the app
 4. Obtain a signature from the service supervisor
 - Theology teachers will review and approve hours by verifying:
 - Proper classification as on-campus or off-campus
 - Confirmation that off-campus opportunities were with non-profits (unless pre-approved by theology teacher/Mrs. Gregory/Mrs. Powers).
- **Additional Service Opportunities:**
 - The school will collaborate with theology teachers, the Christian Service Coordinator, and the Dean of Faith



Christian Service Program (cont.)	and Formation to offer optional off-campus grade-level service retreats at local agencies (e.g., food banks, churches). ○ These events are designed to promote class bonding and support the school's mission: <i>"To help each Knight image Christ in mind, heart, body, and soul."</i> Community Service hours for the academic year 2026-2027: <u>Begin on June 1, 2026,</u> and <u>must be completed by May 6, 2027.</u> • <u>How and when may a student begin their volunteer service?</u> 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: ○ Class of 2027 – 500AEB ○ Class of 2028 – 0A3E39 ○ Class of 2029 – 651CA8 ○ Class of 2030 – 2ACA08
Section 3-6 Retreats	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. 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. • <u>Retreat Program:</u> ○ Two retreats are offered each year to each class. ○ Freshman, sophomore, and junior retreats 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.



	Please see the calendar for specific dates. The retreats are under the supervision of the Director of Campus Ministry. For additional information, please refer to: http://handbook.la-archdiocese.org/chapter-4/section-4-3/Section-4-3-8
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CHAPTER 4 - ADMISSION AND ATTENDANCE	
Section 4-01 School Student Non-Discrimination Policy	http://handbook.la-archdiocese.org/chapter-13/section-13-1/Section-13-1-4
Section 4-02 Inclusion Process/STEP	If you have a child who is struggling academically or has a documented learning disability, please contact the school's STEP Coordinator. 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 groups and one-on-one intervention. For specific information and guidance see chapter 14 of the ADLA Administrative Handbook: https://handbook.la-archdiocese.org/chapter-14
Section 4-03-1 Admissions Policy	Non-Discrimination Policy: https://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-5 SJHS Admissions Webpage: https://sihsknights.com/admissions/
Section 4-03-2 Elementary School Admission Guidelines	N/A
Section 4-03-3 High School Admission Guidelines	https://handbook.la-archdiocese.org/chapter-13/section-13-1
Section 4-03-4 High School Admission Procedures	https://handbook.la-archdiocese.org/chapter-13/section-13-1
Section 4-03-5 Inoculation Requirements	St. Joseph High School follows the inoculation requirements of the CA Department of Health detailed here: https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/School/shotsforschool.aspx
Section 4-03-6 Married Students	https://handbook.la-archdiocese.org/chapter-13/section-13-11/topic-13-11-5



Section 4-03-7 Emancipated, Married and Eighteen-Year-Old Students	https://handbook.la-archdiocese.org/chapter-13/section-13-11/topic-13-11-7
Section 4-03-8 Students Not Living with Parents	https://handbook.la-archdiocese.org/chapter-13/section-13-11/topic-13-11-6
Section 4-04-1 Absence, Tardiness, & Truancy	Attending school is compulsory (mandatory) in the State of California because having access to educational services and opportunities gives all students the training and instruction needed to prepare for an effective future. Good attendance practices and habits play a key role in student achievement. There is a direct, positive correlation between attendance in class and higher academic achievement. All attendance policies promote students attending school daily and punctually while maintaining proper student supervision and safety. Absences from school may affect grades. Parents leaving town should always inform the Attendance Office and provide, in writing, the name and telephone number of the guardian responsible for the student during the parents' absence. We shall work with parents/guardians and students to ensure their compliance with all state attendance laws and may use appropriate legal means to correct problems of chronic absence or truancy.
Section 4-04-2 Absence and Truancy Intervention and Parent Accountability Program	For additional information, please refer to: https://handbook.la-archdiocese.org/chapter-13/section-13-2 <u>Method of Absence Verification</u> To report an absence, please email and/or call by 7:30 am. Absences shall be verified by the student's parent/guardian, or other person having control of the minor. (Education Code 46012; 5 CCR 306). <u>Verifying student absences:</u> 1. Email from parent/guardian or parent representative: (attendance@sjhsknights.com) 2. Please include the student's name, grade, reason for the absence/tardy, date(s) the student will be absent. 3. Visit the student's home by verifying employee, or other reasonable methods. 4. Physician verification. An absence must be cleared within three (3) school days, or the absence will become unexcused (truancy). 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 the student's participation grade. Our sanctioned school activities (e.g. ASB, Youth Ministry, retreats, Athletics, etc.) are essential to the school mission and those participating/attending will not be penalized for their absences. All absences, other than illness and emergencies, (i.e.: family days, college visits, etc.) must be pre-arranged with the Assistant Principal of Student Affairs with a written request (email or physical note) at least 48 hours in advance.



Absence and Truancy
Intervention (cont.)

Unexcused Absences:

For all unexcused absences (including unexcused tardies), students may not make up missed work. Unexcused absences include but are not limited to: absences without parent notification, cutting class, being out of class without instructor permission, ditch day, parents misrepresenting student non-illness, or failure to follow attendance policies.

Excessive Absence for Illness Policy

When a student reaches 14 full-day or 56 period absences in a school year due to illness, any further absences for illness shall be verified by a physician or the absence will be unexcused.

Chronic Absences and Truancy

As defined by Education Code, “chronic absentee” means a pupil who is absent on ten (10) percent or more of the school days in the school year when the total number of days a pupil is absent is divided by the total number of days the pupil is enrolled and school was actually taught in the regular days of school, exclusive of Saturdays and Sundays. (Education Code 60901: 5CCR 15497.5) The Archdiocese of Los Angeles is focused on positive school attendance and interventions related to truancy.

The term “Truant” means a student who is absent from school without a valid excuse three full days or 12 single periods in one school year or tardy/absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof (Education Code 48260).

Truant students will be subject to school interventions that may include part or all the following:

Truancy Intervention & Parent Accountability Program

SARB (School Attendance Review Board)

The Truancy Intervention Program is collaboration between St. Joseph High School, Catholic organizations, and community partners. The purpose of this collaborative positive attendance program is to implement a series of interventions aimed at reducing truancy and increasing student achievement at St Joseph High School. The Board is made up of school administrators and/or designees from local Catholic schools, SJHS staff, community representative(s), and possible representatives of the Santa Barbara County Sheriff’s Department and the Assistant District Attorney of Santa Barbara County. The focus of SARB is to support California Education Code Law that promotes students attending school daily, achieving academically, promoting a safe learning environment, and reducing crime through accountabilities and standards.

Truancy interventions may include part or all the following guidelines (these may be adapted to individual needs and circumstances):



Absence and Truancy Intervention (cont.)	STEP 1: -- Parent Contact 3 days or 12 periods of unexcused absences: Action taken: -Send Notification Letter #1 informing parents of absences -Conference with student -Contact parent -Student may be assigned Detention(s). STEP 2 – Administrator Meeting (AM) 6 days or 24 periods of unexcused absences: Action taken: -Send Notification Letter #2 -Parent(s) and student meeting with an administrator. -A contract with the school may be signed. -Student may be assigned Detention(s). STEP 3 – Truancy Mediation Team (TMT) 12 days or 48 periods of unexcused absences: Action taken: -Send Notification Letter #3 with date of Parent Meeting -Attendance at TMT meeting with school administrators, staff, and possibly other community representatives -TMT contract may be signed <u>After an absence:</u> 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 that 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 may result in academic penalties and individual behavioral discipline. Students are responsible for obtaining missed assignments 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 plan for making up missed work. For additional information, please refer to: https://handbook.la-archdiocese.org/chapter-13/section-13-2/Section-13-2-2 STEP 4 -- SARB (School Attendance Review Board) 18 days or 72 periods (Chronic Truant Status—10% of school year missed) of unexcused absences: Action taken: -Deliver SARB Subpoena -Hold SARB intervention with panel consisting of student, parent(s), administration, staff, and possible community members -The Panel will consider further needed action re: student attendance challenges including possible required interventions, support, and warning of possible expulsion with further attendance issues. -A SARB contract may be signed.
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Section 4-04-3 Absences with Acceptable Excuse	<u>Excused Absences from Compulsory Attendance</u> Classes and/or days missed with permission of the parent and notification of the school. Education Code Section 48205 permits student to be excused from school under the following circumstances. 1. Personal illness (Education Code 48205) 2. Quarantine (Education Code 48205) (cf. 5112.2 - Exclusions from Attendance) 3. Medical, dental, optometric, or chiropractic appointment (Education Code 48205) 4. Funeral services of immediate family, limited to one (1) day in state, three (3) days out of state (Education Code 48205) (mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household) (Education Code 45194, 48205)* 5. Jury duty (Education Code 48205)* 6. Illness or medical appointment of custodial child (Education Code 48205) (cf. 5146 - Married/Pregnant/Parenting Students) * 7. Appearance in court (Education Code 48205)* 8. Religious holiday or ceremony* 9. Non-SJHS religious retreats are limited to four (4) hours per semester* 10. Employment conferences* 11. Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process* 12. Service as a member of a precinct board for an election (Elections Code 12302 – Education Code 48205—cf. 6142.3 – Civic Education) * 13. To spend time with his/her immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)—cf. 6173.2 - Education of Children of Military Families)* 14. Participation in religious exercises or to receive moral and religious instruction in accordance with policy: (Education Code 46014)* a. In such instances, the student shall attend at least the minimum school day. b. The student shall be excused for this purpose on no more than four days per school month. (cf. 6141.2 - Recognition of Religious Beliefs and Customs) 15. Two prearranged family days are allowed per semester. * (all other family days will be counted as unexcused truancy absences and subject to truancy intervention. See <u>Truancy Intervention & Parent Accountability Program</u> information above.) 16. Cultural activity: for students performing only; not to exceed 4 days per semester. * *Prior approval of these absences must be requested via email (attendance@sjhsknights.com). Parents/family members/guardians and students are encouraged to schedule medical appointments during non-school hours. If a student's absence is excused (see #1-16 above-Education Code 48205) he/she is allowed to complete any missed assignment or test that can be reasonably given, as determined by the teacher of that class. The student will be given full
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Absences (cont.)	credit for the assignment or test if he/she satisfactorily completes the assignment or test within a reasonable period. (Education Code 48205) 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. College Trips: The student must request a Pre-Arranged Absence Request Form from the Assistant Principal of Student Affairs at least 48 hours in advance of departure for the absence to be an excused absence. For additional information, please refer to: https://handbook.la-archdiocese.org/chapter-13/section-13-2/Section-13-2-2
Section 4-04-4 Extended Absences	All absences other than illness and emergencies (ie: family days, college visits, etc.) must be pre-arranged with the Assistant Principal of Student Affairs with a written request (email or physical note) at least 48-hours in advance. For students with extenuating circumstances, parents should contact the school to plan for making up work. Please note, in certain circumstances, the school may withhold official grades until all requirements are met. Please refer to Section 4-04-1 for additional details. For Additional information, please refer to: https://handbook.la-archdiocese.org/chapter-13/section-13-2/topic-13-2-3
Section 4-04-5 Leaving School Early	<u>Early Out Policy:</u> We encourage parent(s)/family member(s)/guardian(s) and students to schedule medical and other appointments during non-school hours. The request by a parent for a student to leave campus should be made 24 hours in advance prior by email (attendance@sjhsknights.com). Students should always be prepared for class. 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 the 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 electronically. It is also advisable to have a contact in the class to find out what happened during the class period.



Leaving Early (cont.)	• 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. <u>Off-Campus Slips:</u> An email (or call with a follow-up email) is submitted by the parent/guardian to the Attendance Office by email (attendance@sjhsknights.com) 24 hours in advance stating the time of departure. The student will be given an off campus pass that must always remain in their possession. The slip must be shown to the teacher at the beginning of class if they are leaving during that period. The student gives the pass to the gate attendant. Students must check out with the Attendance Office. The returning student (if the same day) picks up the pass at the school gate. When returning, the student must check into the Attendance Office before returning to class. Verification from the doctor/dentist may be required. Students may not check out for Mass/be checked out for Mass without permission from an administrator. We respect our mission and motto: to Image Christ in Mind, Heart, Body, and Soul, as a central tenet of our school. On Mass Day, a student who is ill must get a doctor's note for their absence to be excused early on Mass Day. If a student habitually misses Mass, this issue 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 <u>Early Out Procedure:</u> We understand that there are times when students have appointments or need to be picked up early from school. <u>Any appointment must be communicated 24 hours in advance</u> by email (attendance@sjhsknights.com) 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 that it can take 15 minutes or more to facilitate your student over to you. Thank you for your patience and planning your time accordingly. Notifying us in advance is very helpful. These protocols are in place for the students' safety and for supervision of our campus to ensure safety. For your students' safety and our liability -- The process to check your student out of school mid-day will be for <u>students who do not drive themselves:</u> 1. Parent informs school 24 hours in advance of planned appointment or early dismissal by email
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Leaving Early (cont.)

(attendance@sjhsknights.com).

2. Parent parks in auxiliary lot outside the guard gate
3. The parent shows his/her ID to the guard; the guard will check ID and radio the Attendance Office.
4. The Attendance Office will either confirm that student is waiting with pass in the Attendance Office or will then write pass and wait for student to arrive at the Attendance Office.
5. Once a student arrives at the Attendance Office, the office will radio guard, so the student can proceed to the gate.
6. Students will give a pass to the guard at the gate on their way out of school.
7. 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 24 hours in advance of planned appointment or early dismissal by email (attendance@sjhsknights.com).
2. The Attendance Office will prepare a pass, and have it delivered to the student on that day or give it to the student.
3. 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.
4. Students will give a pass to the guard at the gate on their way out of school.

Additional notes: Students may not be checked out early to leave with friends.

Athletic-Sports Events Procedures

1. Student Drivers (Sports Early-Out)

Students may drive **themselves** for a sports early-out if **any** of the following apply:

- The contest is at one of these local venues:
 - Pioneer Valley High School
 - Santa Maria High School
 - Righetti High School
 - Orcutt Academy High School
 - Valley Christian Academy
 - Santa Maria Country Club
 - Rancho Maria Golf Course
- The student lives **outside Santa Maria in the direction of the contest**.
 - Verify the student's home address using their driver's license.
 - *Example:* Game in Arroyo Grande and the student lives in Nipomo.
- A parent/guardian has emailed the office granting permission.

2. Sports Early-Out Pick-Ups



Leaving Early (cont.)	○ Drivers (parents/guardians) shall park in the auxiliary lot to wait for the students ○ Before any student leaves campus with a non-staff member the gate attendant will: ○ Collect an early-out slip from every student ○ If a student does not have a slip, they must return to the Attendance Office to obtain one before leaving. 3. Students Driving Other Students Students may not drive other students to athletic events unless: ○ The passenger is a member of the driver's household. ○ The parent/guardian of both the driver and passenger have emailed the school.
Section 4-04-6 Tardiness	Tardiness Policy: We value punctuality and positive attendance as essential life skills that prepare students for an effective future and demonstrate respect for the learning environment. We expect our students to be punctual by arriving at each class on time and prepared to learn, contribute, and achieve at their highest level. Students are expected to be in class on time. Tardiness is a disruption to the teacher and other students. Students who arrive at school at any time after the school day has started must report to the Attendance Office to receive a tardy slip before being admitted. There is no distinction between an excused and unexcused tardy to periods 1 and 5. A Detention will be given for every three (3) tardies to any period 1 or 5 classes in a calendar month. After the first period of the day (per. 1 and 5), a student will automatically receive a Detention for tardiness to any subsequent class period, including those who have a lawn period during per. 1 and 5. When a student is tardy more than 30 minutes, it will be counted as an absence. If a student is going to be late due to planned or unforeseen circumstances at the beginning of the school day, parents/guardians are asked to notify the Attendance Office as soon as possible (attendance@sjhsknights.com). Note: There are no approved "late starts" for sporting events.
Section 4-04-7 Truancy	https://handbook.la-archdiocese.org/chapter-13/section-13-2/topic-13-2-7
Section 4-04-8 Work Permits	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. Note: preparation and processing of work permits take 3-5 business days. For additional information, please refer to: http://handbook.la-archdiocese.org/chapter-5/section-5-4/Section-5-4-2



Section 4-05-1 Communications Procedures	https://handbook.la-archdiocese.org/chapter-10
Section 4-05-2 Parent Teacher Conferences	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.
Section 4-05-3 Parent Messages and Phone Calls	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 required 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.
Section 4-05-4 Parent to School Communication	https://handbook.la-archdiocese.org/chapter-10
Section 4-05 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 Secure Gate Policy	As an added measure of campus security for students, faculty, staff, and visitors, the following procedure will be in place: 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. While the gate is closed there will be a SJHS Staff Member posted ensuring only those with permission enter campus. Any other persons will not be permitted to enter unless they scheduled and/or vetted on the Gate Appointments listing, or the front office gives the staff member at the gate permission for them to enter. Parents dropping off lunches, sporting gear, etc. will not be granted access to campus. They can leave items with the gate attendant for delivery on campus or leave them at the table set up inside the Bradley Road gate for student pick-up. 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. Please note: Delivery drivers will only be permitted to enter campus who are scheduled and/or vetted on the staff Gate Appointments listing. Students are not allowed to contact a driver or other persons outside (or through) the gates.
Section 4-07 Safety and Security Procedures	Faculty and Staff are trained on the emergency plan of the school. For safety reasons, this plan is not posted in this handbook. http://handbook.la-archdiocese.org/chapter-8



Section 4-08 Arrival/Dismissal Procedures	Please refer to section 4-09 for information.
Section 4-09 Automobiles & Parking Lot	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. 1. If you drive a vehicle to school, you must park in the parking lot designated student parking spaces. You may not park off campus. Students may park only in specified areas. Students may not park in the area behind/next to Counseling/gymnasium/tennis courts/athletic stadium/baseball field at any time, 2. All vehicle operators must observe the speed limit of 5 mph. 3. 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. Parking Lot Policy—Students are not permitted to access their vehicles during the school day for any reason. 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 appropriate areas. Student parking is not allowed in areas marked red, visitor, faculty, or “no student parking.” 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. Administration reserves the right to determine vehicles needing to park in the “overflow parking lot.” Students who do not comply with this policy are subject to disciplinary consequences including, but not limited to, fine, detention, and loss of privilege to drive on campus. 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. Students who use the St. Joseph parking lot are required to drive and to park their vehicles safely and responsibly. It is a privilege that can be lost, with consequences. Please see the SJHS PROGRESSIVE DISCIPLINE GUIDE MATRIX below. A.
Section 4-10 Parent/Guardian & Non-Custodial Parents Rights of Visitation	https://handbook.la-archdiocese.org/chapter-13/section-13-11



Section 4-11-1 Health, Illness, Accident Procedures	http://handbook.la-archdiocese.org/chapter-8/section-8-7
Section 4-11-2 Student Emergency Card	http://handbook.la-archdiocese.org/chapter-8/section-8-14/Section-8-14-1
Section 4-11-3 Field Trips, Excursions, and Activities	http://handbook.la-archdiocese.org/chapter-12/section-12-3/Section-12-3-1
Section 4-11-4 Immunization and Medical Screenings (visual, hearing, scoliosis)	http://handbook.la-archdiocese.org/chapter-8/section-8-16
Section 4-11-5 School Procedures for immunizations	http://handbook.la-archdiocese.org/chapter-8/section-8-16
Section 4-11-6 Health Records	http://handbook.la-archdiocese.org/chapter-8/section-8-17
Section 4-11-7 Medical Appointments	http://handbook.la-archdiocese.org/chapter-8/section-8-17/Section-8-17-1
Section 4-11-8 Medications	http://handbook.la-archdiocese.org/chapter-8/section-8-17/Section-8-17-2
Section 4-11-9 Communicable Diseases	http://handbook.la-archdiocese.org/chapter-8/section-8-12



Section 4-11-10 Allergies	http://handbook.la-archdiocese.org/chapter-8/section-8-14/Section-8-14-1
Section 4-11-11 Student Sexual Conduct and Pregnancy	http://handbook.la-archdiocese.org/chapter-4/section-4-1/Section-4-1-14
Section 4-11-12 Research Projects and Rights of Parents	http://handbook.la-archdiocese.org/chapter-13/section-13-6/Section-13-6-6
Section 4-11-13 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.
Section 4-11-14 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 4-12-1 Privacy and Access to Records	http://handbook.la-archdiocese.org/chapter-13/section-13-3
Section 4-12-2 Pupil Records	https://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-1
Section 4-12-3 Directory Information	St. Joseph High School does not have a student directory.



Section 4-12-4 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 follows Chapter 11 of the Archdiocesan handbook. http://handbook.la-archdiocese.org/Handbook%20Resources/parent_guardian_release_for_student_or_minor_noncommercial_en.pdf#search=parent%2520authorization%2520student%2520image
Section 4-12-5 Verbal/Written Confidences	https://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-3
Section 4-13-1 Student Transfers, Withdrawals and Graduation	http://handbook.la-archdiocese.org/chapter-13/section-13-4/topic-13-4-1
Section 4-13-2 Withholding of Records	http://handbook.la-archdiocese.org/chapter-13/section-13-4/topic-13-4-2
Section 4-13-3 Cumulative Pupil Record	http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-5
Section 4-14 International Students International Students (cont.)	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. All international students who do not live with a relative must live in approved housing identified on the student's I-20 forms. A letter from the student's parents/guardians that identifies and approves of the host family and place of residence is required. 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. 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. 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.



	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.
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	For more information about international students see: https://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-6
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Chapter 5 – ACADEMICS	
Section 5-01-1 Religion	https://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-13
Section 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 for a rigorous course of study that can include dual enrollment and/or AP coursework. https://www.sjhsknights.com/academics/graduation-requirements
Section 5-01-3 Homework	Homework may serve multiple purposes: to work toward mastery or extend knowledge of standards already addressed in class, to prepare for a new skill or concept, and to develop positive work habits. The specific type and amount of homework are determined at the site level. Principals are responsible for ensuring that teachers assign appropriate homework and provide clear guidelines and relevant, immediate feedback to students. Homework shall not be assigned as punishment. Teachers have worked together in departments to attempt to ensure that the average SJHS student does not have more than 2 hours of homework in an evening (excluding summative/long term assignments/assessments, and AP/Honors classes).
Section 5-01-4 Graduation Requirements	https://www.sjhsknights.com/academics/graduation-requirements
Section 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. 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.



Graduation Speakers (cont.)	All graduation speakers will be selected by the Academic Council after an application process including the proposed speech.
Section 5-01-6 Grade Integrity and Grade Books	https://handbook.la-archdiocese.org/chapter-11/section-11-2/topic-11-2-11
Section 5-02-1 Assessments	Teachers' formative assessments should be scored and returned to students within 3 school days. Papers of fewer than 5 pages, quizzes, and tests will be scored and returned to students in 5-7 school days or fewer. Papers of more than 5 pages, large-scale assessments, and summative assessments with extensive computation/essays will be returned to students within 2 academic weeks. Teacher scores will be posted on Canvas and communicated through that system to students. Comments will be posted, when appropriate, in addition to the score. Students/parents concerned about any score should reach out to the teacher before reaching out to the division chair or administration to discuss.
Section 5-02-2 Grading Scale	The standard grading policy for the school is: 100%-90% = A; 89%-80% = B; 79%-70% = C; 69%-60% = D; 59%- 0% = F. The school grading policy is followed by all teachers.
Section 5-02-3 Elementary Grade Reporting	N/A
Section 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.
Section 5-02-5 Make-Up Work/Absences	For all excused absences, students will be given one day in addition to the number of days absent to complete all work assigned or completed in class on the days that were missed. Projects and pre-scheduled assignments are to be turned in on the due date. Please see the website. Pre-scheduled tests are made up in a timely manner at the discretion of the teacher.



Section 5-02-6 Course Deficiency/Failure	With proper medical documentation, students may be eligible for incomplete grades to complete work missed due to illness. Students who fail a course must re-take the course during the school year or remediate over the summer at the student's expense through an approved course replacement to be transferred into the school. Students must work closely with the counseling department and administration to ensure that any course deficiency or failure is remediated, or the student may be asked to leave the school.
Section 5-02-7 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.
Section 5-03-1 Standardized Testing	All schools are required to participate in an archdiocese-wide standardized testing program. 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 to set instructional priorities and plan appropriate professional development: http://handbook.la-archdiocese.org/chapter-11/section-11-2/Section-11-2-10 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.
Section 5-03-2 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 unless otherwise noted in a STEP plan. Please refer to https://hs-articulation.ucop.edu/guide for more information on the A-G requirements.
Section 5-04 Recess and Lunch/Nutrition	Students may purchase lunch from on-campus service when available or bring their own lunch from home to eat during their 30-minute lunch. 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.



Section 5-05 Supplies and Textbooks	Students may purchase their textbooks from their preferred vendor. Booklists are located on the school website: https://sjhsknights.com/academics/bookstore/ All students must have a working iPad with a keyboard for classroom use, as well as an approved calculator. Both should be brought, fully charged, to school each day.
Section 5-06 Honors and Awards	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. 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. 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. 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. Summa Cum Laude (Gold stole): Students who earned Summa Cum Laude (4.00 GPA and above) for all semesters through fall of senior year will be honored with a gold stole of distinction which is distributed at the Senior Awards Assembly to be worn at graduation.
Section 5-07 Tutoring	http://handbook.la-archdiocese.org/chapter-12/section-12-6



Section 5-08 Academic Probation, Retention/Transfer	A student is placed on Academic Probation if his or her GPA is below 1.75. A student on academic probation for 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. For additional information, please refer to: http://handbook.la-archdiocese.org/chapter-13/section-13-9/Section-13-9-5
Section 5-09-1 Counseling	The guidance program at St. Joseph High School encompasses the personal, academic, and college aspects of a student's life. For additional information, please refer to: http://handbook.la-archdiocese.org/chapter-12/section-12-7
Section 5-09-2 Additional Counseling Information	Students will have an academic counselor throughout their entire high school career. The counselors meet with all students during the school year. They are available to parents and students before, during, and after the regular school day. An appointment can be made directly with your student's counselor. Counselors are available to assist with academic, personal, college, and career guidance. The counselors' offices are in the Counseling Center near Jay Will Stadium. The academic counselors are generally on campus from 8:00 a.m. to 3:30 p.m.
Section 5-09-3 Copyright and Video Screening Policy	http://handbook.la-archdiocese.org/chapter-10/section-10-4
Section 5-09-4 Summer School	https://handbook.la-archdiocese.org/chapter-11/section-11-3/topic-11-3-14 Limited summer course options will be offered on campus at St. Joseph High School. Students are encouraged to work with their school counselor to determine enrollment (on or off campus) for approved summer school courses/programs for enrichment or remediation.



CHAPTER 6 - CO-CURRICULAR ACTIVITIES AND ATHLETICS	
Section 6-01 Before & After School Policies and Programs	Students may remain on campus after the school day has ended. All behavior expectations remain in force for students who remain on campus after the school day commences. All students must vacate campus when it is secured for the evening (approximately 7-9pm). Students may not be unattended in classrooms/buildings (classrooms, gym, weight room, etc. Students may not use these areas unless a coach or school employee is present and supervising use.
Section 6-02 School Field Trips and Excursions	https://handbook.la-archdiocese.org/chapter-12/section-12-3/topic-12-3-1
Section 6-03 Transportation	https://handbook.la-archdiocese.org/chapter-12/section-12-3/topic-12-3-2
Section 6-04-1 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.
Section 6-04-2 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.
Section 6-04-3 Authority	The ASB Moderator/Activities Director is the authority overseeing the Student Council/ASB. This moderator reports to the Assistant Principal of Community Outreach and Engagement, and, ultimately, the principal.
Section 6-05 Clubs/Organizations/Honor Societies	There are a variety of clubs on campus. The Activities Director has forms available for any student desiring to start a new club.
Section 6-06-1 Dances	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. SJHS Dance Policy: • The manner of dancing will be appropriate for a Catholic school function. • Sexually explicit dancing such as freaking, grinding, or any other type of dancing which could be construed as vulgar or provocative is prohibited. This includes dancing styles that involve intimate touching or simulated sexual activity. There will be no prolonged deliberate suggestive contact below the waist.



Dances (cont.)	• Back to front dancing will be allowed under the following conditions: 1) Dancers must remain upright at all times, therefore no hands on the ground. 2) There will be no extended bending at the waist. 3) Feet cannot remain off the ground for an extended period of time. 4) Hands must remain at or above the waist at all times. 5) There will be no touching below the waist. <u>Consequences of inappropriate dancing:</u> A wristband will be given to each student at the beginning of the dance. If a chaperone asks a student to stop their 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. Please see the SJHS PROGRESSIVE DISCIPLINE GUIDE MATRIX below. • 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 follow all school rules. • All students will be courteous and respectful of all chaperones and students. Entering or leaving the dance without permission, please see the SJHS PROGRESSIVE DISCIPLINE GUIDE MATRIX below. Note: The chaperone's decision is final. Guest Passes: No guest below 9th grade or over the age of 20 will be allowed to attend school dances. If a student desires to invite a non-St. Joseph student, they need to pick up a guest pass request form from the ASB Director or Dean of Student 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
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Dances (cont.)

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. To curtail substance abuse, all handbags, coats, and persons are subject to search as well as a breathalyzer test.

Dance Policy on Alcohol:

All students 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 student(s) immediately. Disciplinary action will follow the day the administration returns to campus, and student(s) may lose future dance/activities privileges; however, the student is not to return to campus until notified by the school.

Dance Dress Code:

Students' dress and grooming must not interfere with the maintenance of a positive school environment, or compromise standards of health, safety, and decency for St. Joseph High School. Students are not allowed to wear clothing, jewelry buttons, haircuts, or other items or markings which are offensive, suggestive, or indecent, associated with gangs, alcohol or drug related, or encourage violence or support discrimination of any kind. All student dress should meet the standards of Christian behavior.

Casual Dress Code:

- Shorts must reach the top knuckle when arms are laid flat against the sides.
- Spandex shorts may not be worn unless appropriate shorts are worn over them.
- Tights or leggings may not be worn without appropriate shorts over them.
- The bottom of shirts must reach the top of shorts or pants worn.
- Spaghetti straps or tube tops may not be worn without appropriate clothing on top.
- No backless shirts are to be worn.
- No sheer or see-through material may be worn without appropriate clothing underneath.
- Any altered or cut clothing must follow the above rules.
- Dresses or skirts shall not be more than 4" above the knee (at the highest point - including "slits").
- The regular dress code policy regarding jewelry and body piercings/art will be enforced.
- Males must not have a mustache, goatee, or beard.

*** Any noncompliance of the rules will result in being sent home.**



Section 6-06-2 Dances Dress Code	Formal Dress Code: The following are the guidelines for formal dances and events and apply to St. Joseph High School students and guests. <u>Males:</u> • A tuxedo or suit is required. • A shirt and tie must be worn all evening. • Dress shoes are required and must be worn during the entire event. • No casual shoes, no flip flops or athletic shoes (you may not bring with you or change into these shoes during the event). • The regular dress code policy regarding jewelry and body piercings/art will be enforced. • No baseball caps, bandanas, du/do rags, or similar head coverings will be allowed. • SJHS male students must not have a mustache, goatee, or beard. <u>Females:</u> • Formal gowns are required. The dress selected must comply with the dictates of modesty and good taste. • Dresses/blouses must not be too low-cut or excessively revealing in any area. • No bare midriffs or bare backs; must have support across the upper back. • Dresses with cutouts must be covered with a mesh lining to comply with the no bare midriffs rule. • Dresses may not be any higher than mid-thigh. • Dress shoes are required. No casual shoes, no flip flops or athletic shoes (you may not bring with you or change into these shoes during the event). • The regular dress code policy regarding jewelry and body piercing/art will be enforced. Semi-formal Dress Code: The following are the guidelines for Semi-formal dances and events for St. Joseph High School students and guests. <u>Males:</u> • A tuxedo or suit is not required but is encouraged. • Dress pants, a dress shirt, and tie must be worn all evening. • Dress shoes are encouraged. • Casual shoes or athletic shoes may be worn in an elevated style and must be in good condition. • The regular dress code policy regarding jewelry and body piercings/art will be enforced. • No baseball caps, bandanas, du rags, or similar head coverings will be allowed. • SJHS male students must not have a mustache, goatee, or beard. <u>Females:</u> • Formal gowns are not required but are encouraged. The dress selected must comply with the dictates of modesty and good taste.
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Semi-formal Dance Dress Code (cont.)	• Dresses/blouses must not be too low-cut or excessively revealing in any area. No bare midriffs or bare backs; must have support across the upper back. • Dresses with cutouts must be covered with a mesh lining to comply with the no bare midriffs rule. • Dresses may not be any shorter than mid-thigh. • Dress shoes are encouraged. Casual shoes or athletic shoes may be worn with elevated style and must be in good condition. • The regular dress code policy regarding jewelry and body piercings/art will be enforced. Any questions about the appropriateness of attire should be brought to the Dean of Student Affairs or Activities Director before attending the dance.
Section 6-06-3 Graduation Celebration/Grad Night	Seniors may participate in "Grad Nite," organized by the senior class moderator. Students are reminded that this is a privilege that may be revoked for disciplinary reasons, or as deemed appropriate by the school administration.
Section 6-07-1 Student Publications	N/A
Section 6-07-2 Additional Student Publication Information	N/A
Section 6-08 Parent/Guardian Release for Student or Minor	Form to be completed annually: http://handbook.larchdiocese.org/Handbook%20Resources/parent_guardian_release_for_student_or_minor_noncommercial_en.pdf#search=parent%2520authorization%2520student%2520image
Section 6-09 Junior Ring Mass	Juniors have a Ring Mass scheduled and will order rings for the Mass in the Fall of their Junior year.
Section 6-10 ASB Card	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 Yearbooks	Yearbooks are provided to all students; the cost of said yearbook is included in the student registration fee.
Section 6-12-1 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



Athletics (cont.)	which he or she wishes to participate. Such athletic department guidelines are printed in the Parents and Student/Athlete Handbook. 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. General Rules and Policies 1. On athletic trips, all athletes will return to our campus with the same driver that he or she left with, unless other arrangements have been made with the coach prior to the trip. 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.) 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 sports. If academic eligibility is lost prior to the end of the season, junior varsity athletes will receive a certificate of participation. 4. At the start of each season of sport, at least one parent/guardian must attend the mandatory Sports Meeting (see calendar for dates). 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.
Section 6-12-2 School Athletic Handbook	N/A
Section 6-12-3 Sports by Season, Pep-Squads, Cheer	Drama Letter: 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. 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.



Sports by Season (cont.)	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. Fine Arts Letter: 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). Students must accumulate 200 points out of the possible activities listed below. Points are cumulative. Participation in A Knight of Art Show: • 15 points for each piece exhibited up to three. • Additional points for placing at show 25 for best in show 15 or 1st place 10 for 2nd place 5 for 3rd place. • Art Knights Club participation (per year) 50 points for officers 25 points for members. • Art Sale Participation: 15 points for participation. • Gallery Visits: 10 points for each approved unique gallery visit with club report. • Community Service: 5 points for each bowl created for Empty Bowls Food Bank Fundraiser. • Points may be awarded for participation in community, state, or national art events on an individual basis. Students who have previously earned the patch, who earn the points equal to the patch requirements in subsequent years may receive a year pin.
Section 6-12-4 Selection Process/ Requirements & Eligibility for Participation	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. Eligibility Academic Guidelines/Attendance: 1. All team members with a 3.75 GPA and higher will be given Scholar Athlete recognition. Student-Athletes must attend <u>half of the school day</u>, at minimum, to practice or participate in a contest that day. 2. Student-Athletes will never be permitted to remain home (for any amount of time) on the day of a scheduled contest 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 after an event.



Selection Process/ Requirements & Eligibility for Participation (cont.)	3. 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. <u>ATHLETIC ELIGIBILITY:</u> 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 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. <i>*Grade checks will be completed on the Monday after each specified term is completed.</i> <i>**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.</i>
Section 6-12-5 Athletic Medical Clearance	Per CIF regulations, students must receive a yearly physical to participate. Physicals must be turned into the Athletic Director prior to participation.



Section 6-12-6 Injuries and accidents	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 a trainer or coach. School policies are enforced at all times in this facility. The school insurance provides secondary coverage except for tackle football, for which special insurance must be purchased.
Section 6-12-7 Athletic Fees, Equipment, and Uniforms	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. 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.
Section 6-12-8 Discipline Policies and Procedures in Athletics	1. Any athlete who has been suspended may not participate or be present at any contests, practices, or meetings as 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. 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. 3. Student athletes shall conduct themselves on or off campus, in the classroom, on school trips, and during athletic contests in a manner that is consistent with the mission and philosophy of the school. 4. Athletes shall take proper care of St. Joseph High School property, uniforms and equipment. 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. b. Athletes should never have equipment or uniforms from another sport or their sport out of season. c. Any loss of equipment will be charged to the athlete's parent(s)/guardian(s) on their FACTS tuition account. Quitting, Transfers to Another Sport, or Being Dropped for Disciplinary Reasons: 1. Athletes may not transfer from one sport to another in the same season after the first regularly scheduled contest has been played unless approved by the Assistant Principal of Athletics. 2. Sophomores not completing the season will not receive P.E. credit, unless they return to a P.E. class. 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.



Discipline in Athletics (cont.)	3. An athlete who is cut from a squad during preseason tryouts may try out for another sport during the athletic season in progress. 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.
Section 6-12-9 Varsity Jackets and Sweaters	Students earning varsity letters may affix to their school jacket/cardigan. Students should ask for clarification from their coach/the Assistant Principal of Athletics/ and https://sjhsknights.com/who-we-are/athletics/letterman-jackets/.
Section 6-12-10 Sportsmanship Code for Spectators	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) The following behavior is unacceptable at all CIF high school contests: - berating your opponent's school or mascot. - berating opposing players. - obscene cheers or gestures. - negative signs. - noisemakers. - Complaining about officials' calls (verbal or gestures). Spectators: (CIF) - Spectators are required to maintain a high degree of sportsmanship during athletic contests. - Spectators must, always remain in the designated seating areas while a contest is in progress. - No spectator is allowed to confront an official, coach, or player before, during or after an athletic contest. The actions of a spectator, detrimental to the playing of the game, may cause forfeiture of that contest.
Section 6-12-11 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.
Section 6-12-12 CYO/CIF	St. Joseph High School is a member of the CIF. The athletics website is: http://www.sjhsknights.com/athletics



CHAPTER 7 -- TUITION AND FEES	
Section 7-01 Tuition and General Fees	https://sjhsknights.com/admissions/tuition-aid/
Section 7-02 Tuition Collection	Tuition may be paid by check/cash to the school directly or through the FACTS management system. If two (2) or more checks bounce from parent(s)/family(s)/guardian(s), we will no longer accept checks for any reason to cover school expenses. All families are <u>required</u> to set up a FACTS tuition management account. https://online.factsmgt.com/signin/497Z3
Section 7-03 Tuition Assistance	Tuition assistance is awarded by the school; to be considered for financial aid, families must apply through the FACTS system: https://online.factsmgt.com/signin/497Z3
Section 7-04 Parent Service and Fundraising Requirements	Each family is required to provide 15 hours of service per student. All hours must be approved by the administration. Parents may "opt out" of service by paying the \$600.00 "opt out" fee PER STUDENT. A parent who signs up for service and cancels prior or does not show up for service will be charged \$40.00 per hour on his/her FACTS account.
Section 7-05 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 the moderator or coach for clarification.
Section 7-06 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 to comply with all expectations of enrollment and attendance and will act on all school correspondence (mail. Email. or a 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.
Section 7-7 Tuition and Final Exam Eligibility	Students will not be permitted to take final examinations in December or June unless their tuition account is paid in full prior to the exam dates. Any tuition account that is 60 days past due will require a mandatory meeting with the Principal (or designee) to review the account and discuss payment arrangements. Failure to attend the required meeting or bring the account current may result in further administrative actions, including temporary suspension from school activities until the account is resolved.
Section 7-07 Tuition and Final Exam Eligibility	Students will not be permitted to take final examinations in December or June unless their tuition account is paid in full prior to the exam dates. Any tuition account that is 60 days past due will require a mandatory meeting with the principal



	(or designee) to review the account and discuss payment arrangements. Failure to attend the required meeting or bring the account current may result in further administrative actions, including temporary suspension from school activities until the account is resolved.
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CHAPTER 8 - DISCIPLINE

Section 8-01 Philosophy	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 affirming, emotionally and physical safe, and conducive to a Christ-centered learning environment and promotes character development, career preparation, and the common good. A positive and effective learning environment is maintained when students work cooperatively with administration, faculty and staff, and their classmates towards learning, skill development, and college/career preparation objectives. However, the legitimate interest of the school extends beyond the school day and school hours.
Section 8-01-1 Discipline and Procedures	Our campus culture strives to reflect the light, peace, and love of Christ in all our relationships. We respect ourselves, others, our campus, and the property of others. We believe in being courteous, kind, honest, and striving to achieve our potential. We are all accountable to give our best efforts in this work. The school reserves the right to determine, at its discretion, which student actions fall short of the principles of the school. The school also reserves the right to amend established discipline policies and procedures. All behavioral interventions with students are conducted with noteworthy respect for the individual. When a student doesn't meet the minimum behavioral expectations and standards of conduct, she/he will be subject to a range of possible disciplinary consequences at the discretion of the Assistant Principal of Student Affairs, Executive Leadership Team (ELT), and staff members. Any infractions of school policies may necessitate a parent conference as part of the intervention. Repeated violations of school behavioral standards may lead to more disciplinary action including expulsion. Please see the SJHS Progressive Discipline Matrix listed below. Seniors who violate the discipline policy may lose privileges, including free periods, and risk additional consequences such as losing the opportunity to participate in end-of-the-year activities, including Graduation. Students must serve assigned Detentions that day or the following day Detention is held. Failure to attend after school Detention may result in additional Detentions being added, and students will be unable to participate in extracurricular and co-curricular activities until the Detention has been served. A \$50 fee is assessed to parents for all Saturday School Detentions and In-School Suspensions. Anyone failing to attend a scheduled Saturday School Detention, without prior administrative authorization, may be given additional consequences, such as a Suspension. <u>Special Notes:</u> 1. Discipline for all offenses may be carried over to the following year, if necessary, for completion. 2. Students may incur additional consequences from coaches, program directors, moderators, or Campus Minister. ELT and parents support these decisions. Activities refer to all co-curricular activities: academic, spiritual, social, and athletic. 3. Any student who violates the Alcohol, Drugs, and Substance Abuse Policy may be dismissed or suspended



Discipline and Procedures (cont.)	from the team, squad, or leadership position (including, but not limited to athletics, ASB, drama and Youth Ministry). 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. 4. Failure to report for/and or complete disciplinary consequences may escalate disciplinary actions, including expulsion. 5. Behavioral Contracts will be reviewed after one subsequent year of attending SJHS for consideration of termination. <u>Attendance:</u> There is a direct, positive correlation between attendance in class and academic achievement. All attendance policies promote students attending school and maintain proper student supervision and safety. Students do not have permission to leave campus without permission. The school is not liable for students who leave without permission. Please see the SJHS PROGRESSIVE DISCIPLINE GUIDE MATRIX below for consequences related to the following: ○ Leaving Campus without Permission of School Authorities: • Cutting Class (defined as being on campus and not attending class as scheduled): Cutting Mass (defined as being on campus and not attending mass as scheduled): <u>Tardiness Policy:</u> We value punctuality and positive attendance as essential life skills that prepare students for an effective future and demonstrate respect for the learning environment. We expect our students to be punctual by arriving at each class on time and prepared to learn, contribute, and achieve at their highest level. Students are expected to be in class on time. Tardiness is a disruption to the teacher and other students. Students who arrive at school at any time after the school day has started must report to the Attendance Office to receive a tardy slip before being admitted. There is no distinction between an excused and unexcused tardy to periods 1 and 5. A Detention will be given for every three (3) tardies to any period 1 or 5 classes in a calendar month. After the first period of the day (per. 1 and 5), a student will automatically receive a Detention for tardiness to any subsequent class period, including those who have a lawn period during per. 1 and 5. When a student is tardy for more than 30 minutes, it will be counted as an absence.
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Discipline and Procedures (cont.)	If a student is going to be late due to planned or unforeseen circumstances at the beginning of the school day, parents/guardians are asked to notify the Attendance Office as soon as possible (attendance@sjhsknights.com). Note: There are no approved "late starts" for sporting events. 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. Misconduct: Please see the SJHS PROGRESSIVE DISCIPLINE GUIDE MATRIX below: ○ Profanity or Abusive Language: If directed at a student: If a student is verbally harassing or abusing another student ○ Insubordination, Profanity, or Abusive Language: If directed at a staff member, directly, or directed at a staff member indirectly, on or off campus: ○ Possession or use of fireworks, sulfur containers, squirt mechanisms, or Orbee/gel blaster-type items: ○ Assault & battery: ○ Possession of weapons, inclusive of explosives: • Possession of pornography (physical or electronic): • Fighting (pushing, shoving, boxing, horseplay, etc.): • Vandalism, graffiti, or theft • Gambling: ○ Deliberate littering or throwing non-food or food items (including ice): • Overt public display of affection (PDA): ○ 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 Assistant Principal of Student Affairs. • During class time phones are to be placed in the designated area and remain there for the entire class period. To avoid having phones distract students during class time, parents should not try to contact their
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Discipline and Procedures (cont.)	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. ○ Unauthorized Use of Technology: • 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. • Students in P.E. classes or weight-training are required to turn in their phones and iPads at the beginning of class. The P.E. teacher will securely store the phones until the class is concluded. • Smart Glasses: In accordance with state law, state education code, and school policy, smart devices may not be used in any manner that violates the privacy rights of any other person. As such, uses are difficult, if not impossible, to prevent with Smart Glasses. The use of or possession of Smart Glasses (Meta glasses, etc.) on campus or during school activities is prohibited, even if they are prescription lenses. Such items are subject to confiscation and discipline as per the school's electronic device policy. • Recording Devices: Students are reminded that unauthorized recording (video and audio) is a violation of state law, state education code, and school policy. Violations of this policy will be subject to disciplinary measures and potential law enforcement intervention. • Earbuds, Air Pods, earphones, headphones, or any listening devices may not be used on campus at any time from 8:00 a.m. to the end of the academic school day. This includes break, passing periods, and lunch. Note: teachers may approve use of listening devices ONLY in a classroom setting for educational purposes and use in only one ear is permitted. For additional information, please refer to: http://handbook.la-archdiocese.org/chapter-13/section-13-9
Section 8-01-2 Disapproved Disciplinary Measures	http://handbook.la-archdiocese.org/chapter-13/section-13-9/Section-13-9-2
Section 8-01-3 Detention	http://handbook.la-archdiocese.org/chapter-13/section-13-9/Section-13-9-3
Section 8-01-4 Behavior Agreement/Probation	http://handbook.la-archdiocese.org/chapter-13/section-13-9/Section-13-9-5



Section 8-01-5 Suspension/Disciplinary Measures for Grave Offenses	http://handbook.la-archdiocese.org/chapter-13/section-13-9/Section-13-9-4
Section 8-01-6 Expulsion	http://handbook.la-archdiocese.org/chapter-13/section-13-9/Section-13-9-6
Section 8-01-7 Academic Dishonesty Policy	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: 1. Plagiarism: Plagiarism occurs when a student attempts to present as his own what has come from another source; e.g., using the ideas of another person, paraphrased or not, without giving credit to that source; rewriting borrowed material through minor word or sentence adjustments; presenting as one's own a paper, project, or assignment that has been partially or completely prepared by another person, whether a relative, friend, fellow student, alumnus, or an employee of an online service or other business that produces such work, etc. 2. Cheating: Cheating occurs when a student uses course materials, information, or devices (programmable calculators, cellphones, etc.) in an unauthorized or prohibited manner; e.g., having or using unauthorized materials, information, or devices at an examination, test, or quiz; copying from another student at an examination, test, or quiz; copying another student's assignment, data, or lab report; permitting another student to copy from your assignment, test, exam, quiz, or project; obtaining and/or using in an unauthorized manner an answer key or an examination, test, or quiz prior to its administration; sharing with students in other class sections information about tests, quizzes, or exams they will be taking, etc. 3. Falsification: Falsification occurs when a student makes false statement or offers false information that misleads others; e.g., the manipulation or falsification of data for an academic assignment; the creation of a false or misleading source citation; intentionally obstructing or interfering with another student's academic work, etc. 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. Please see the SJHS PROGRESSIVE DISCIPLINE GUIDE MATRIX below.
Section 8-01-8 Harassment, Bullying, and Hazing Policy	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:



Harassment, Bullying, and Hazing Policy (cont.)	☐ Derogatory, demeaning, humiliating, inflammatory, intimidating, or threatening words spoken to, written to, or written about another person. ☐ Racially motivated speech or actions. ☐ Unwanted physical touching, contact, or assault. ☐ Deliberate impeding or blocking another's movement. ☐ Intimidating interference with normal work or movement. ☐ Derogatory, demeaning, inflammatory, intimidating, or threatening gestures, posters, cartoons, drawings, images, and photos. ☐ Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. 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(s). In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Cyberbullying or cyber harassment occurs when students bully or harass each other using electronic devices. This can include but is not limited to: ☐ Sending inappropriate texts, emails, or instant messages ☐ Posting inappropriate pictures, videos, or messages about others on blogs, social media, or websites ☐ Using someone else's username to spread rumors or lies about another person For additional information regarding harassment, bullying, and hazing, please refer to the following: http://handbook.la-archdiocese.org/chapter-13/section-13-10 Disciplinary consequences for these offenses are as follows: If directed at a staff member: Directly or indirectly directed at a staff member, on or off campus, the student is subject to immediate expulsion. If directed at a student: to be investigated and reviewed by the Disciplinary Review Committee. *We ask parents to document incidents for consideration.
Section 8-01-9 Student Threats	https://handbook.la-archdiocese.org/chapter-13/section-13-10/topic-13-10-2
Section 8-01-10 Use/Possession/Distribution of controlled substances and/or Paraphernalia:	St. Joseph High School abides by the laws of the United States and the State of California. Students with a substance abuse and/or addiction problem will be counseled and supported with appropriate consequences and restorative activities. A balance between individual student needs with those of the community regarding safety and formation is pursued. Parents, students, and faculty work together solving and working with these



Use, Possession (including paraphernalia), or being under the Influence before, after, or during school, including school sponsored activities, selling, distributing or providing controlled substances. Nicotine (including tobacco) products (including nicotine vaping devices/paraphernalia). Alcohol and/or Cannabis, (including THC vaping devices/paraphernalia) Other Controlled Substances	challenges. St. Joseph High School collaborates with law enforcement to foster and controlled substance free and safe environment. Drug/vape sensing equipment is utilized on campus intentionally as a deterrent to possessing/using/distributing controlled substances on campus. Reasonable suspicion of controlled substances of possession/use/distribution is sufficient to authorize a search of the student, clothing, and other belongings. Please see the SJHS Progressive Discipline Guide Matrix below for further details regarding offenses and consequences. For information regarding substance abuse and possession of alcohol or controlled substances, please refer to the following: http://handbook.la-archdiocese.org/chapter-13/section-13-8/Section-13-8-4
Section 8-02 General Security and Email Policies	https://handbook.la-archdiocese.org/chapter-10/section-10-3/topic-10-3-4
Section 8-03 Bring Your Own Device Policy	https://handbook.la-archdiocese.org/chapter-10/section-10-3/topic-10-3-6
Section 8-04 BYOD Policies for Staff and Volunteers	https://handbook.la-archdiocese.org/chapter-10/section-10-3/topic-10-3-7



St. Joseph High School

2026 - 2027

Progressive Discipline Matrix



The Sequential Progressive Discipline Matrix is considered a guide. Likewise, this guide does not alter the discretion given to the principal or designee (Assistant Principal of Student Affairs). Each administrator has the discretion to adjust consequences for each incident/offense (including other intervention steps) as needed.



SJHS SEQUENTIAL PROGRESSIVE DISCIPLINE GUIDE MATRIX

Section 4-04, 8-1-01: Attendance			
Student infraction	First Offense	Second Offense	Third Offense
Tardy – Refer to Tardy Policy.	- Warning - A Detention will be given for every three (3) tardies to any period 1 or 5 classes in a calendar month - A Detention assigned for every tardy period 2-4 and 6-8. - Refer to Tardy Policy		
Leaving campus without permission of School Authorities	- Detention, possible loss of free period (if applicable) - Parent contact	- Loss of school activities for 2 weeks (including, but not limited to sports, dances, drama, Senior activities) - Parent contact	Progressive discipline including Saturday detention, possible behavior contract and possible in-school suspension. Students may be asked to leave the school without tuition forgiveness
Cutting Class (on campus and not attending class) No credit for any work that is missed.	- Detention and 2 hours detention per period cut or any portion of period cut - Parent contact	1 Saturday Detention per cut period, - Loss of free period (if applicable) - Parent contact	As determined by ELT/Disciplinary Review Board
Cutting Mass (on campus and not attending mass)	- Saturday School Detention - Parent contact	2 Saturday School Detentions, loss of Lawn Period (if applicable) - Parent contact	Progressive discipline and potential removal from school
"NO Show" to detention.	- Possibly assign additional detention(s) - No extra-curricular/co-curricular program participation until Detention has been served.	- Parent contact - Assign additional detentions - No extra-curricular/co-curricular program participation until Detention has been served.	- Parent contact - Assign additional detentions and/or Saturday School Detention - No extra-curricular/co-curricular program participation until Detention has been served.



Section 2-14, 6-06: Dress Code

Dress Code violations: Note: In addition to the policy stated, students with inappropriate haircuts/color must be corrected within 48 hours. Students may be assigned a Saturday School Detention for any 5 accumulated total violations added together of the Dress Code, outerwear, and personal grooming standards.	• 1 Hour Detention • Student change/add clothing • Parent contact • Student change/add clothing • \$10.00 fee for borrowed clothing or purchase item of clothing for listed price
Outerwear Violation	• Outerwear held at AP of Student Affairs Office for pick-up • 1 Hour Detention • Parent contact • \$10.00 fee will be assessed to retrieve an item
Personal Grooming Violation (Needing to shave)	• Students given razor and shaving cream to properly groom selves on campus in the restroom. (Razor must be returned for safe disposal by staff and shaving cream must be returned for storage and further use) • 1 Hour Detention • Parent contact • \$10.00 fee for razor and shaving cream

Section 8-1: Misconduct

Student Infraction	First Offense	Second Offense	Third Offense
Profanity or Abusive Language: If directed at a student: If a student is verbally harassing or abusing another student	• The ELT/Disciplinary Review Committee will determine the consequences.		
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 ELT/Disciplinary Review Committee		
Possession or use of fireworks, sulfur containers, squirt mechanisms, or Orbee/gel blaster-type items:	• Item taken • Detention	• Item taken • Saturday School Detention	• As determined by the ELT/Discipline Review Committee



Assault & battery	• Law enforcement referral, as determined by the ELT/Discipline Review Committee		
Possession of weapons, inclusive of explosives:	• As determined by the ELT/Discipline Review Committee		
Possession of pornography (physical or electronic)	• 1 hour detention • Parent conference	• Saturday School Detention, • Loss of iPad/phone privilege	• As determined by the ELT/Discipline Review Committee
Fighting (pushing, shoving, boxing, horseplay, etc.)	• 1 day suspension • Saturday School Detention	• 1 day suspension • Behavior Contract • Saturday School Detention • Subject to loss of activities	• Subject to Expulsion
Vandalism, graffiti, or theft (on and off campus offenses):	• Saturday Detention • Minimum \$100.00 fine, • Restitution	• Restitution, as determined by the ELT/Discipline Review Committee	
Gambling	• 1 hour Detention	• Saturday School Detention	• Progressive discipline and possible removal from the school.
Deliberate littering or throwing non-food or food items (including ice):	• \$10.00 fine for each offense		
Overt public display of affection (PDA):	• Detention: 3 hours • Parent contact	• Saturday School Detention • Parent conference with AP of Student Affairs, parent(s), and student	
Unauthorized use of Cellular Phone, iPads, Earbuds, Air Pods, earphones, headphones, or any listening devices and other electronic devices. (see The Shield)	• Warning • Students retrieve items from Assistant Principal of Student Affairs • Parent contact	• 1 Hour Detention • Students retrieve device from Assistant Principal of Student Affairs • Parent contact	• 2 Hour Detention • Students retrieve device from Assistant Principal of Student Affairs • Parent conference with AP of Student Affairs, parent(s), and student • 5th Offense: Saturday School Detention
Section 6-06: Consequences of inappropriate dancing/removal from dance	• Discipline referral • Detention: 3 hours • Parent contact	• Discipline referral • Saturday School Detention • Forfeiture of next dance • Possible additional consequences • Parent Conference with AP of Student Affairs, parent(s), and student	
Entering or leaving the dance without permission	• Forfeiture of the next dance • 3 Hours Detention • Parent contact	• Forfeiture of all dances for the remainder of the year • Saturday School Detention • Parent conference with AP of Student Affairs, parent(s), and student	
Alcohol at School Dance	• Parent Contact to pick-up student		



	• See consequences listed below under 8-1-10 • May lose future dance/activities privileges		
Policy 4-09: Parking Lot Policy— Students are not permitted to access their vehicles during the school day for any reason	• \$10.00 fine and possible Detention assignment(s)	• Repeated violation will result in escalated discipline	
Illegal Parking	• \$20.00 fine each time and possible Detention assignments		
Unsafe Driving on Campus	• \$50.00 fine • Possible Detention(s) • Possible loss of driving on campus for one week	• \$75.00 fine • Possible Detention(s) • Possible loss of driving on campus for one month	• \$100.00 fine • Possible Detention(s) • Possible loss of driving privileges for 100 school days.

<u>Section 8-1-07: Academic Dishonesty</u>			
Student Infraction	First Offense	Second Offense	Third Offense
Academic Dishonesty	• Referral • Zero (0) grade on assignment. • Parents to be notified by the Dean of Student Affairs	• Discipline referral • Zero (0) grade on assignment • Parent notified by AP of Academics • Detention: 2 Hours • Loss of co-curricular activities for a time determined by the ELT/Disciplinary Review Committee	• As determined by the ELT/Disciplinary Review Committee
Forgery	• Parent Conference • Detention: Minimum 2 hours	• Saturday School Detention	• As determined by the ELT/Disciplinary Review Committee
Altering Records	• Subject to expulsion		
Use of Artificial Intelligence (AI)	• Complete assignment in person [Zero (0) on assignment if student opts not to re-do assignment or not completed as agreed upon] • Parent contact		



Section 8-1-08: Harassment, Bullying, and Hazing (including Cyberbullying or Cyber Harassment)

Student Infraction	First Offense	Second Offense	Third Offense
Directed at a staff member: Directly or indirectly, on or off campus	Subject to immediate Expulsion		
Directed at a student	To be investigated and reviewed by the ELT/Disciplinary Review Committee		

Section 8-1-10: Substance Abuse and Possession of Alcohol, Nicotine/Tobacco or Controlled Substances

Student Infraction	First Offense	Second Offense	Third Offense
Use/Possession/ Distribution of controlled substances and/or Paraphernalia: Use, Possession (including paraphernalia), or being under the Influence before, after, or during school, including school sponsored activities, selling, distributing or providing controlled substances. Nicotine (including tobacco) products (including nicotine vaping devices/paraphernalia). Alcohol and/or Cannabis, (including THC vaping devices/paraphernalia) Other Controlled Substances including paraphernalia	● 5-day suspension, off campus ● 3 weeks out of all extracurricular/co-curricular activities and events (including athletics, dances and graduation activities, etc.) ● Behavior Contract (1 year minimum) ● Possible Saturday School Detention(s) ● Possible cessation activity(ies) and/or counseling, as determined by the AP of Student Affairs ● Possible recommendation for expulsion ● Other consequences-restorative activities as determined by ELT/Disciplinary Review Committee		



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.