



*Building Faith, Character, and Excellence*

# **STUDENT-PARENT HANDBOOK**

## **2026-2027**

453 North Notre Dame Avenue  
South Bend, Indiana 46617

Phone: 574-233-6137  
Fax: 574-472-1245

[www.saintjoehigh.com](http://www.saintjoehigh.com)

## Table Of Contents

Note that the section and subsection headings are clickable links.

|                                                                           |           |
|---------------------------------------------------------------------------|-----------|
| Mission Statement                                                         | 8         |
| Vision Statement                                                          | 8         |
| Accreditation                                                             | 8         |
| School Brand                                                              | 8         |
| School Fight Song                                                         | 8         |
| Hours of Operation                                                        | 9         |
| Department Listing (Alphabetical)                                         | 9         |
| School Communications                                                     | 10        |
| Parent Acknowledgment and Electronic Communication Notification & Release | 11        |
| School Closings                                                           | 11        |
| Handbook Amendments (Diocesan Policy P4510)                               | 11        |
| Safe Environment (Diocesan Policy P4510)                                  | 11        |
| <b>Section 2: Spiritual Life and Pastoral Care</b>                        | <b>12</b> |
| Pastoral Ministry                                                         | 12        |
| God's Gift of Human Sexuality                                             | 13        |
| Abortion/Sanctity of Life                                                 | 14        |
| Christian Service Requirements and Guidelines                             | 15        |
| Christian Service Requirements and Guidelines                             | 15        |
| <b>Section 3: Admission and Enrollment</b>                                | <b>15</b> |
| Enrollment Territory                                                      | 15        |
| Enrollment Priority                                                       | 15        |
| Admission Requirements: Ninth Grade                                       | 16        |
| High School Placement Test (HSPT)                                         | 16        |
| Visit Days for Prospective Students                                       | 16        |
| Admission Requirements: Transfer Students                                 | 16        |
| Theology Requirements: Transfer Students                                  | 17        |
| Transfer of Credits from Homeschool                                       | 17        |
| Admission Requirements: International Students                            | 17        |
| Theology Requirements: International Students                             | 17        |
| Transfer of Credits: International Students                               | 17        |
| Tuition Refunds and Credits: International Students                       | 17        |
| English Language Proficiency                                              | 18        |

|                                                                              |           |
|------------------------------------------------------------------------------|-----------|
| Homestay/Host Family Requirement                                             | 18        |
| Immunization Requirement                                                     | 18        |
| Enrollment Policies and Procedures: New Student Enrollment                   | 18        |
| Enrollment Policies and Procedures: Continuing Student Re-Enrollment         | 18        |
| Title IX                                                                     | 19        |
| Diocesan Policy 4010 - Enrollment of Students                                | 19        |
| <b>Section 4: Tuition and Financial Aid</b>                                  | <b>21</b> |
| Multi-Child Discounts for currently enrolled siblings                        | 21        |
| Tuition Payment Policy                                                       | 21        |
| Financial Aid                                                                | 21        |
| Tuition Refund Policy                                                        | 22        |
| Unpaid Tuition / Past Due Accounts                                           | 22        |
| Student Insurance                                                            | 23        |
| <b>Section 5: Attendance</b>                                                 | <b>23</b> |
| Excessive Absence Policy                                                     | 24        |
| Requesting an Early Dismissal                                                | 26        |
| Planned/Pre-Arranged Absences:                                               | 26        |
| Missed Work Make-Up Policy                                                   | 27        |
| Truancy                                                                      | 27        |
| Habitual Truancy Reported to BMV (Drivers License Law - Indiana Code 9-24-2) | 27        |
| Tardiness                                                                    | 28        |
| Participation in Athletics and Co-Curricular Activities - Absences           | 28        |
| Participation in Athletics and Co-Curricular Activities - Excessive Tardies  | 29        |
| Temporary Guardianship                                                       | 29        |
| Diocesan Policy 4040 - Attendance (IC 20-33-2-6 )                            | 29        |
| <b>Section 6: Academics</b>                                                  | <b>31</b> |
| Grading Scale                                                                | 31        |
| Letter Grade Point Equivalency (Used to compute GPA)                         | 31        |
| Semester Grades                                                              | 31        |
| Honor Roll                                                                   | 31        |
| Graduation Ceremony Participation                                            | 32        |
| Final Exam Requirements for Graduation                                       | 32        |
| Graduation Rank and Honors Designation                                       | 32        |
| Missed Work / Make-Up Policy (Diocesan Policy 4040)                          | 32        |
| Study Tables                                                                 | 33        |
| Case Conferences                                                             | 33        |
| Academic Honor Code                                                          | 33        |

|                                                                                   |           |
|-----------------------------------------------------------------------------------|-----------|
| Academic Dishonesty - Cheating/Plagiarism                                         | 34        |
| National Honor Society                                                            | 35        |
| Book Rental Procedures and Expectations                                           | 35        |
| <b>Section 7: Counseling and College Advising</b>                                 | <b>35</b> |
| Mission Statement                                                                 | 35        |
| Counseling Services                                                               | 35        |
| Confidentiality and Reporting                                                     | 35        |
| Access To Official Student Records (Diocesan Policy P4170)                        | 36        |
| FERPA                                                                             | 36        |
| Failing Grades                                                                    | 36        |
| Academic Probation                                                                | 36        |
| Transcripts                                                                       | 37        |
| Schedule Changes                                                                  | 37        |
| Incomplete Grades                                                                 | 37        |
| Cumulative Average (GPA)                                                          | 37        |
| College Entrance Testing (SAT, ACT)                                               | 37        |
| Parent Information Meetings                                                       | 38        |
| <b>Section 8: Student Health</b>                                                  | <b>38</b> |
| Health Records and Immunizations                                                  | 38        |
| Illness at School                                                                 | 38        |
| Administration of Medication                                                      | 39        |
| Injuries, Medical Conditions, and Accommodations                                  | 40        |
| Student Insurance                                                                 | 41        |
| <b>Section 9: Discipline</b>                                                      | <b>41</b> |
| Behavior Expectations                                                             | 41        |
| School Zone                                                                       | 41        |
| Disciplinary Process                                                              | 41        |
| Minor Offenses                                                                    | 42        |
| Detentions                                                                        | 42        |
| Discipline Points                                                                 | 42        |
| Exclusionary Probation                                                            | 42        |
| Suspension                                                                        | 43        |
| Diocesan Policy 4520 - Grounds for Suspension or Expulsion of Students            | 43        |
| Student Accused of a Non-School-Related Criminal Act (Diocesan Policy P4550)      | 44        |
| Diocesan Policy 4530 - Disciplinary Review for Students (Suspension or Expulsion) | 44        |
| The Discipline Review Board                                                       | 44        |
| Discipline Review Process - Expulsion                                             | 44        |

|                                                                                           |           |
|-------------------------------------------------------------------------------------------|-----------|
| Failure or Refusal of Parent to Participate in a Discipline Review (Diocesan Policy 4420) | 45        |
| Gun-Free School (from Diocesan Policy 4560)                                               | 45        |
| Treatment of Others                                                                       | 46        |
| Bullying and Harassment (In accordance with Diocesan Policy 4580)                         | 46        |
| Sexual Harassment (In accordance with Diocesan Policy 4580)                               | 47        |
| Reporting Racism, Bullying, Harassment, and Sexual Harassment                             | 49        |
| Additional Behavior Expectations                                                          | 51        |
| Tobacco/Smoking/Vaping Devices/Use of E-Cigarettes (P5000 Series)                         | 53        |
| Other Disciplinary Procedures                                                             | 53        |
| Police Dog Searches                                                                       | 53        |
| Breath-Test Instruments                                                                   | 53        |
| Drug Testing                                                                              | 53        |
| <b>Section 10: Dress Code</b>                                                             | <b>53</b> |
| Shorts and Capris                                                                         | 54        |
| Skorts                                                                                    | 54        |
| Tops                                                                                      | 54        |
| Outerwear                                                                                 | 54        |
| Footwear                                                                                  | 54        |
| Hair                                                                                      | 54        |
| Jewelry and Tattoos                                                                       | 54        |
| Team/Club Alternative Dress Days                                                          | 55        |
| Dress-Down Day Guidelines                                                                 | 55        |
| All-School Spirit Wear Day Dress Guidelines                                               | 55        |
| Senior College Wear Day Dress Guidelines                                                  | 55        |
| <b>Section 11: General Policies and Procedures</b>                                        | <b>56</b> |
| Visitors                                                                                  | 56        |
| Raptor Visitor Management System                                                          | 56        |
| Parental Involvement                                                                      | 56        |
| Teacher Communication with Parents                                                        | 57        |
| PowerSchool/Parental Contact Information                                                  | 57        |
| Grievance Procedure (Diocesan Policy 2310)                                                | 57        |
| Email Communication                                                                       | 58        |
| Seclusion and Restraint                                                                   | 58        |
| Crisis Response Procedures                                                                | 58        |
| Safety Procedures                                                                         | 58        |
| General School Facilities                                                                 | 59        |
| Leep Family Dining Hall (Cafeteria)                                                       | 59        |

|                                                                  |           |
|------------------------------------------------------------------|-----------|
| Closed Lunches                                                   | 59        |
| Lunch Time Visitation Guidelines                                 | 59        |
| Study Hall                                                       | 60        |
| Flex Period                                                      | 60        |
| Media Center/Library                                             | 61        |
| Group Study Rooms                                                | 61        |
| Persons and Personal Belongings (Diocesan Policy 4590)           | 62        |
| Lost and Found                                                   | 62        |
| Locks and Lockers                                                | 62        |
| Bookbags, Backpacks, Cross-Body Bags, and Fanny Packs            | 62        |
| Valuables                                                        | 62        |
| ID Cards                                                         | 62        |
| School Day/Off Limit Areas                                       | 62        |
| Parking Permits/Parking Lot (Policy 4590)                        | 63        |
| Video Surveillance and Electronic Monitoring                     | 63        |
| Assemblies                                                       | 63        |
| Dances                                                           | 64        |
| Dancing Expectations                                             | 64        |
| Prom/Midwinter                                                   | 64        |
| Student Section Code of Conduct - The Dog House                  | 65        |
| Peer Mentor Program                                              | 65        |
| <b>Section 12: Laptop Program</b>                                | <b>66</b> |
| Goals of the Laptop Program                                      | 66        |
| Components of the Laptop Program                                 | 66        |
| Insurance/Warranty                                               | 66        |
| Ownership of Laptop                                              | 67        |
| Proper Care of Laptop                                            | 67        |
| Appropriate Use of the Laptop                                    | 67        |
| Laptop Disciplinary Policy (Electronic Device Discipline Policy) | 69        |
| Electronic Violation Consequences                                | 69        |
| School Zone                                                      | 70        |
| Co-Curricular Activities                                         | 70        |
| Co-Curricular Code of Conduct                                    | 70        |
| Other Actions                                                    | 71        |
| <b>Section 14: Student-Athlete Handbook</b>                      | <b>71</b> |
| Philosophy                                                       | 71        |
| Sportsmanship                                                    | 71        |

|                                                                   |    |
|-------------------------------------------------------------------|----|
| Privilege                                                         | 71 |
| Extra-Curricular Habitual Tardy and Absences                      | 71 |
| Students Not Meeting Dress Code                                   | 72 |
| School Zone                                                       | 72 |
| Athletic Code Of Conduct                                          | 72 |
| Substance Abuse Rules                                             | 72 |
| Rules Of Conduct                                                  | 73 |
| Rules And Guidelines For Participation (Practice And Competition) | 73 |
| Attendance - revised                                              | 74 |
| Coaches' Rules                                                    | 74 |
| Chain Of Command                                                  | 74 |
| Sports Offered                                                    | 74 |

## Section 1: General Information

### Mission Statement

Saint Joseph High School is a Catholic secondary school dedicated to transforming students in heart and mind, preparing them to serve God, the Church, and the world.

### Vision Statement

Saint Joseph High School will be a diverse Catholic community engaged in the process of preparing our students to live exemplary lives, committed to sharing wisdom, showing courage, and supporting justice in the world. We believe that every member of the Saint Joseph High School community will:

- Practice faith in God
- Commit to excellence
- Seek knowledge
- Live ethically
- Promote justice
- Act with a global awareness

### Animating Principle

God Calls; We Answer.

### Core Values

Reach Higher

Build Family

Serve with Joy

Discover our Gifts

The highlighted core value for  
the 2026-27 school year is  
**Reach Higher.**

### School Climate

Positive

Joyful

Welcoming

Supportive

Inclusive

### Accreditation

Saint Joseph High School (SJHS) is accredited by the State of Indiana and Lumen.

### School Brand

The Saint Joseph High School has five official logos: an interlocking SJ athletics logo; the school seal with Saint Joseph High School spelled out; the school seal; the husky logo; and the Huskies wordmark. Only school personnel acting in an official capacity and preferred vendors may use school logos. Students, parents, or others wishing to use the school logos or wordmark must first secure written permission from the Director of Marketing and Communications or the Principal. Saint Joseph's school colors are Columbia Blue and White. Black and red are used as trim colors.

### School Fight Song

*Saint Joseph High School here's to you!*

*Here's to your colors, white and blue.*

*We'll cheer you onward, everyone, whether the battle is lost or won.*

*So, here's to your Saint Joe fighting team.*

*Let your banners stream!*

[Return to Top](#)  
[Bookmark](#)

*And we will proudly raise them to the sky  
As we cheer for Saint Joseph High!*

## Hours of Operation

Offices are open Monday through Thursday 7:30 a.m. to 4:00 p.m., and Fridays until 3:30 p.m. The school building is open for students Monday through Friday 7:15 a.m. to 4:30 p.m. All students who remain in the building after 3:15 p.m. and are not participating in a current co-curricular activity must be seated in the cafeteria. Students who do not adhere to these guidelines will not be permitted to stay after school. After school, all athletes should immediately report to the locker room or other designated area at the direction of their coach. For students to be present outside of this time, they need to be participating in a supervised activity. Classes commence at 8:15 a.m. and dismiss at 3:15 p.m., Monday through Friday.

## Department Listing (Alphabetical)

All phone numbers begin with (574) 233-6137, followed by the department's extension listed below:

### **Admissions** - Ext. 524

*Campus Tours*

*Application Process*

*Prospective Students*

*Enrollment*

*Placement Testing*

### **Athletics** - Ext. 539

*IHSAA & Club Sports*

*Athletic Lockers*

*Final Forms*

### **Bilingual**

*Assistance in Spanish*

*Support for English Learners (ELs) / Students with ILPs*

*WIDA Testing*

### **Business Office** - Ext. 528

*Tuition*

*Financial Aid*

*Accounts Payable* Ext. 529

*Spirit Shop* Ext. 529

### **Counseling/College Advising** - Ext. 516

*Change of Address*

*Academic Counseling*

*Personal Counseling*

*Course Placement*

*Course Registration*

*College Admissions*

*College Financial Aid and Scholarships*

*Standardized Testing*

*Report Cards & Transcripts*

### *Graduation Requirements*

### **Food Services** - Ext. 535

*Breakfast / Lunch*

*Lunch Accounts*

### **Learning Strategies**

*Support for Students with:*

*Catholic School Accommodation Plans (CAPs)*

*Individual Service Plans (ISPs)*

### **Main Office** - Ext. 510

*General Inquiries*

*Visitor Information*

*Contact a faculty member*

*Summer PE*

*Summer School*

### **Mission Advancement** - Ext. 544

*Alumni Relations*

*Community Partnerships*

*Corporate Sponsorships*

*Annual Fund / SGO / Gala*

*Planned Giving*

*Special Events*

*Marketing/Communications*

### **Nurse** - Ext. 552

*Allergies*

*Student Illness*

*Immunizations*

*Medication*

**Student Life** - Ext. 526 (574-239-7665)*Attendance**Late Arrival/Early Release**Messages to students during school day**Lockers**Lost & Found**Parking Permits**Reporting Absences**Student IDs**Student Discipline**Uniforms***Pastoral Ministry** - Ext. 534*Personal spiritual guidance**Community Spirituality**Class Retreats**School Masses***Technology** - Ext. 533*iHelp Desk**Student Laptops**Network Security*

## School Communications

Saint Joseph High School communicates with students and families in the following ways:

- **School Website:** At [www.saintjoehigh.com](http://www.saintjoehigh.com) the school posts information to the Parents portal, found at the top of the page. Information includes the calendar of events, school newsletters, athletics information, online uniform ordering, and the cafeteria menu. There are also links to resources such as this handbook, a faculty/staff directory, and links to PowerSchool and Canvas.
- **Soundings e-Newsletter:** Distributed every other week during the academic year, this e-newsletter is the primary vehicle for school to parent communication.
- **PowerSchool:** Allows parents to access student grades, attendance records, service hours, and assignments. For parents and students, the link is: <https://fwsb.powerschool.com/public/home.html>.
- **Canvas:** All students and teachers use Canvas. Parents can link to their student's account to view assignment due dates, announcements, and other course content. Register using the instructions [linked here](#).
- **Social Media:** Saint Joseph High School maintains seven official social media sites for the school (athletic teams and specific clubs may have their own accounts, created with approval of the Director of Marketing and Communications and abiding by Saint Joe's social media guidelines). Student participation in these sites is optional and at the discretion of each parent/guardian.
  - Facebook:
    - [www.facebook.com/saintjoehigh](http://www.facebook.com/saintjoehigh)
    - Athletics: "Saint Joseph High School Athletics"
  - X:
    - @SaintJoeHigh
    - Athletics: @SaintJoeSports
  - Instagram:
    - @saintjoehigh
    - Athletics: @saintjoesports
- **Focus Magazine:** Published twice a year, *Focus* highlights current students and alumni, and features more in-depth articles about campus and the Saint Joe community. Parents, former parents, alumni, and friends receive this magazine.
- **Email** within the school-issued domain of @saintjoehigh.com.
- **Final Forms** (athletic team management system): <https://saintjoehigh-in.finalforms.com/>
- Educational websites or applications as chosen by school personnel.

## Parent Acknowledgment and Electronic Communication Notification & Release

*Parental acknowledgement of handbook policies and procedures and parent consent for use of electronic communication with minors*

Through the Saint Joseph High School online enrollment process, parents/guardians are asked to acknowledge that they have read or will read this Student-Parent Handbook. This acknowledgement indicates that parents/guardians of Saint Joseph High School students are aware of and accept the policies, procedures, and expectations in this handbook. Furthermore, we ask for and expect parent support and cooperation as school administration, teachers, and staff uphold these policies, procedures, and expectations with your students. We ask that you discuss with your students the importance of, the need to comply with, and the need to be accountable to the policies, procedures, and expectations. This handbook serves to set Saint Joe apart in maintaining a school environment that is Catholic, safe, focused, and productive in a manner that is positive, joyful, welcoming, supportive, and inclusive.

This acknowledgement also indicates that parents/guardians grant permission for their minor child/children to participate in the forms of electronic communication listed above, in relation to coursework and educational or extracurricular programs and activities.

Moderators for official Saint Joseph High School clubs and coaches of athletic teams will communicate to parents what, if any, additional communication tools they will utilize with members of that club or team. Parents/guardians are to be included on all communications with an individual student, and may request that the moderator or coach be included on all group communications for clubs or teams of which the minor child is a member.

## School Closings

In the event of a school delay or closure, Saint Joseph High School will send an automatic phone call to parents. The announcement will also be posted to [www.saintjoehigh.com](http://www.saintjoehigh.com) as well as our social media pages. Delays or closings will also appear on local media, including WNDU, WSBT, and ABC-57.

## Handbook Amendments (Diocesan Policy P4510)

The Student-Parent Handbook and other Diocesan school policies are subject to review and interpretation by school administrators and/or the Diocese and are subject to change or revision at the discretion of the school administration and/or the Diocese. The school community will be notified of any changes. The Student-Parent Handbook will be reviewed annually and revised as necessary.

## Safe Environment (Diocesan Policy P4510)

It is the policy of the Diocese of Fort Wayne-South Bend that all Diocesan priests, deacons, and other personnel, lay and religious, paid and volunteer, must adhere to the Diocesan policies, procedures, and guidelines designed to provide a safe environment for children and young persons. All must report any suspected incident of the physical, mental, or sexual abuse or neglect of a child or young person to appropriate civil and Diocesan authorities consistent with the Diocesan Guideline on Reporting Incidents of Child Abuse or Neglect. All priests, deacons, and other personnel, employee and volunteer, are subject to and obligated by this policy.

## Surveys, Analyses, and Examinations (Policy P4610)

Parents and guardians have the right to inspect, upon request, any survey created by a third party before it is administered or distributed to students. Requests must be made in writing to the school principal. In accordance with Diocesan Policy P4610 (Sections III A–F), Saint Joseph High School will provide annual notice—typically at the beginning of the school year—regarding policies related to surveys, instructional materials, and physical examinations. If any substantive changes to these policies occur during the school year, parents will be notified within a reasonable period. Copies of Policy P4610 are available upon request from the school office.

## Section 2: Spiritual Life and Pastoral Care

### Pastoral Ministry

Pope Francis, at World Mission Day 2018, tells us: “Every man and woman *is* a mission; that is the reason for our life on this earth. Each one of us is called to reflect on this fact: ‘*I am a mission* on this Earth; that is the reason why I am here in this world’ (*Evangelii Gaudium*, 273).”

To help guide our students in the primary mission of discipleship in Christ, Pastoral Ministry seeks to accompany students wherever they are in their spiritual journey (Catholic and non-Catholic alike); accompanying them and challenging them to grow in knowledge of God’s particular plan for their lives, and to deepen his or her relationship with God.

Parents and guardians who choose Saint Joseph High School for their children should understand that the teachings of the Catholic Church in matters of faith and morals will guide the spiritual, academic, and extracurricular pursuits of their children while attending SJHS. SJHS both educates students in the beliefs and practices of the Catholic faith and helps form them by offering many opportunities to put that faith into action. SJHS strongly encourages parents and guardians, who are the primary educators and formators in the faith, to discuss and practice their faith with their children. SJHS seeks to support families in the spiritual, human, intellectual, and pastoral formation of their children. Parents will be informed about circumstances involving any serious matters of spiritual or pastoral concerns. (*Diocesan Policy P4410*)

The pastoral minister, chaplains, and Christian service coordinator are appointed by the Bishop of the diocese of Fort Wayne-South Bend. Together, this team directs and coordinates the liturgical and prayer life of Saint Joseph High School. Mass is offered regularly in the school chapel. We come together as an entire community once a month to celebrate all-school liturgies. Confession is available twice a week, by appointment, and during all-school penance services twice a year. Students, faculty, and staff, lead the community in morning and afternoon prayer each day. All students attend a day-long retreat with members of their class each year they are in attendance at Saint Joseph High School. Students are expected to participate in daily prayers, monthly Masses, and annual retreats with the school community. Students also have the opportunity to be involved in liturgical planning, preparation, and celebration. Students can serve as lectors, servers, Extraordinary Ministers of Holy Communion, and music ministers at our all-school liturgies.

Bearing in mind the deepest need of the human heart, and the universal call to holiness, SJHS seeks to bring to fruition the words of Pope St. John Paul II when he said: “It is Jesus that you seek when you dream of happiness; He is waiting for you when nothing else you find satisfies you; He is the beauty to which you are so attracted; it is He who provoked you with that thirst for fullness that will not let you settle for compromise; it is He who urges you to shed the masks of a false life; it is He who reads in your heart your most genuine choices, the choices that others try to stifle. It is Jesus who stirs in you the desire to do something great with your lives, the will to follow an ideal, the refusal to allow yourselves to be ground down by mediocrity, the courage to commit yourselves humbly and patiently to improving yourselves and society, making the world more human and more fraternal.”

Regular opportunities for formation will occur throughout the school year, both inside and outside theology classrooms. Following the liturgical calendar, the Pastoral Ministry Team seeks to propose not only the great mysteries of the faith, but will model lives of discipleship and encounter Jesus Christ in prayer, sacraments, service, worship, and fellowship. The student retreat program is another significant way the Office of Pastoral Ministry engages in the mission of the school. All students will attend a day-long retreat with members of their class each year they are in attendance at Saint Joseph High School.

The high school experience is one full of joy and sorrow, discovery and celebration. Knowing that our faith is a blessing that focuses us on our true purpose on Earth, which navigates us through the ups and downs of life, the Pastoral Ministry Team is present to provide students with opportunities to explore and deepen their relationship with God.

## God's Gift of Human Sexuality

The Catholic Church upholds God's plan for human sexuality by promoting chastity and respect for human life. Sexual union is intended by God to express the complete gift of self that a man and a woman make to one another in marriage, a mutual gift which opens them to the gift of new life. Therefore, all students are encouraged to live a chaste lifestyle and to abstain from sexual relations. Chastity according to one's station in life is the moral and spiritual norm to which our community aspires. By modeling and teaching about the life of virtue, we hope to assist our students and community in living out this Christ-like vision.

In conformity with pastoral guidelines from the Holy See on human love and sexuality, the moral and spiritual aspects of human love and sexuality will be presented to students within the school's curriculum. Parents, as the primary educators of their children, are normally expected to address the more intimate details of human love and sexuality at home with their child. However, if parents need assistance in this area, they may request support from the school.

## Pregnancy

Every human being is created in the image and likeness of God, and his or her life must be respected and protected from the moment of conception to the moment of natural death.

Female students who become pregnant, or male students who father a child while enrolled at SJHS will be offered consistent pastoral, emotional, and academic support appropriate to their circumstances. Consistent with Diocesan Policy 4410, a counselor or pastoral minister will facilitate a meeting with the student(s) that will include his or her counselor, chaplain, director of pastoral ministry, an administrator, and parents. With student and parental consent, a representative from the Women's Care Center may be invited for additional support. The students involved will be provided the opportunity to complete their education at SJHS without interruption, and a service plan will be established to provide any necessary accommodations. With the permission of the student(s) and parent(s) the plan will be shared confidentially with relevant faculty and staff who can assist with accommodations and support.

## Pastoral Accompaniment: Gender Incongruence or Same Sex Attraction Added 9/20/2024

Please [click this link](#) to access a document issued on September 12, 2024 by the Diocese of Fort Wayne-South Bend titled "Formation of Young People in Catholic Christian Anthropology and Pastoral Accompaniment of Those Who Experience Gender Incongruence or Same-Sex Attraction."

The document outlines Catholic teaching on this subject and provides guidance on the call to accompany young people with love and compassion. The document also provides policies for Diocesan schools to implement. The policies, which are in effect at Saint Joseph High School, are listed below.

### **Policies for Diocesan Parishes, Schools, and Institutions**

Given the cultural challenges we face, it is necessary that we have clear policies for our parishes and schools regarding conduct related to sexual identity and sexuality. It is important that our Catholic school educators, parish staffs, catechists, youth ministers, and parents who enroll their children and young people in our Catholic schools, religious education programs, and parish youth ministries are knowledgeable of these policies based on the anthropological teachings of the Catholic Church summarized above in this document. These policies are established as binding for diocesan institutions, including all diocesan offices, parishes, and schools in the Diocese of Fort Wayne-South Bend.

1. Designations and Pronouns: Any parochial, organizational, or institutional documentation that requires the designation of a person's sex is to reflect that person's God-given sexual identity, that is, his or her biological sex. No persons may designate a "preferred pronoun" in speech or in writing when related to ministry activities of any kind; nor are diocesan institutions to permit such a designation. Only pronouns that accurately reflect a person's God-given sexual identity shall be used when

addressing or referring to that person.

2. Bathrooms and Locker Rooms: All persons must use the bathroom or locker room that matches their sexual identity, that is, his or her biological sex. Individual-use bathrooms are permitted in diocesan institutions and are to be available to all members of the respective communities.
3. Attire: Appropriate modesty in dress is expected in a manner consistent with the cultivation of the virtue of chastity. Where a dress code or school uniform exists, all persons are to follow the dress code or uniform that accords with their God-given sexual identity.
4. Single-Sex Programs and Activities: Participation in institutional programs and activities (whether curricular or extracurricular, athletics, camps, retreats, etc.) that are designated as single-sex must be consistent with the person's God-given sexual identity. Some programs and activities may be open to participation by persons of both sexes.
5. Single-sex Accommodations: Participants in overnight events or programs sponsored or approved by diocesan institutions may only reside in single-sex rooms or accommodations consistent with their God-given sexual identity. The only exception is, of course, accommodations used by persons whom the Church considers validly married and family members.
6. Conduct: Chaste conduct is expected and required in our diocesan institutions and at all events and programs sponsored by our diocesan institutions, including at parish or school dances and social activities. Public advocacy for, or celebration of, sexual behavior or ideologies contrary to the teachings of the Catholic Church are prohibited. Active, hostile, and public defiance of these teachings is prohibited since it is harmful to the institution's Catholic identity and mission.
7. Treatments for Gender Incongruence: Compassion and sensitivity is expected and required in our diocesan institutions towards those who struggle with gender incongruence or dysphoria. Just as "Catholic health care services must not perform interventions, whether surgical or chemical, that aim to transform the characteristics of a human body into those of the opposite sex or take part in the development of such procedures," so our diocesan institutions are not permitted to cooperate in such interventions, including the taking of puberty blockers, on diocesan property. While we strongly support efforts to alleviate the suffering of those who struggle with their sexual identity, we cannot support interventions which, we believe ultimately harm them. We support pastoral and counseling services to alleviate their suffering and assist them in accepting the God-given gift of their sexual identity.
8. Protecting the Vulnerable: All who teach, serve, and minister to young people in our diocese are expected to uphold the teachings of the Church regarding sexual identity, sexuality, and marriage, to affirm their God-given dignity and worth, and to treat them with the love and compassion of Christ. Ministers have a special responsibility to assist those who are hurting or struggling, including those dealing with confusion about their sexual identity or with same-sex attraction. Ministers must not tolerate any ridiculing, bullying, or hostile speech or behavior directed against them.

## **Abortion/Sanctity of Life**

The Catholic Church views abortion as a grave violation of the dignity of the human person, and therefore a serious sin. SJHS is a Catholic high school, and upholds this important teaching of the Church. Due to this violation, and, out of an abundance of concern for their wellbeing, in the event that it is discovered that a student or students are contemplating abortion, have been directly involved in an abortion, or have aided another person in procuring an abortion, a confidential meeting shall be held with the students, parents/guardians, school chaplain, pastoral minister, and principal. Students will be referred for pastoral counseling and provided options for other support to provide both healing and an affirmation of the teaching of the Catholic Church on the sanctity of human life from the first moment of conception. The diocesan Superintendent of Schools will also be informed.

Because of the gravity of the situation, the principal, in consultation with the pastoral minister and chaplain, will make a recommendation to the Superintendent of Schools regarding whether any disciplinary action will be taken. This could include the student(s) being denied the privilege of continuing his/her education in a diocesan school. The Superintendent of Schools will present the principal's recommendation, along with his/her recommendation, to the Bishop. The Bishop will make the final decision.

## Christian Service Requirements and Guidelines

Students are required to perform 20 hours of Christian Service per year. A minimum of five (5) hours are due each quarter and must be submitted through the MobileServe app by the deadline. In addition to this, each student must complete a Service-Based Learning Project during their sophomore year. Information on SBL will be communicated by the sophomore Theology teachers.

Detailed information concerning Christian service requirements and guidelines, pre-approved service sites, service hour due dates, and logging of service hours can be found on the school's website. Regular opportunities for service will be posted on the MobileServe app under "Events." Please contact [service@saintjoehigh.com](mailto:service@saintjoehigh.com) if you have any questions.

## Christian Service Requirements and Guidelines

The Christian Service program at Saint Joe provides students the opportunity to serve God, the Church and the world. Every student possesses unique gifts given by God, not only for his or her own benefit, but also for the benefit of others. As students discover their gifts, service is the opportunity to apply these gifts in ways that benefit others, particularly the poor, marginalized, those with special needs, the most vulnerable, and those isolated in our society. Students complete service annually, engaging in the real-life application of Catholic Social Teaching and the Spiritual and Corporal Work of Mercy. We hope to develop a culture of service that extends well beyond the required hours of service during a student's four years at Saint Joseph High School to spend a life serving with joy.

Our website has up-to-date important information about SJHS service guidelines and requirements. All students are expected to know and adhere to our website to fulfill our Christian Service requirements. The basic minimal requirements, including due dates, number of hours, and reflections, can be found on our website under **Service Requirements**. In addition, only service from the list of **Approved Sites** will be accepted.

## Section 3: Admission and Enrollment

Saint Joseph High School is a four-year college preparatory school open to all qualified high school students, regardless of sex, race, religion, creed, color or national origin.

### Enrollment Territory

Enrollment territory refers to the area from which a school generally draws students. While we can enroll students from any area, Saint Joseph High School's enrollment territory is defined by county as follows:

Indiana: Elkhart, Fulton, Kosciusko, LaGrange, LaPorte, Marshall, Noble, Porter, Pulaski, St. Joseph, Starke counties

Michigan: Berrien, Cass, St. Joseph counties

### Enrollment Priority

The Admission Committee gives consideration to applications from students meeting the school's academic, attendance, and disciplinary standards. In the event that space is limited, priority consideration will be granted to active registered parishioners from Catholic partner schools; siblings of currently enrolled Saint Joseph High School students; children of Saint Joseph High School alumni; and children of employees of the Diocese of Fort Wayne-South Bend.

## Admission Requirements: Ninth Grade

The following are the necessary steps for consideration for admission into Saint Joseph High School as a prospective ninth grade student:

1. Application for Admission and accompanying \$30 application fee
2. Completion of the High School Placement Test
3. Receipt of academic transcripts and school records, including first semester of eighth grade

The Admission Committee reviews completed applications and makes decisions on a rolling basis from January through the spring semester, provided space remains available in the cohort. Completing the application for admission is not a guarantee of admission, and Saint Joseph High School reserves the right to revoke acceptance at any time for academic and/or disciplinary reasons.

Prospective ninth grade students must complete all requirements for the eighth grade before being fully admitted to Saint Joseph High School. Prospective ninth graders who register before the completion of eighth grade will be admitted conditionally, pending receipt of the final transcript. According to Diocesan Policy #5240, no registration can be considered complete until confirmation is received from the Catholic elementary school that financial obligations are current.

## High School Placement Test (HSPT)

All ninth grade applicants are required to complete the High School Placement Test (HSPT) as part of the application for admission. The test is one part of the overall applicant profile, and helps the admission committee determine academic fit and placement. Saint Joseph High School offers High School Placement Test (HSPT) dates on two Saturdays during the late fall semester. These dates are communicated directly with prospective parents, partner schools and principals, and are posted online.

Placement tests administered on both dates allow for extended time for students with special education plans, such as Individual Education Program (IEP), Individual Service Program (ISP), or Individual Language Program (ILP). Students requesting test accommodations must contact the Director of Enrollment to make a reservation for a particular test date, and must provide a copy of the special education plan in advance. The required reservation ensures that students needing accommodations will have a proctor and an appropriate test space.

Other standardized test results, such as PSAT, SAT, ACT or SAT may be accepted in place of the HSPT. Approval to replace the HSPT with another standardized test must be obtained from the Director of Enrollment.

## Visit Days for Prospective Students

Prospective students are strongly encouraged to participate in Discover Saint Joe Day, an event designed especially for area seventh graders to experience Saint Joseph High School. Eighth grade and transfer students are also invited to schedule individual Shadow Visits, where they spend a full day at Saint Joe shadowing a current student.

## Admission Requirements: Transfer Students

The following are the necessary steps for consideration for admission into Saint Joseph High School as a transfer student:

1. Application for Admission and accompanying \$30 application fee
2. Receipt of academic transcripts and school records, including most recent grading period
3. Completion of a placement exam, or submit a copy of an approved standardized test (HSPT, SAT, ACT, PSAT, SSAT)

The Admission Committee reviews completed applications and makes decisions on a rolling basis provided space remains available in the cohort. Students wishing to transfer to Saint Joseph High School are considered through the end of the 1st quarter and 3rd quarter

for immediate transfer. During the 2nd and 4th quarters, students will generally be asked to wait until the start of the next semester. Students moving into the area will be considered for immediate transfer at any time.

Students will be considered based on the strength of the academic transcript, the space available in the cohort, and the disciplinary and attendance record, as well as the reason(s) for the transfer. All transfer students must be able to meet the Saint Joseph High School graduation requirements on time, e.g. by the end of their senior year.

Students moving into the area are generally considered for all grade levels. Students enrolled in local schools are generally considered for grades 9 to 11, and may be considered for grade 12 in special circumstances at the discretion of the principal or a designee.

Completing the application for admission is not a guarantee of admission, and Saint Joseph High School reserves the right to revoke acceptance at any time for academic and/or disciplinary reasons.

### **Theology Requirements: Transfer Students**

Students transferring from non-Christian schools will have the theology requirement waived for the years of attendance at another school; however, the total number of required credits does not change (48+ credits for the Class of 2027 & 2028 and 50+ credits for the Class of 2029 and beyond). Students transferring from non-Catholic schools will begin their theology requirements with Theology 3 and Theology 4.

### **Transfer of Credits from Homeschool**

Homeschool credits are reviewed by the Director of Counseling, and are generally accepted only on a limited basis. Homeschool credits must come from an accredited homeschool program. The Director of Counseling will make the final determination relative to credits acceptable for transfer.

### **Admission Requirements: International Students**

The following are the necessary steps for consideration for admission into Saint Joseph High School as an international student:

1. Application for Admission and accompanying \$30 application fee
2. Receipt of academic transcripts and school records, translated into English
3. Evidence of English language proficiency
4. Completion of placement exams in English and Mathematics
5. Appropriate visa status related to program of study and length of stay

### **Theology Requirements: International Students**

International students will begin their theology requirements with Theology 3 and Theology 4.

### **Transfer of Credits: International Students**

Students who choose to attend Saint Joseph High School for credit must pay full tuition and fees. They will receive grades on the academic transcript, and may be eligible for a diploma, provided previous credits are accepted. The Director of Counseling makes the final decision relative to credits acceptable for transfer.

### **Tuition Refunds and Credits: International Students**

Saint Joseph High School offers credit-bearing learning opportunities for students, allowing them to work towards the requirements of a high school diploma. As such, Saint Joseph High School will not issue full refunds for tuition or any refunds for tuition deposits. Refunds for health insurance and/or cafeteria fees will be considered, and prorated based on the dates of arrival and departure to and from the United States.

However, if a student applies for and is denied a non-immigrant student visa twice, a tuition refund will be considered. Students may also choose to secure their place at Saint Joseph High School by deferring their admission to a later date. In that case, any billed tuition and fees will be credited to the following school year. In order to qualify for a start date and tuition deferral for the reason of a visa application denial, families must provide written documentation of scheduled visa appointments and denial letters from their US consular office.

## English Language Proficiency

International students whose primary language of instruction is other than English, or who are applying from a country whose official language(s) is(are) other than English, must demonstrate English language proficiency. Students may provide scores from standardized tests such as the TOEFL, TOEFL Junior, IELTS, SAT, SSAT, or ACT. They may also be invited to participate in a Zoom interview with a member of the Admission Committee.

## Homestay/Host Family Requirement

International students applying to Saint Joseph High School must either reside with a parent or guardian or, in the case of B-1 and F-1 visa holders, secure a local host family. International exchange students may be assigned host families by their exchange program. Students wishing to live with a US-based relative who is not the primary parent may contact the Director of Enrollment for a guardianship form.

## Immunization Requirement

International students must meet the same immunization requirements as other students prior to admission. Please see *Section 8: Student Health* for more information.

## Enrollment Policies and Procedures: New Student Enrollment

Upon confirmation of admission, students and parents indicate their desire to attend Saint Joe by completing the enrollment/registration checklist by the date indicated in the admission materials. Families who do not complete the enrollment checklist risk losing their spot at Saint Joseph High School for the next academic year.

The New Student Enrollment checklist includes:

- Enrollment Contract
- Payment of \$150 Registration Fee
- Student Handbook Verification
- Parent Handbook Verification
- Student Agreement on Internet Usage
- Parent Internet Agreement
- Military Release
- Name/Picture on Website Release
- Safe Homes Pledge
- Immunization Records Request Form

All Students must meet school attendance and disciplinary requirements and abide by all school and diocesan policies in order to maintain enrollment at Saint Joseph High School.

## Enrollment Policies and Procedures: Continuing Student Re-Enrollment

Continuing students re-enroll annually by the deadline indicated in parent communications, typically in February or March of the preceding academic year. Provided the student meets all other terms and conditions of his/her continued enrollment at Saint Joseph

High School, the enrollment contract, accompanying fee, and required enrollment forms reserve a student's spot at Saint Joseph High School for the ensuing academic year. Students who fail to submit their enrollment registration form and registration fee by the deadline risk losing their spot at Saint Joseph High School or their schedule for the next academic year. Course schedules are contingent upon completion of the enrollment checklist.

As a condition precedent to class registration, a non-refundable registration fee must be paid at the time of registration for all new and continuing students on an annual basis.

The Continuing Student Enrollment checklist includes:

- Intent to Enroll Form
- Payment of \$150 Registration Fee
- Enrollment Contract
- Student Handbook Verification
- Parent Handbook Verification
- Student Agreement on Internet Usage
- Parent Internet Agreement
- Name/Picture on Website Release

## Title IX

In accordance with Title IX of the Education Amendments of 1972, Saint Joseph High School does not discriminate on the basis of sex in its education programs and activities. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence. The Principal serves as the school's Title IX Coordinator and is responsible for coordinating the school's compliance with Title IX.

## Diocesan Policy 4010 - Enrollment of Students

**I. School Admission Policy:** Diocesan schools shall comply with State laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.

**II. Nondiscrimination Policy:** Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to religion, color, race, sex, or national origin, and reasonably accommodate students with disabilities in its educational programs. By way of example, and not exclusion, reasonable accommodation may include allowing access by a service animal as required by law. A. High School Admissions In the event enrollment appears to be reaching capacity, the school is to give preference in admissions to students with Active Registered Parishioner status from feeder schools. The school may also give preference to siblings of current students or alumni and children of faculty and staff. When a school class has reached capacity, the names of children not able to be accepted (or on a waiting list) should be given to the other Catholic high school in the area no later than the end of May. At the request and expense of the other Catholic high school in the area, the school which has reached capacity will address and then mail marketing materials provided by the other Catholic high school to the parents of the children not able to be accepted or on that school's waiting list.

**III. All prospective students are required to complete a battery of academic assessment tests prior to admission to any diocesan school.** Students applying for admission are required to be tested on Language Arts, English proficiency, and Math. The principal or designee is responsible for the administration of all placement tests and reporting test result data to teachers and parents. The principal must select placement tests for English proficiency, Language Arts, and Mathematics from an approved list provided by the Catholic Schools Office. Requests for waivers or exceptions to placement testing must be submitted to the superintendent of schools in writing prior to admission of students. Upon review of test data and other relevant information, the principal will make a determination regarding the schools' ability to meet the needs of the student tested.

**IV. School Entrance Requirements:** A child can be enrolled only by a person having the legal custody of the child. A certified copy of the student's birth certificate or a baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody must also be required in cases where a child does not reside with both natural parents.

If these required documents are not provided to the school within thirty (30 days) of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana ClearingHouse for Information of Missing Children (See P4030) and will cooperate with local authorities if the child has been reported missing.

The custodian parent or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request records from the last school the student attended within fourteen (14) days.

Written proof that the child meets State and county health requirements (immunization record) for enrollment shall be required.

#### **V. Kindergarten Age Requirement - n/a**

#### **VI. First Grade Entrance Requirements - n/a**

**VII. Children with Exceptional Educational Needs:** Children with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial enrollment should be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school setting which can accommodate the special needs of exceptional children.

Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the special education teacher and the child's teacher(s). This recommendation can be for either special class placement within the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will refute the decision in writing. In some instances the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would be detrimental to the child's educational or emotional needs, poses an undue hardship on the operation of the school or poses a threat of harm to the student, other students or school personnel.

**VIII. Students or Prospective Students with Diseases:** Catholic schools shall comply with all applicable State law and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease.

Prospective students who otherwise meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a disease unless required by applicable State law or board of health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a disease.

However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected as having a communicable disease, a review team consisting of the student; his/her parent/guardian; his/her physician; a physician representing the school, parish, or diocese; and school or parish administrators will be established to determine whether the child's admission or continued presence in school would expose others to significant health and safety risks. In making its determination the review team will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact, based on reasonable medical judgments given the state of medical knowledge about:

- A. the nature of the risk – how the disease is transmitted;
- B. the duration of the risk – how long the carrier is infectious;
- C. the severity of the risk – the potential harm to third parties;
- D. the probabilities the disease will be transmitted and will cause varying degrees of harm; and
- E. whether a reasonable accommodation exists and/or is required.

The review must also take into consideration the scope of the problem, education-related issues, and the student's right to confidentiality. The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Secretary for Catholic Education, and diocesan attorney.

In the event it is determined that a child is unable to regularly attend a Catholic school, the parish, school, and diocese will assist the parent or guardian in locating alternative educational service and obtaining religious and catechetical instruction.

See “*Special Needs Students – Release of Information*” form in the *School Administrative Handbook* and “*Special Needs Students – Admission Form*” in the *School Administrative Handbook*.

## Section 4: Tuition and Financial Aid

Saint Joseph High School tuition is set annually through the Diocesan Business Office with the approval of the Bishop. Revenue from tuition, as well as philanthropic giving, is essential to funding the operations of the school. As a convenience to parents, starting in 2023-24, we no longer distinguish between tuition and fees. We now publish one number for tuition and fees.

### Tuition and Fees for the 2026-27 School Year

Parishioner Tuition and Fees: \$10,955

Non-Parishioner Tuition and Fees: \$12,675

Information on tuition can be found [here](#) and at our website under Admissions.

### Multi-Child Discounts for currently enrolled siblings

2nd Child = \$500 discount

3rd Child = \$1,000 discount

4th or more = \$2,000 discount

### Tuition Payment Policy

At the time of enrollment each family completes a Financial Commitment Form and selects their preferred method of payment:

- One (1) installment, due in July
- Two (2) installments, in July and December
- Ten (10) monthly installments, July through April
- Twenty (20) bi-monthly installments, July through April

Families are expected to make all tuition payments and meet all financial obligations on time according to the method of payment selected.

With the exception of families electing to pay tuition in one installment, all other payment methods require a \$100 service fee applied by and paid directly to FACTS, the online platform Saint Joseph High School utilizes for tuition payment processing. A fee will be assessed for the handling of non-sufficient funds checks.

Saint Joseph High School recognizes that financial difficulties may occur, and will work with families that experience this. Families undergoing hardship are encouraged to contact the Business Office to make a plan to pay tuition, and, if applicable, request additional financial aid.

### Financial Aid

Saint Joseph High School is committed to providing an affordable Catholic education to as many students as possible. The school meets the demonstrated financial need for every admitted student, and awards more than \$500,000 in need-based Saint Joe scholarships annually, plus additional assistance from other sources. Financial need is determined by income and family size.

Saint Joseph High School participates in the Indiana School Choice program, and follows all program guidelines prescribed by the Indiana Department of Education. For eligible students, the School Choice Scholarship is applied to the tuition. Need-based financial aid may or may not be applied in addition to the Choice Scholarship.

Demonstrated financial need is determined through a financial aid application via FACTS Grant and Aid (one application per family). Because a family's financial circumstances may change annually, families are required to submit a FACTS financial aid application each year. The deadline for priority financial aid consideration is February 28; however, applications are reviewed on a rolling basis after that date.

The FACTS Grant and Aid application requires families to provide copies of tax documents from the most recent tax year. Financial aid applications are not considered complete until the tax documents are received. However, families may submit the FACTS application for financial aid consideration, and submit tax documents at a later date, once taxes have been filed.

Families may contact the Business Office with questions related to School Choice eligibility or any other financial aid qualification at (574) 233-6137, ext. 528. For additional information, visit [www.saintjoehigh.com](http://www.saintjoehigh.com); click "Admissions," then "Financial Aid."

Once the Choice Scholarship (if applicable) and financial aid (if granted) are applied, families are expected to pay the remaining balance on time in accordance with their payment plan.

## **Tuition Refund Policy**

Should a student withdraw from school prior to the first day of class, all fees except the non-refundable registration fee will be reimbursed. Students who withdraw after the first day of class will be charged a prorated tuition based on the number of months enrolled. Tuition will be charged for the remainder of the month in which the withdrawal took place. If applicable, refunds will be issued by mail.

## **Unpaid Tuition / Past Due Accounts**

While we are committed to meeting the demonstrated financial need of each family, it is also necessary for the stability of the school to ensure that tuition obligations are met in a timely manner, in accordance with the family's preferred payment method as indicated in the Financial Commitment Form.

If a family is behind or is not paying tuition, it is the policy of the school to take all reasonable steps to collect outstanding tuition balances. This may include:

- Removing a student's access to Powerschool and/or Canvas.
- Holding a student out of classes.
- Prohibiting a student from participating in co-curricular and athletic activities.
- Prohibiting a student from acquiring a parking pass.
- Prohibiting a student from re-enrollment or registering for classes for the following school year.
- Prohibiting a senior from receiving a cap and gown and participating in the graduation ceremony.
- Withholding of records, transcripts, and a diploma if requested from another school, college, or employer.
- Filing a claim with a collection agency and/or court, and reporting the delinquency to the Credit Bureau.
- Dismissing a student from school.

Tuition for the current academic year must be paid in full by June 15 for the student to continue to be enrolled the following year.

In all situations regarding tuition, we ask that the parent respond to all communication from the school, and communicate openly and in a timely manner with the SJHS Business Office.

## Student Insurance

See Section 8: Student Health

## Section 5: Attendance

At Saint Joseph High School, we want all students to fully experience a Catholic education that transforms students in heart and mind, and believe that presence in class is of vital importance to this mission. Along with personal formation, learning happens best when a student is present for instruction, class discussion, collaborative work, and other class activities. Thus, consistent attendance is critical to deep learning and academic success.

The Office of Student Life (OSL) handles all attendance matters. We ask that parents work with the school to promote good attendance by checking their student's attendance on Powerschool, actively communicating with the school and following the procedures below for reporting absences. To aid in this communication, parents will often receive an automated phone call when a student is absent and the absence is not reported.

### Indiana Compulsory School Attendance (Diocesan Policy 4040)

Indiana law prescribes that parents must have their children in public or private school from the age of seven (7) until the date on which the child:

- A. Graduates; or
- B. Reaches at least sixteen (16) years of age or less than eighteen (18) years of age and:
  1. The student and the student's parent or guardian and the principal agree to the withdrawal;
  2. The student provides written acknowledgment of the withdrawal which must include a statement that the student and the student's parent/guardian understand that withdrawing from the school is likely to reduce the student's future earnings and increase the likelihood of the student being unemployed in the future, and the student's parent or guardian and the school principal each provide written consent for the student to withdraw from school; and
  3. The withdrawal is due to financial hardships requiring the student to be employed to support the student's family or dependent, illness or the order of a court that has jurisdiction over the student; or
- C. Reaches the age of eighteen (18) years, whichever occurs first.

### Reporting an Absence

Contact: [attendance@saintjoehigh.com](mailto:attendance@saintjoehigh.com) or (574) 239-7665

Parents are to report all student absences in one of the following ways:

1. **An email from parent/guardian** no later than 9:00 a.m. the day of the absence.
2. **A note signed by the parent/guardian** no later than 2 days from the day of the absence.
3. **A phone call** no later than 9:00 a.m. the day of the absence, and, upon request, followed by an email or note per #1 and #2.

Please include the name of the student, the date of the absence, and a specific reason for the absence in the email or note.

### Special Absence Reporting

- If a student is absent for five (5) Consecutive days due to an illness, a physician's statement is required.
- If a student has contracted a contagious disease, the nurse may require a doctor's note to clear the student to return to school.

Failure to meet the above requirements may result in the absence being considered an unexcused absence (AU).

### Types of Absences (Powerschool code in parentheses)

#### Absent Excused (AE)

For an absence to be coded as excused, the parent must report the absence according to the above procedure and the reason must fit into one of the following categories:

- Illness of the student\*
- Attending a funeral\*
- Medical or legal appointments\* (If the absence is the 1st block of the day, documentation is required)

- Approved college visit days (2 per school year - documentation required) (Coll)
- Religious observances\*
- Court appearances pursuant to a subpoena\*

\***Excessive Absence Zone:** For any absence beyond the 8th absence in a class in a semester, documentation (i.e. a note from the doctor, documentation of attendance at a funeral, etc.) is required from an absence to be excused (AE). Otherwise, the absence will be considered unexcused (AU).

#### **Absent Present (AP)**

- School-related absences such as a field trip or partner school visit as determined by the AP of Student Life
- Placement in a short-term inpatient treatment program that provides an instructional component

#### **Absent Unexcused (AU)**

Any absence that does not fit into the above categories (AE or AP) or for which a parent does not properly report and/or provide required documentation, will be considered unexcused. Some common unexcused absences include: Student oversleeping, Family vacations, False reporting of an absence. **Students with an unexcused absence will not be granted an extension on work due.** See SECTION 6: ACADEMICS for the complete Missed Work Make-Up Policy.

#### **Absent Waived (AW)**

Students who reach eight (8) absences due to unique and extenuating circumstances, such as significant and documented medical diagnoses, may apply for certain absences to be waived. Waived absences will not count in a student's cumulative total count of absences per class. The AP for Student Life and/or the Waiver Committee will determine when an absence is waived.

To be considered waived the parent must: 1) Have followed proper absent reporting procedures to excuse the absence; and 2) Submit additional documentation related to the extenuating circumstances. Some examples of absences that will qualify for Absence Waived (AW) are:

- Hospitalization (Physician statement required)
- Illness causing a student to miss more than three (3) consecutive days (Physician statement required)
- Diagnosed Illness causing a student to miss multiple days over time (Physician statement required)
- Death in the immediate family (Documentation required)
- Also eligible for Absence Waived (AW) - Documentation required to be submitted ahead of time to the OSL.
  - Serving as a page or honoree of the Indiana General Assembly or on the State Standards Task Force\*.
  - Serving at a voting site on election day\*
  - Serving on the State Standards Task Force.\*
  - Active duty with the Indiana National Guard for not more than ten (10) days during a school year\*

\*Students must be in good standing in terms of grades and attendance.

The total number of absences that can be waived will be limited based on individual circumstances. No student will be granted more than 12 waived absences (AW).

#### **Dismissed Early (DE, DU)**

These codes are assigned when a student is dismissed early with a pass and misses less than 30 minutes of class. If documentation of an appointment is provided the absence is coded DE, indicating it is excused. If not, it is coded DU (unexcused).

#### **Other Types of Absences:**

- Homebound instruction (HOME)
- Out-of-School Suspension (OSS)

### **Excessive Absence Policy**

**A student who exceeds eight (8) absences in a class in one semester is considered to have excessive absences (referred to as the “Excessive Absence Zone”). Additionally, a student that exceeds twelve (12) absences in a class in one semester will not earn credit for that class.**

The following absence codes count toward the cumulative total:

Absent (A), Absent Excused (AE), Absent Unexcused (AU), Absent Unexcused Family (AUF), College Visit (COLL)

The following absence codes do NOT count towards the total:

Absent Present (AP), Absent Waived (AW), Homebound (HOME), Out-of-School Suspension (OSS), DE/DU (Dismissed Early)

The following guidelines may be helpful when thinking about attendance in each class per semester:

**Strong Attendance (per class, per semester):**

Exemplary: 0-2 absences

Good: 3-4 absences

**Poor Attendance (per class, per semester)**

Excessive: 9-12 absences

Loss of Credit: 13 or more absences

Excessive Absence Zone: For any absence beyond the 8th absence in a class in a semester, documentation (i.e. a note from the doctor, documentation of attendance at a funeral, etc.) is required from an absence to be excused (AE). Otherwise, the absence will be considered unexcused (AU).

Notes:

- Absences from classes held at locations other than SJHS are treated in the same manner as others as related to this policy.
- Students absent from school 20 consecutive times in a semester due to prolonged medical reasons may be required to go on “Homebound Instruction” through their local school district.
- Decisions regarding attendance are conducted on an individual basis. Information provided by physician, family, guidance counselors, administration, or the student will be taken into consideration before the next steps are considered.

## **Excessive Absences - Notification and Procedures:**

When a student accumulates multiple absences in one or more classes in a semester, whether excused or unexcused, the following procedure will be followed. The procedure is followed for the first class in which the student reaches the number of absences indicated.

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Four (4) Absences:      | Parent Letter sent and emailed from the OSL<br>Referral to Student Assistance (STAT) Team if within the first month of the semester.                                                                                                                                                                                                                                                                                                                                                               |
| Six (6) Absences:       | Parent Letter sent and emailed from the OSL<br>Referral to Student Assistance (STAT) Team if within the 1st or 3rd quarter.                                                                                                                                                                                                                                                                                                                                                                        |
| Eight (8) Absences:     | Mandatory Parent and student meeting with the AP of Student Life.<br>Parent letter provided at the meeting - Parent signature required.<br>Notification to teachers of the student.<br>Student is in the “Excessive Absence Zone.” Additional documentation required for subsequent absences to be considered excused. (See “Excessive Absence Zone” above.)<br>Parent can apply for an absence waiver (AW) if there are extenuating circumstances.<br>Referral to Student Assistance (STAT) Team. |
| Twelve (12) Absences:   | Student has reached the absence limit to be eligible to receive credit in the class.                                                                                                                                                                                                                                                                                                                                                                                                               |
| Thirteen (13) Absences: | <b>The student is no longer eligible to receive credit in the class.</b><br>Parent letter from the OSL.<br>Teacher of the student notified by the OSL.<br>Student notified by the AP for Academics.<br>Teacher of the student notified by the OSL.<br>The student is expected to attend class for the remainder of the semester.<br>The semester grade will be an N to indicate “No grade / No credit.” (If the student is failing the course already, then grade remains an F.)                   |

\*Possible Exclusionary Probation for the student.

\*Exclusionary Probation will exclude a student from any extracurricular activities for a designated period of time.

## Requesting an Early Dismissal

Medical, dental, or other appointments should be made outside of the school day whenever possible. If it becomes necessary to miss school for an appointment, the following is required:

1. The student should submit a signed note from a parent/guardian to the Office of Student Life no later than 8:10 a.m. The student will receive an early dismissal pass.
2. If the student is leaving in the middle of a class period, the student must inform the teacher at the beginning of that period, and show the teacher the Early Dismissal Pass.
3. The student must check out at the Office of Student Life and return the Early Dismissal Pass before leaving school.
4. Upon return to school, either the same day or the following school day, the student must submit a note from a medical or dental office in order for any absences to be considered absent excused.

**Early dismissal requests that remove a student from class for more than 30 minutes will result in the student being marked absent (AE or AU). This absence will count in the semester totals.**

Early dismissal requests received after the school day begins (whether via a note, a phone call, or email) may result in a delay in the student being notified. Please submit requests prior to the start of the school day.

## Special Types of Absences

**Excessive Tardy:** If a student is more than 30 minutes late to school, they are considered absent for that class. This can be AE or AU depending on the reason and whether the parent properly reports. Students deemed unexcused will be assigned a one-hour detention.

**Inclement Weather:** It is always the parents' decision to keep a student home in the event of inclement weather and dangerous local road conditions. Parents are to follow the procedure for reporting absences to have this considered excused (AE).

**Planned/Pre-Arranged Absences:** Parents are responsible for notifying the Student Life Office and students are responsible for alerting teachers of planned/pre-arranged absences. The teacher may request that all work be made up prior to the absence. At the teacher's discretion, on the day of return, students will hand in all previously assigned work due during their absence.

**Family Vacations:** Consistent with Diocesan policy 4040, SJHS discourages family vacations outside the designated days off from school. If a student will miss two or more days of school due to a family vacation, parents are to contact the Office of Student Life at [attendance@saintjoehigh.com](mailto:attendance@saintjoehigh.com) or (574) 239-7665 to request the Family Vacation Form. The form must be completed at least one week prior to the absence. The parent/guardian may be contacted by the AP for Student Life and/or Office of Student Life to gain further clarity on the request. Only one request per school year will be considered. *No Family Vacations will be granted during the weeks of Final Examinations.*

The AP of Student Life will determine if the absences meet the criteria to be considered AUF and will inform the parents and the student's teachers of this determination. Otherwise the absences are considered AU. To be considered for AUF, a student must have less than 8 total absences in all classes after counting the days missed due to the vacation, and must be in good standing in terms of grades and behavior. Family vacation requests will not be granted during final exams.

- **If deemed AUF:** Make-up work is due the first time a student has each class upon return from the vacation. Tests and quizzes are to be made up upon return at the request of the teacher.
- **If deemed AU:** There is no extension on make-up work.

Should a request be granted AUF, the student is expected to personally communicate with all teachers and be up-to-date in all classes upon his/her return, including all homework. Students are responsible to schedule and complete their missed tests, quizzes, or projects with their teacher upon their return.

The policy for "Participation in Athletics and Co-curricular Activities" applies for family vacation absences. See p. 26. (new 3/6/25)

**Skip Days:** The school does not approve or designate any day for seniors or any other group of students to skip school. If the administration feels such a situation is occurring, they reserve the right to require students to submit a note from their doctor for the absence to be excused. Skipping school will be deemed a truancy.

**College Visits (COLL):** SJHS prefers that students schedule college visits on non-school days. However, students may miss up to two (2) days of school for college visits per year. In order for the absence to be counted as excused, the parent must report the absence according to the reporting procedures and submit a letter or another form of verification from the college.

**Career Exploration:** Juniors and seniors may spend one (1) day a year participating in a job shadow or other career exploration opportunity. Documentation of the visit must be provided.

#### **Off-Campus Policy**

Once students have arrived at school, they may not leave the premises during the school day without a signed pass from the Office of Student Life, main office, or other administrator. Violators are subject to disciplinary action.

Students who leave the premises must obtain their pass from the Office of Student Life and sign out.

### **Missed Work Make-Up Policy**

It is the student's responsibility to communicate with teachers regarding make-up work. Regardless of the reason for absence, it is expected that all work will be completed. *See SECTION 6: ACADEMICS for the complete Missed Work Make-Up Policy.* If the assignment(s) is not completed on time, limited or no credit can be given. (Diocesan Policy 4040)

### **Truancy**

A student is truant when she/he is absent from school or class without the permission of his/her parent or guardian and/or the school. Habitually truant students may be reported to the juvenile authorities in accordance with applicable state law and following Diocesan procedures and may be removed from SJHS. Unexcused absences can be considered truancy. Students who are dishonest in attempting to skip school (i.e. forging a note; having a friend call in) will be considered truant.

Truancy can also include, but is not limited to, leaving class without permission, failing to report to an assigned class, Flex, or lunch, being in unauthorized areas during instructional time, leaving class or Flex without approval, or remaining in hallways, restrooms, or other areas of the building without a valid pass.

#### Consequences for truancy may include:

- Student meeting with the Assistant Principal of Student Life.
- Parent Contact or Parent Meeting
- One (1) hour detention
- Three (3) hour Saturday detention
- "No Hall Pass List"
- Community service
- Administration reporting the student to the DMV as provided by state law.
- Expulsion from Saint Joseph High School
- Consequences will be progressive.

#### **No Hall Pass (NHP) Expectations**

Students assigned to the No Hall Pass List are not permitted to move independently throughout the building at any time, including during Flex.

- Students must use passing periods for restroom and locker access
- Students may only move to another Flex with permission and a pre-arranged escort (24 hours in advance)
- Escort requests must be coordinated between both teachers and the Office of Student Life (OSL)

#### **Habitual Truancy Reported to BMV (Drivers License Law - Indiana Code 9-24-2)**

A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions: Habitual truancy; Suspended a second time; Under a expulsion from school; Considered a dropout.

Saint Joseph High School reserves the right to report habitual truancy to the Bureau of Motor Vehicles (BMV) to request the

suspension of a student's driving privileges. Students truant more than 10 times in a school year shall be designated as a habitual truant and may be reported to the BMV.

## Tardiness

To promote personal responsibility and academic success, students are expected to arrive on time to each class every day. Tardiness, especially to 1st and 5th periods, causes disruption in the classroom and impedes learning, and thus will be monitored regularly. A student is tardy when he/she is not present at the start of any class period. Students who miss thirty (30) minutes or more of class will be marked absent, either excused or unexcused. Tardies to classes held at locations other than SJHS are counted under this policy.

Students who arrive late to school are not permitted to transport any beverage except water to their classroom and will be required to dispose of the beverage prior to leaving the Office of Student Life.

### Tardies to 1st Block (1st or 5th period)

**Students tardy to the first period of the day** must report directly to the Student Life Office for a tardy slip. *No student will be admitted to class without a tardy slip.* To be excused, a parent note or email must be submitted and the reason must be consistent with the reasons for an excused absence. For medical or dental appointments, documentation from the doctor's office must be submitted.

All other tardies will be unexcused. Situations including but not limited to needing extra rest; a late event the previous night; ride or carpool issues; weather; power outage; parent/sibling's fault; etc. will result in an unexcused tardy.

Progression of consequences for unexcused tardies to first block of the day per semester:

4<sup>th</sup> Unexcused Tardy = 1 hour **morning** detention, 1 discipline point

5<sup>th</sup> Unexcused Tardy = 1 hour **morning** detention, 1 discipline point, (no change to PM)

6<sup>th</sup> Unexcused Tardy = 1 hour **morning** detention, 1 discipline point, (no change to PM)

7<sup>th</sup> Unexcused Tardy = 3-Hour Saturday School detention, 3 discipline points, meeting with parent and student.

Each Tardy Beyond 7 Tardies = 3-Hour Saturday School detention, 3 discipline points, **1-game/event suspension from co-curricular activities**, and any additional consequences as deemed by the AP for Student Life.

- Tardies and absences reset at the beginning of each new semester.

If a student is tardy to periods 2nd, 3rd, 4th, 6th, Flex, or 7th Periods, the classroom teacher will assign appropriate consequences according to individual classroom management plans.

### Tardy Incentive Program **(added for 2026-27)**

Students will be rewarded for having 1 or fewer unexcused tardies (TU) in a semester.

#### Eligibility (Per Semester):

*Eligible:* 0–1 unexcused tardies (combined total for 1st and 5th periods)

*Not Eligible:* 2 or more unexcused tardies or any single-period unexcused absence in 1st or 5th period

Eligible students receive one (1) Alternative Dress Day wristband and one (1) Lunch treat per semester on a designated day.

## Participation in Athletics and Co-Curricular Activities - Absences

In order to participate in or attend any athletic or extra-curricular activity, a student must be present for two full class periods (block scheduling) or 4 full class periods on a 7-period day. If a student has B or C lunch during 3rd block, he/she must attend the full class period.

- If a student leaves school early because of illness at any time, he/she may not return to participate in or attend an athletic or extra-curricular activity. This applies even if the student has already been present for two full classes.
- If a student leaves early for an appointment, he/she must provide a doctor's note to the Office of Student Life by 3:30 p.m. in order to participate in or attend any athletic or extra-curricular activity. The student must still be present for two full class periods.

- The Assistant Principal of Student Life has discretion to make a determination in cases with unique circumstances (i.e. funeral, etc.).
- For more information, see Section 14 on Rules And Guidelines For Participation (Practice and Competition) of the Student-Athlete portion at the end of this handbook.

## Participation in Athletics and Co-Curricular Activities - Excessive Tardies

In addition to the consequences listed above (under “Tardies to 1st Block”), each time a student is tardy to class beyond the 7th tardy, the student involved in an athletic or co-curricular activity, will be ineligible to participate in their next scheduled event (i.e., game, performance, competition). In other words, the student receives a 1-game/event suspension, including if the game/event is scheduled for that day. Parents, coaches, and activity moderators will be notified by the Assistant Principal for Student Life when a student becomes ineligible.

## Temporary Guardianship

If parents or guardians are to be out of town and the student is in the care of a responsible adult or is responsible for him or herself, we ask that the parents notify the Office of Student Life in writing of such an arrangement prior to the parental absence.

Parents are urged to fill out a medical treatment permission form, available from local hospitals, for all children under the age of 18, should the child require medical attention during the parent’s absence.

## Diocesan Policy 4040 - Attendance (IC 20-33-2-6 )

The above school policy aligns with the Diocesan Policy below.

The Diocesan schools consider the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class; the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

- I. Parents/Legal Guardian Responsibility
 

Parent(s)/legal guardians are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven (7) until the date on which the child:

  - A. Graduates; or
  - B. Reaches at least sixteen (16) years of age or less than eighteen (18) years of age and:
    1. the student and the student’s parent or guardian and the principal agree to the withdrawal;
    2. the student provides written acknowledgment of the withdrawal which must include a statement that the student and the student’s parent/guardian understand that withdrawing from the school is likely to reduce the student’s future earnings and increase the likelihood of the student being unemployed in the future, and the student’s parent or guardian and the school principal each provide written consent of the student to withdraw from school; and
    3. the withdrawal is due to financial hardships requiring a student to be employed to support the student’s family or dependent, illness or an order of a court that has jurisdiction over the student, or
  - C. Reaches the age of eighteen (18) years.
 

whichever occurs first.
- II. Absences from School
 

Absences from school shall fall into one of the three following categories:

  - A. Absences which are counted as present.
    1. Serving as a page for or honoree of the Indiana General Assembly;
    2. For students in Grades 7 through 12, serving on a precinct election board or as a helper to a political candidate or political party on Election Day with prior approval of the principal;
    3. Court appearances pursuant to a subpoena;
    4. Active duty with the Indiana National Guard for not more than ten (10) days in a school year, or participation in civil air patrol as a member of the Indiana wing of the civil air patrol for not more than five (5) days in a school year;
    5. Placement in a short-term inpatient treatment program which provides an instructional program;

6. Homebound instruction;
  7. Religious observances.
  8. Approved, educationally related non classroom activity per I.C. 20-33-2-17.5.
  9. Participation or exhibition in the Indiana state fair by the student or a member of the student's household if the student is in good academic standing but not to exceed five (5) instructional days in a school year.
- B. Excused Absences
1. Illness of the student (with written statement by parent/ guardian or doctor)
  2. Funerals a. for death in the immediate family b. for persons outside of the immediate family with parental permission
  3. Out-of-school suspension
  4. Medical and legal appointments – Such appointments should be scheduled after school hours when possible.
  5. School/college visits (2 days) – Parents/guardians need to check with the individual school's policy when arranging such visits.
- C. Unexcused Absences
1. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence.
  2. No physician's note to excuse an absence once more than 5 days of absence have occurred (see Frequent or Prolonged Illness below).
  3. Family vacations.
  4. Absences other than those defined as excused or absences counted as present.

### III. Truancy

A student is truant when he/she is absent from school or class without the permission of his/her parent/guardian and the school. Students who are habitually truant shall be reported to the juvenile authorities in accordance with applicable state law and following diocesan procedures:

The following may be evidence of habitual truancy:

- A. Refusal to attend school in defiance of parental authority.
- B. Accumulating a number of absences without justification over a period of time, such as a grading period. Habitual truancy is students who have ten (10) unexcused absences in a school year.
- C. Three (3) or more judicial findings of truancy.

### IV. Reporting an Absence

A parent/guardian shall contact the school to report a student's absence. Each school has established procedures for reporting absences. Absences will not be excused and the student may be considered truant if the procedure for reporting an absence is not followed.

A written explanation for any absence signed by a parent/guardian is required upon the return of the student to school. The school is not required to provide credit for makeup of assigned work missed because the student's absence is unexcused or the student is truant.

### V. Frequent or Prolonged Illness

If a student is absent for five consecutive days due to illness, or has contracted a contagious disease, a physician's statement may be required in order for the student to return to school.

### VI. Response to Irregular Attendance

If an irregular attendance pattern begins to develop, the school may use the following procedure to encourage the student's return to a pattern of regular school attendance.

- A. Call daily from school (secretary, principal, or attendance clerk), to the parent/guardian to verify absence and to determine reason.
- B. After a student is absent for six (6) days per school year, a school administrator, attendance clerk, or counselor will make contact with the student's parent/guardian. The date and content of this contact shall be documented.
- C. After a student is absent over twelve (12) days per school year, a conference shall be held with the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept.
- D. After a student is absent over fifteen (15) days per school year, a referral shall be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the intake officer of

the local Juvenile Probation Department.

VII. Habitual Truancy Report to BMV

If the student is at least 13 years of age but less than 15 years of age and is truant more than 10 times in one (1) school year, the student shall be designated as a habitual truant and reported to the bureau of motor vehicles as provided by State law.

## Section 6: Academics

### Grading Scale

|                  |                 |                 |                 |               |
|------------------|-----------------|-----------------|-----------------|---------------|
| <b>A+ 97-100</b> | <b>B+ 87-89</b> | <b>C+ 77-79</b> | <b>D+ 67-69</b> | <b>F 0-59</b> |
| <b>A 93-96</b>   | <b>B 83-86</b>  | <b>C 73-76</b>  | <b>D 63-66</b>  |               |
| <b>A- 90-92</b>  | <b>B- 80-82</b> | <b>C- 70-72</b> | <b>D- 60-62</b> |               |

### Letter Grade Point Equivalency *(Used to compute GPA)*

SJHS has various levels of curricula (see the Program of Study Book for further explanation); therefore, the school uses a weighted system of grades. Courses are designated as AP, Honors, or College Prep. The scale below is used to determine the value of the grade point average (GPA) for each letter grade for each level of a course.

| <b>Grade</b> | <b>AP</b>   | <b>Honors</b> | <b>College Prep</b> |
|--------------|-------------|---------------|---------------------|
| <b>A</b>     | <b>5.00</b> | <b>4.50</b>   | <b>4.00</b>         |
| <b>A-</b>    | <b>4.67</b> | <b>4.17</b>   | <b>3.67</b>         |
| <b>B+</b>    | <b>4.33</b> | <b>3.83</b>   | <b>3.33</b>         |
| <b>B</b>     | <b>4.00</b> | <b>3.50</b>   | <b>3.00</b>         |
| <b>B-</b>    | <b>3.67</b> | <b>3.17</b>   | <b>2.67</b>         |
| <b>C+</b>    | <b>3.33</b> | <b>2.83</b>   | <b>2.33</b>         |
| <b>C</b>     | <b>3.00</b> | <b>2.50</b>   | <b>2.00</b>         |
| <b>C-</b>    | <b>2.67</b> | <b>2.17</b>   | <b>1.67</b>         |
| <b>D+</b>    | <b>2.33</b> | <b>1.83</b>   | <b>1.33</b>         |
| <b>D</b>     | <b>2.00</b> | <b>1.50</b>   | <b>1.00</b>         |
| <b>D-</b>    | <b>1.57</b> | <b>1.17</b>   | <b>0.67</b>         |
| <b>F</b>     | <b>0.00</b> | <b>0.00</b>   | <b>0.00</b>         |

### Semester Grades

Semester grades are determined by combining the two quarter percentage grades (40% each quarter) and the semester final exam percentage grade (20%).

### Honor Roll

Honor Roll is determined based on a student's GPA for each individual quarter, regardless of the number of core courses being taken. Only courses that receive letter grades (A, B, C, D, and F) are considered in computing Honor Roll.

#### Honor Roll Minimum Quarter GPA:

- High Honors: 3.75
- Honors: 3.50
- Honorable Mention: 3.25

#### Additional Requirements:

- A grade of D or F in any course, including Christian Service, eliminates a student from the honor roll for that quarter.
- A grade of Incomplete (I) eliminates a student from honor roll for that quarter. If the I is cleared within 10 school days of the end of the quarter, the student becomes eligible for honor roll.

#### End of Year Awards:

- HIGH HONORS CERTIFICATE: Must have earned High Honors all three quarters.
- HONORS CERTIFICATE: Must be on the honor roll each of the first three quarters and have a maximum of one honorable mention.

## Graduation Ceremony Participation

In order to participate in the SJHS Graduation Ceremony, a student must complete all requirements for his or her diploma by a date pre-determined by the administration, typically 2 days prior to the ceremony. If a student does not fulfill all graduation requirements by the date of the Graduation Ceremony, the student will not be permitted to participate in the ceremony.

Caps and gowns will not be distributed until all payments to the school, including tuition, are paid in full. Seniors are not permitted to participate in Baccalaureate Mass and Graduation with their class without a school-issued cap and gown.

## Final Exam Requirements for Graduation

All students must take final exams at the end of both semesters. Seniors who have a B+ *average* or better for the third and fourth quarters in a given class are exempt from taking the second semester final exam in that class. In classes that finalize the term with a final project, regardless of the grade earned, students are to complete the project assigned.

Final exams for core courses (English, math, science, social studies, theology, and world language) are given on designated final exam days. There are typically six exam periods (one for each subject). If a student has two courses in the same core subject area, it is the student's responsibility to schedule one of those exams with the teacher at a time outside of the normal schedule. If a student has seven core subject classes that each have an exam on final exam days, then, rather than having to take three (3) exams in one day, the student can request to take the second exam in that subject area on an alternate day (the day and time are determined by the administration). It is the student's responsibility to make this request at least three school days prior to the first final exam day.

## Graduation Rank and Honors Designation

1. Other than Valedictorian and Salutatorian, Saint Joseph High School does not rank students and does not report class rank to colleges. Designation as Valedictorian and Salutatorian is based on the seventh semester's cumulative GPA.
2. Seniors who achieve the following cumulative GPA at the end of seven semesters will receive the following honors:

|                      |      |
|----------------------|------|
| SAINT JOSEPH SCHOLAR | 4.00 |
| HIGH HONORS          | 3.75 |
| HONORS               | 3.50 |
| HONORABLE MENTION    | 3.25 |

## Missed Work / Make-Up Policy (Diocesan Policy 4040)

Upon returning to school, it is the responsibility of the student to contact the teacher for directives in making up work that was missed. Regardless of the reason for absence, it is expected that all work will be made up using the following guidelines:

1. Students who are absent on the day a test or quiz is given, and yet were present for the review or the day before the test or quiz, will be responsible for taking previously announced tests and quizzes upon their return to school.
2. Students absent for one day should make up assignments, quizzes, and tests before or on the next day in which that class meets. (*Example: Blue day absence requires the student to turn in or make-up work by the next Blue day. White day absence requires the student to turn in or make up work by the next White day.*)
3. **Excused Absences:** An extension is granted equal to the number of days absent. For example, if a student is absent for one class meeting, they have one additional class meeting to make up that work. Make-up work for an excused absence will be given full credit if turned in on time based on the number of days absent.

**Unexcused Absence:** No extension is granted for work. The work is still due on the original due date. Thus, work turned in upon a student's return from an unexcused absence will be considered late and is subject to late penalties. Penalties for late work vary by teacher and are communicated through course syllabi issued by teachers.

4. Students are responsible for alerting teachers of pre-arranged absences. The teacher may request that all work be made up prior to the absence. At the teacher's discretion on the day of return, students will hand in all previously assigned work due during their absence.
5. Students who are excused tardy or leave early should hand in assigned work/projects on that day. Examples of this situation include field trips, medical appointments, and excused tardies.
6. Students who miss a test due to an excused absence and schedule a make-up test with a teacher are expected to take the test at the scheduled time. If a student does not show up to take a make-up test at a scheduled time, the following penalties will apply:
  - a. 20% reduction in the test grade the first time the make-up appointment is not kept
  - b. 50% reduction the second time.
  - c. Students missing three (3) appointments for make-up tests will receive a zero (0).

For an unexcused absence, the original test day is considered the first attempt missed, so if a student misses a test due to an unexcused absence, then part a above (20% reduction) applies immediately. Parts b and c above apply subsequently.

**Notes:** The same test the teacher gave during class may or may not be the test given for the make-up.

*This policy applies to absences for final exams, as well.*

7. Make-up work for a suspension (OSS) or from a family vacation (AUF) is due the first time a class meets when the student returns from the suspension period or family vacation. Missed tests are to be arranged with the teacher immediately.

## Study Tables

SJHS is committed to the academic success of our students. We have instituted the program "Study Tables" to assist all of our students. **This program is held Monday–Thursday, 3:30 p.m.–4:30 p.m. and on select mornings.** This program is designed to provide a structured study environment with academic support. Students are required to sign in and out each time they attend. Mandatory attendance at Study Tables is determined by academic performance (see below). A review of students' grades occurs at the end of each quarter and at the time of IPRs. Note that all students are welcome to take advantage of this opportunity, and students who have earned multiple D's are strongly urged to attend.

Students who are on Academic Probation are required to attend Study Tables at least two times per week. Study Tables take precedence over athletics and all other co-curriculars.

Absences from Study Tables by students who have the "mandatory attendance" qualification will result in varying repercussions. Meetings with administration, Academic Probation, and extra-curricular ineligibility are a few possible consequences. Poor attendance at Study Tables accompanied by poor academic standing will adversely affect the student's admittance to Saint Joseph High School for the next semester.

## Case Conferences

All case conferences scheduled for students with academic accommodations require and greatly benefit from parental presence and participation.

## Academic Honor Code

As members of SJHS, we, the students, seek an environment in which our student body can learn in ways that protect both personal freedom and ethical standards consistent with Roman Catholic tradition. If a Christian community is to prosper, its members must be held accountable for the words and actions of its members. Our Honor Code stands as an educational tool instructing students to engage in conduct respectful of one another by promoting academic integrity at all levels, resulting in an accurate reflection of student ability.

Students should be confident in their abilities and the work they produce. They should never jeopardize their integrity in an attempt to

receive a better grade by cheating. Students are encouraged to turn themselves in if they have been academically dishonest. Also, students are encouraged to inform faculty and staff of situations of cheating while free of pressure to share specific names.

Faculty and staff will be proactive in promoting academic integrity. They will also be vigilant of students when completing and submitting work, as well as appropriately reactive when witnessing or becoming aware that cheating is taking place.

## Academic Dishonesty - Cheating/Plagiarism

Cheating (acting unfairly or dishonestly to gain an advantage) or plagiarism (presenting someone else's work or ideas as your own), or any attempt to cheat or plagiarize, will result in disciplinary action if either occurs on any assignment or assessment (includes quizzes, tests, projects, etc.). Forms of cheating include, but are not limited to: copying/submitting another student's work; submitting work produced by Artificial Intelligence (AI) programs (i.e. ChatGPT, GoogleBard, Google Translate); allowing another student to copy your work; plagiarism; using a "cheat sheet;" sharing test questions and/or answers with another student; using unapproved devices, etc. Examples of "work" include, but are not limited to: homework, quizzes, tests, papers, projects, labs, etc. Any cheating/forgery related to the Christian Service requirement is subject to the policy in this section. The progressive disciplinary plan below is a guideline; levels can be by-passed based on the severity of cheating or plagiarism as determined by a teacher and/or Administration.

### Approach to Use of Artificial Intelligence (AI) by Students

Consistent with our aim to provide academic rigor and to facilitate critical thinking and deep learning in students, we value original work and expect students to produce their own work. Therefore, students are not permitted to submit work produced by digital AI tools (i.e. ChatGPT) as their own. Work that is produced by or aided by the use of AI tools will not be accepted and will result in consequences. This is a violation because the work is not their original work and it is dishonest to claim it as original work.

Students may only use AI tools when their teacher gives explicit permission. Furthermore, students must only use the AI tools as prescribed and permitted by their teacher. In these cases, when submitting their work, students must acknowledge the use of AI tools and how the tool was used.

Consequences for Academic Dishonesty involving the use of AI may vary from those listed below.

**Cheating violations will be cumulative** for a student's high school years.

### Minor offenses will be handled by the teacher/Office of Student Life following these consequences:

- 1<sup>st</sup> offense: Loss of assignment credit; one-hour detention; one discipline point
- 2<sup>nd</sup> offense: Loss of assignment credit; one-hour detention; one discipline point
- 3<sup>rd</sup> offense: Loss of assignment credit; three-hour Saturday School detention; removal from NHS, three discipline pts
- 4<sup>th</sup> offense: Loss of assignment credit; Parent-Counselor-Administrator conference;  
Student will skip to second Major Offense for cheating (see below), three discipline points

### Major Offenses will be handled by the teacher/Office of Student Life following these consequences:

- 1<sup>st</sup> offense: Loss of assignment credit; three-hour Saturday School detention; three discipline points
- 2<sup>nd</sup> offense: Loss of assignment credit; three-hour Saturday School detention; written paper on Integrity/Morality;  
Parent-Counselor-Administrator conference; removal from NHS; three discipline pts
- 3<sup>rd</sup> offense: Loss of assignment credit; two-day suspension; ten-hours of community service (in addition to the Christian Service Hours); Parent-Counselor-Administrator conference; Exclusionary Probation
- 4<sup>th</sup> offense: Fail Class; Recommend removal from SJHS

## National Honor Society

The Josephite Chapter of the National Honor Society recognizes students for academic achievement, character, leadership, and service. Students at the appropriate time of junior or senior year who have a 3.75 weighted grade point average are invited to submit

reports on their involvement in school and community activities, including leadership positions. For further information regarding membership and obligations, please refer to the chapter bylaws on our school website.

## **Book Rental Procedures and Expectations**

### **Receiving Textbooks:**

A unique barcode number is listed on the inside front cover of each book. This barcode is used to assign each book to a particular student ID number. That student is responsible for that particular book for the duration of the semester/year. Students are encouraged to PRINT their names on the inside front cover of each book assigned to them. Students should also write out and save each barcode number of their textbooks for future reference.

Many textbooks are also available online; teachers will explain access to these resources. Students may opt not to receive hardcover books when books are available online. For some classes, books are only available online. If there is trouble accessing online materials, please go to the iHelp desk for assistance.

### **Returning Textbooks:**

If a student drops a class, he or she must return the book either to his or her teacher or to the Counseling Office. Students are to return each textbook immediately after taking a final exam for that class. A late penalty of \$5.00 per book will apply to books returned after the last day of finals. Students are obligated to return the book that was checked out to their ID number. If a student returns a book that was checked out to another individual, this does not cover the initial student's book-return obligation.

### **Caring for Textbooks:**

Students should care for and be mindful when putting books into and taking them out of lockers and book bags to avoid excessive wear and damage. We recommend that students do not lend their books to other students or store them in classrooms.

## **Section 7: Counseling and College Advising**

### **Mission Statement**

Guided by morals, values, and religious beliefs, the counselors at SJHS treat all students as individuals and encourage them to assume personal responsibility for their academic goals, maturity, and growth. Meeting the criteria of the Indiana State Counseling guidelines, the Counseling Department provides parents and guardians the resources and tools to help students with academic challenges, peer issues, career exploration, and wellness, both emotional and physical. The counselors continually enhance the learning process and promote academic achievement.

### **Counseling Services**

The SJHS School Counseling and College Advising Office is made up of a full-time director and three full-time licensed school counselors. Our counselors follow the American School Counseling Association (ASCA) guidelines and use data to provide a comprehensive program which includes academic and career counseling, College advising, group counseling, individual school counseling, and collaboration with outside services.

### **Confidentiality and Reporting**

In most cases, communication between student and counselor is confidential. However, state law and Diocesan school policies require that when it is the counselor's judgment that the student is in danger, or is a danger to him or herself or others, or if the counselor has reason to believe that abuse or neglect has occurred, then counselor shall make the proper notifications to the principal, the parents, the Department of Child Services (DCS), and/or the appropriate social service agencies. In the event that a student provides information to any employee of the school, whether counselor, teacher, or member of the administration, which indicates that the student is in danger or a danger to him/herself or others, that employee is bound to reveal such information to the student's counselor and/or

principal. In accordance with state law, an employee has reason to believe that abuse or neglect has occurred, then the employee must report this to DCS or the police. According to Diocesan Policy (P4410) if it has been discovered that a student enrolled in a diocesan high school is pregnant or is the putative father of an unborn or already-born child, the counselor will report that information to the principal and parents.

The school may request the student to undergo a psychological evaluation by a professional counselor. Verification of the evaluation is needed before the student returns to school. In the absence of written instruction to the contrary, all school counselors shall work with any student as assigned by the school.

### **Access To Official Student Records** (Diocesan Policy P4170)

Any natural parent, guardian, or individual acting as a parent in the absence of a parent or guardian of a student of a diocesan school, or a student or former student who has reached eighteen (18) years of age or is attending an institution of postsecondary education, has rights related to the student's personal information. The rights are noted in Diocesan Policy P4570, and records can be forwarded upon request to a student that is eighteen (18) years of age or older or the legal guardian.

### **FERPA**

The Family Educational Rights and Privacy Act (FERPA) sets the requirements designed to protect the privacy of students' educational records. According to 34 CFR 99.3, "parent means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian." In the case of divorce or separation, SJHS must provide access to both natural parents, custodial and noncustodial, unless there is a legally binding document that specifically removes the parent's FERPA rights. In this context, a legally binding document is a court order or other legal paperwork that prohibits access to educational records or remove a parent's rights to have knowledge about his or her child's education.

### **Failing Grades**

Students who fail two or more courses during any semester will have their status reviewed by the administrative team. In such cases, the student's academic, discipline, attendance, and Study Table attendance records will be reviewed.

This review may result in the student:

>Being placed on Academic Probation (see below) or

>Being dismissed from school, even in the middle of a school year. This may occur if the student failed to earn credit in five or more classes or if the student failed to earn credit in two or more classes coupled with a poor attendance and/or disciplinary record.

Students must attempt to make up for failed course(s) by taking it again at SJHS or through an approved summer school or online course. The student's counselor must approve the summer school program.

### **Academic Probation**

Students will be placed on Academic Probation if they fail two or more courses during any semester. Parents will be notified in a letter from the AP for Academics. **Students on Academic Probation will be required to attend Study Tables two times per week.** The student's counselor will meet with the student and communicate with the parent(s)/guardian(s) to provide support. The administration and counseling office aim to have every student on academic probation improve their grades and to earn their way off probation.

At the end of a semester, the Academic Administration Team reviews the record of all students who have been on academic probation. A decision is made to take the student off probation, to have them remain on probation, or to ask them to withdraw from SJHS (even at the end of the 1st semester). In order to earn their way off Academic Probation, a student must have zero Fs and less than 4 Ds. Students who do not meet this standard will remain on probation or possibly asked to withdraw. Students on Academic Probation who again have two or more Fs will likely be asked to withdraw. Students who can no longer graduate from SJHS on time due to a lack of

credits earned may also be asked to withdraw. In some cases, a student may be required to pass one or more summer school or online classes in order to be eligible to remain at SJHS.

## Transcripts

It is school policy that transcripts needed for colleges and scholarships are sent directly from the Counseling Department. **Seventh- and eighth-semester transcripts may be withheld if tuition is not paid up-to-date and access to PowerSchool will be denied.**

Alumni must go through Parchment.com to request a transcript.

## Schedule Changes

Classes are scheduled and teachers are assigned on the basis of students' course selections at the time of registration. Meetings with counselors and consultation with parents should ensure that the courses selected are in place for the following academic year. Requests for certain teachers will not be considered. **A class can only be changed if it meets one of the following criteria:**

1. If a course is canceled for lack of enrollment, a student may select another available course.
2. If a course is oversubscribed, those students dropped from it may select another available course.
3. If a student fails a prerequisite course or if a student is placed in an inappropriate course, the student may select another available course.
4. If a student desires a schedule change after registration but prior to May 1, this may be done if the course is available.
5. The deadline to change course selection is May 1. However, in some cases (as mentioned above), the student must justify the need for the change and have teacher and parent approval. A \$25 fee may be assessed for each approved change.

Adding a class is permitted only within the first 5 days of the quarter.

**When schedule adjustments are necessary due to a level change, the following must be considered:**

1. Level changes recommended by the teacher and agreed upon by the parents may not take place after the eleventh week of a semester.
2. Level changes after the first quarter and through the eleventh week will result in a grade of "W" on the transcript for the changed course. Level changes cannot be made two weeks before the end of the first and third quarter.
3. If a student withdraws from a class after the eleventh week, a "WF" will be recorded on the transcript. This does have an impact on the student GPA.
4. Students must have seven classes (or six classes with a study hall) each semester in order to be a student at SJHS and retain athletic eligibility.

## Incomplete Grades

Incompletes must normally be cleared ten (10) days after the end of the grading period or they will be recorded as failing grades.

## Cumulative Average (GPA)

These are computed at the end of each SEMESTER and are recorded both on the report card and the permanent record.

## College Entrance Testing (SAT, ACT)

In addition to being important college entrance exams, meeting the benchmark score on the SAT and ACT are two of the methods for a student to meet the Postsecondary Readiness Competencies for Graduation Pathways.

All students will take the SAT during a designated school day in their junior year. All students are also encouraged to take the ACT.

For Saturday SAT and ACT tests, students can find test dates and locations at the College Board Website. Dates, times, and deadlines for these tests are also often published in Soundings and the Counseling Newsletter, and are posted in the Counseling Office. Students can also refer to each organization's website.

For the weekend SAT, Saint Joseph High School's test center code is 15730.

For the ACT, Saint Joseph High School's test center code is 193210

## Parent Information Meetings

See the school Counseling website and SCOIR for meetings concerning college applications, college representatives, graduation, financial aid for college, and other topics.

# Section 8: Student Health

## Health Records and Immunizations

All students entering SJHS including freshmen, transfers, and International students are required to provide:

1. The **Chirp Form** completed by parent/guardian.
2. **Indiana State required immunizations** physician or healthcare provider documentation.

These forms must be returned to the Nurse before the first day of school to complete the student registration.

The State of Indiana requires that your child have the following immunizations to attend school. Below are the minimum numbers of required immunizations to attend SJHS:

[2023-24 State of Indiana Requirements link can be found Here](#)

1. DTaP/DTP/DT/Td 5
2. Polio 4
3. MMR 2
4. Hepatitis A 2
5. Hepatitis B 3
6. Varicella 2 (Chickenpox) vaccines or written history of the disease. A signed written statement from the parent/guardian indicating month and year of disease is sufficient.
7. Tdap 1 (given on or after 10 years of age).
8. Two doses of Meningococcal Conjugate Vaccine (MCV4). The Meningococcal booster dose is not required for students entering grade 12 who received dose #1 on or after their 16<sup>th</sup> birthday.

The State of Indiana recognizes only two reasons for non-immunization of children. They are medical and religious. Please contact the School Nurse for any questions about immunization objection or to get the appropriate forms. **Forms must be completed and returned before the first day of school to complete the student registration and must be renewed annually.**

*Students will be unable to attend classes until all forms are complete and submitted to the School Nurse.*

## Illness at School

A student who becomes ill during the school day should report to the Nurse's Office. Students should obtain a pass from their teacher to go to the Nurse unless the need is urgent.. The Nurse will contact the parent/guardian to determine if the student is leaving school due to a medical problem. The student must check out at the Office of Student Life with the pass from the Nurse.

While at school, students are not to contact their parents directly when they don't feel well. Students must obtain a pass and go to the nurse first if they may need to go home due to illness.

### Nurse's Office Guidelines:

- Routinely, students will not be kept in the nurse's office longer than 20 minutes. If they do not feel better after 20 minutes, a call home will be made to arrange early dismissal due to illness. There are exceptions to this if there is a documented medical history that requires more time spent in the office.
- Students are not allowed to come to the nurse's office to catch up on sleep, socialize, or skip class. If students feel they are unable to participate in a class due to an injury/illness, a doctor's note is required.
- Students are not to be on their phone or computer while in the nurse's office, except when given permission by the nurse, to

communicate with a parent or guardian.

If a student leaves school early because of illness at any time, he/she may not return to participate in or attend an athletic or extra-curricular activity.

## Administration of Medication

The school will only dispense medication with the following forms on file in the nurse's office:

- **Stock Medication Consent Form** for the four stock medications available in the nurse's office
- **Parent Consent Form** for prescription and over-the-counter medication
- **Physician Consent Form** for prescription medication

All required forms may be found on our website in the *Parents* portal under "School Nurse." Parents may submit forms via email, mail, or fax, or send to school with your child (deliver forms to the Main office or the nurse's office). Parent Consent Forms need to be renewed every school year. Consent must be written; phone calls or texts are not accepted.

### Prescription Medication

If your child requires prescription medication during the school day, please complete both the **Parent Consent Form** and the **Physician Consent Form**. Please provide information related to your child's need for this medication, dosing schedule, and other pertinent information.

### Over-the-Counter (OTC) Medication

Ideally, all OTC medications should be administered by parents at home. However, the school does stock four routine OTC medications for occasional use and can administer other OTC medications provided by parents. In both cases, we require signed written parent consent.

#### Stock Medication

The school will stock the following four OTC medications. These stock meds are for "every now and then" use, not frequent, daily, or routine use. For the nurse to provide these medications, the student must have a signed, written **Stock Medication Consent Form** on file with the nurse.

1. Ibuprofen\* (Generic) 200mg
2. Acetaminophen\* (Generic) 500mg
3. Calcium Carbonate Antacid (Generic/Tums)
4. Cough Drops

\*If your child is in need of this medication on a routine or frequent basis, you will be notified to supply the medication, specify the preferred dosage, and provide a **Parent Consent Form** and/or **Physician Consent Form**.

\*If your student needs **frequent, daily, or post injury/post surgery medication**, this should be sent in from home, in the original container, with the **Parent Consent Form**, including specific dosing instructions and schedule.

#### Other OTC Medication

If you would like your child to receive **any other type of over-the-counter medication** (for example allergy/ antihistamine meds, eye drops, or a specific brand or type of OTC medicine ), you may send the medication to school, along with the signed **Parent Consent Form**. Please leave the medication in the original bottle, with the original label, and place the student's name on the bottle. Medications will not be administered if sent to school in bags or bottles that are not the original containers.

### Student Possession of Medication

As a reminder, students may not have any type of medicine in their possession at any time while on school premises. All medications must be brought to the nurse or, in the absence of the nurse, left in the Office of Student Life. **Failure to adhere to this policy could result in the student being in violation of the school's Drug and Alcohol Policy.**

These policies and procedures apply to all students, *including those 18 years old or older*. All required forms may be found on the SJHS website under School Nurse. You can submit forms via email, mail, fax, or with your child, who can drop it off at the Main office or the nurse's office.

## Injuries, Medical Conditions, and Accommodations

If a student requires any type of mobility assist device (crutches, walking boot, scooter, etc.) due to surgery, injury, or a medical condition, a parent must communicate this information with the school nurse, and provide Secure Medical Documentation - a formal letter from the treating physician or physical therapist that outlines the exact diagnosis, the expected duration of the recovery, and specific recommended accommodations.

Appropriate mobility related accommodations will be given to the student to assist with their mobility entering and exiting the building, as well as getting around the building during the school day. Such accommodations will be specific to the student's condition and needs. Parents should routinely communicate with the school nurse during the recovery phase, especially when physical and academic accommodations are needed, and please update when any changes or discontinuation of the accommodations occur.

A student in need of academic accommodations or restrictions due to an injury or medical condition must provide written documentation from a doctor. **This includes students placed on cognitive rest due to a concussion. For the safety and well being of the student, he/she may not be permitted to participate in nor attend any** co-curricular activities, including athletics until released by a doctor and written documentation of the release is provided to the athletic trainer and the Director of Student Life. If a student is unable to fully participate in school academically, the student will not participate in or attend co-curricular activities, including athletics.

If an injury or medical condition makes it necessary for a student to dress out of uniform (i.e. wearing sweatpants due to having a leg brace), the student must receive permission for this from the school nurse. The nurse will inform teachers that the student has permission to dress out of uniform. The student can only use the accommodation specified by the nurse. If the injury requires access to the faculty parking lot for drop off/pick up and/or parking, a temporary parking/access pass must be obtained by the nurse.

The general guidelines for student injuries are as follows:

### **Injury Accomodation: (Medical documentation is required to for SJHS provide any accommodations.)**

- Upper Body Injury (arms, shoulder, or back): Adjustments may be made to the Saint Joseph High School dress code shirt requirement.
- Lower Body Injury (legs): Adjustments may be made to the Saint Joseph High School dress code pants requirement, and, if needed, the dress code shirt requirement when a student is on crutches.
- Students with approved medical accommodations will be permitted either a single student escort or the ability to carry a backpack during the school day. Students approved to carry a backpack will not be assigned a student escort.  
*Student escorts may not be on the "No Hall Pass" list.*
- Students may be permitted to leave class a few minutes early to avoid hallway congestion.
- Anything worn under this policy outside of dress code must be school appropriate.

## Student Insurance

A portion of each student's course fees is for student/athlete insurance coverage. Students have coverage for injuries and accidents that happen during the school day at SJHS or during school-sponsored activities. Eligible covered expenses will be paid, which are in excess of other valid and collectible insurance. Claims should be submitted to the parent's insurance first.

If an injury occurs, seek medical care through your usual providers. Then contact the Business Manager, who will obtain information required to complete the school's portion of the claim form. The claim form will be sent to the parents, who must complete their portion. The parents then mail the completed form along with an Explanation of Benefits and corresponding itemized bills to the plan

administrator's address shown on the form. All correspondence after this point should be between the plan administrator and the parents. Completed claim forms must be submitted within ninety (90) days of the date of the injury.

## Section 9: Discipline

The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in a diocesan school. (Diocesan Policy 4410)

### Behavior Expectations

When students choose to attend SJHS, they accept the responsibility of representing SJHS and its mission of fostering Catholic teachings and Christian values to the student body, the faculty and staff, their family, and the community at large. The expectations outlined in this handbook apply to all students who have registered for classes at SJHS.

All students are expected and encouraged to practice Catholic values; to strive to live by our core values of Reach Higher, Build Family, Serve with Joy, and Discover Our Gifts; and to Act with Kindness at all times.

Furthermore, in an effort to maintain a school climate that is positive, joyful, welcoming, supportive, and inclusive, we ask our students to:

- Be positive and welcoming to all
- Act with respect for students, faculty, staff, coaches, and all members of the SJHS community
- Serve as a positive role models, demonstrate leadership, and support others
- Be honest, act with integrity, and adhere to the SJHS Honor Code
- Properly care for the building and grounds
- Be accountable and accept responsibility for their actions
- Spread joy

### School Zone

The SJHS "School Zone" is defined as: on SJHS property, at a SJHS sponsored event (home or away), traveling to and from the school, or while on school-sponsored transportation. If a violation of school policy occurs in the school zone or if a violation that occurs outside the school zone negatively impacts a student's education or the educational environment, then the student may be subject to the disciplinary policies of SJHS. This includes a violation of the State Criminal Code committed away from school and/or outside of a school activity that may affect the school's reputation, climate, or educational function.

### Disciplinary Process

By enrolling in SJHS, students and parents have contracted to know and follow the policies and procedures that are presented in this handbook. Students must accept responsibility for their actions. SJHS will utilize and teach Catholic values to promote positive actions by students. The policies set forth in this handbook support, not limit, the faculty, staff, and the administration's authority to act in the best interest of maintaining a safe and productive learning environment.

The Assistant Principal of Student Life is primarily charged with handling referrals from faculty and staff on matters involving serious violations of school rules. Severe disciplinary problems may be referred to the Principal and/or the Discipline Review Board. The Principal, after appeal, has the ultimate decision in all disciplinary matters.

The administration of SJHS reserves the right to waive/deviate from any and all disciplinary regulations for just cause at their discretion.

## Minor Offenses

Individual teachers will address students' academic and behavior concerns by implementing their classroom discipline plans. Possible consequences may include serving A.M.'s/P.M.'s with the teacher. Students given an A.M. or P.M. by a teacher are expected to serve at the time assigned by the teacher. Athletics and extracurricular activities are not valid reasons not to serve or to reschedule an A.M. or P.M. Failure to serve the A.M. or P.M. at the scheduled time may result in additional consequences such as detention.

Parent/student/teacher conferences will be held if a student is repeatedly violating classroom rules. Removal from class for a period of time may also occur. **Parents should always contact the student's classroom teacher first to discuss any disciplinary problems.**

## Detentions

Detentions become part of the student's disciplinary records during their years at SJHS. Detentions may be given by any faculty, staff, or administrator due to a student's violation of classroom expectations or school policies. Detentions are served on days designated by the Assistant Principal of Student Life. Weekday detentions are usually one hour in length; Saturday detentions are usually three hours in length. Students may be required to complete physical (i.e. cleaning) and/or written tasks during detention. Students who fail to serve a detention in the allotted time will earn additional consequences. Missing detention for reasons such as work, athletics, meetings, etc., is not acceptable. If a student is assigned a 3-Hour Saturday School Detention and fails to serve that detention, the student is then suspended from school until a parent/student meeting has taken place to review expectations and next steps. Notification of detentions are given to students and parents are notified via phone calls, mail, or email.

## Discipline Points

Students face being placed on probation when they violate school policies. The following list is a general guideline for points assessed for various violations. The Assistant Principal of Student Life will make the final determination on how many points are assessed for each violation. Points accumulate during each school year. Violations resulting in a suspension will be assessed points by the Assistant Principal of Student Life and/or the Discipline Board.

A general guide of points assessed for common violations is below:

| VIOLATION                            | POINTS |
|--------------------------------------|--------|
| Tardies (starting with the 4th)      | 1      |
| Dress Code                           | 1      |
| Failure to serve AM/PM or detention  | 1      |
| Academic Dishonesty/Cheating (Minor) | 1      |
| Cell Phone                           | 1      |
| Failure to Serve detention           | 2      |
| Classroom Disruption                 | 2      |
| Disrespect                           | 2      |
| Profanity/Verbal Aggression/Abuse    | 2      |
| Tobacco/Vape related                 | 2      |
| Academic Dishonesty/Cheating (Major) | 3      |
| Truancy                              | 3      |
| Laptop policy                        | 3      |
| Fighting                             | 5      |

**Students who earn more than seven points in one school year may be placed on Exclusionary Probation for 9 to 18 weeks. Each point above seven will result in additional time on Exclusionary Probation and/or a Student/Parent meeting with the Discipline Review Board. Students who earn an excessive amount of detentions during their high school years may be expelled or asked to withdraw from SJHS.**

## Exclusionary Probation

Students may be placed on Exclusionary Probation for serious offenses or repeated minor offenses. **Students on Exclusionary**

**Probation are not allowed to participate in or attend any co-curricular activities/events including athletics.** The Assistant Principal of Student Life, Principal, and/or the Discipline Board may place a student on Exclusionary Probation. The length of probation is generally 9-18 school weeks. Students who are on probation and persist in unacceptable behavior and/or fail to follow the terms of their probation, face possible suspension, extension of probation time, and/or expulsion from SJHS. Terms of participation will be determined by the Assistant Principal of Student Life.

## Suspension

In certain cases, it may be necessary to remove the student from the regular school environment for a period of time, usually from one to five days, as determined by the Assistant Principal of Student Life and/or the Discipline Review Committee. Students who are suspended from school are required to make up all missed work. While suspended, students may not attend nor participate in any co-curricular or athletic activities and may not be on school grounds. Should the suspended student violate this provision of the suspension, further disciplinary action will be taken. Parents are responsible for the student during the period of the school suspension. The Administration may hold a conference with the student and the parents prior to readmission.

## Expulsion

Any student who does not act in accordance with Catholic values and/or school policies and expectations may forfeit his/her privilege of attending Saint Joseph High School and be expelled. A student may be asked to withdraw from SJHS as an alternative to expulsion. A student may be expelled or removed from SJHS for one semester up to the entirety of the student's high school years. The Principal has the final decision on all matters of expulsion. At the end of the required period of expulsion, the student's application for readmission to SJHS at the beginning of the next academic semester may be considered.

Students expelled or removed from SJHS are not permitted to attend any SJHS school functions (i.e. athletic events, dances, performances, etc.) for a minimum of one calendar year from the date of withdrawal. Administration can extend this indefinitely based on individual circumstances. After the minimum time period determined by administration for each individual student, attendance at any event is up to the discretion of the administration.

## Diocesan Policy 4520 - Grounds for Suspension or Expulsion of Students

- I. The grounds for suspension or expulsion below apply to student conduct which occurs:
  - A. On school grounds;
  - B. Off school grounds at a school activity, function, or event;
  - C. Traveling to or from school or a school activity, function, or event; or
  - D. At any other time when the principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the School or Diocese.
- II. The following types of student conduct constitute a non-exclusive listing of grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in P4530.
  - A. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
  - B. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
  - C. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.
  - D. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.
  - E. Threatening or intimidating any individual for whatever purpose.
  - F. Violation of the diocese's Gun-Free School Policy, or possession of or control over a knife or other cutting type of device not used for school sanctioned purposes.
  - G. Possessing, using, transmitting, or being under influence of any controlled substance, including lawfully prescribed medications taken in a non- prescribed manner, or intoxicant of any kind. The prescribed use of a drug authorized by a

- medical prescription from a physician is not a violation of its use.
- H. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.
  - I. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
  - J. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or educational function.
  - K. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary to carrying out school purposes and/or educational function.
  - L. Using on school grounds during school hours an electronic paging device, mp3 player or similar device, cell phone or other mobile message conveyance device in a situation not related to a school purpose or educational function.
  - M. Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or educational function.

### **Student Accused of a Non-School-Related Criminal Act (Diocesan Policy P4550)**

A student accused of a non-school-related criminal act, which does not subject the student to suspension or expulsion pursuant to Diocesan Policy 4520, is presumed innocent and no academic or disciplinary penalties will necessarily be imposed regarding that alleged criminal act unless the student is proven guilty or admits guilt through the civil law process.

Some circumstances, such as a need to protect the safety and/or privacy of the student or others, may necessitate such student's removal from the normal academic setting pending the outcome of the civil law process. In this case, the wishes of the student and/or custodial parents/legal guardians will be considered, but the final decision regarding the removal is the principal's, after consultation with the Superintendent of Schools. Should such a removal be deemed necessary, a program of home study may be developed and implemented for the student. See section on Grounds for Suspension or Expulsion of Students (Diocesan Policy 4520).

### **Diocesan Policy 4530 - Disciplinary Review for Students (Suspension or Expulsion)**

Any student accused of wrongdoing in violation of school or diocesan policy that could result in the student's suspension or expulsion from the school will be given:

1. An explanation of what the student is accused of doing that is wrong; and
2. An opportunity for the student, in the presence of the student's parents, to respond to the accusations before either: the principal, his or her designee, or impartial tribunal established by the school's administration for the purpose of making a recommendation on the matter to the principal.

The principal (in consultation with the pastor in the case of an elementary school) shall be responsible to make a final decision on all such matters, and the decision shall be final and binding on all parties.

### **The Discipline Review Board**

The Discipline Review Board hears cases involving serious disciplinary violations and/or repeated violations of school rules that may result in a student's expulsion from school. School administration may also ask the Board to hear a case that may involve a suspension. The Discipline Review Board is composed of the Assistant Principal of Student Life, the Assistant Principal of Academics, 1 - 2 designated teachers, a counselor, and sometimes a representative of Pastoral Ministry.

### **Discipline Review Process - Expulsion**

If a disciplinary investigation results in the school administration determining that a student may be expelled from school, the following process will occur.

1. The student will be suspended pending a Discipline Board Review. Parents will be informed of the violation(s) and reason for the possible expulsion.
2. The Assistant Principal of Student Life (or another administrator in his/her absence) will schedule the review and notify the student, parents, counselor, and the Discipline Review Board of the time and place for the review.

3. Prior to the review, the student may present written accounts of the incident, including those of witnesses, as well as other pertinent information.
4. At the review, the Assistant Principal of Student Life will present the situation and any evidence or information gathered during the investigation. Both the student and the parents will be granted an opportunity to present information and/or explanations and to ask questions for clarification. Members of the Board may question the student or seek clarification of events.
5. Upon completion of the review, the students and parents will be excused and the Discipline Review Board will discuss in private the information presented and make their decision concerning action to be taken. The decision will be presented to the Principal for approval.
6. The Principal or the Assistant Principal of Student Life will communicate this decision to the parents.
7. The parents and student may appeal the decision to the Principal who has the final determination on all disciplinary measures.

Note: The proceedings of all Discipline Review Board are confidential among the participants and the Principal.

### **Failure or Refusal of Parent to Participate in a Discipline Review (Diocesan Policy 4420)**

The failure or refusal of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning their student's improper behavior may be considered educational neglect, and the child may be considered a "child in need of services" in accordance with I.C. 31-34-1-7, and, in that case, the matter shall be referred to Child Protective Services.

### **Gun-Free School (from Diocesan Policy 4560)**

Students are prohibited from facilitating in any way the delivery of a firearm, destructive device, or deadly weapon to school or school functions. Further, students are prohibited from possessing a firearm, destructive device, or deadly weapon while en route to or from school or school activities, or while on school property or at school activities. A violation of this policy carries an automatic expulsion from school. The term of expulsion shall be established by the principal after consultation with the Superintendent of Schools. Subject to modification by the Superintendent of Schools, the student may not return to school until the first school semester after a one (1) year expulsion period. Exceptions may be made to this policy concerning antique or ornamental firearms or weapons that are transported or possessed for an authorized educational purpose, or firearms or weapons that are used as part of an authorized school program or activity. Any exception must be approved, in advance and in writing, by the principal. A violation of any limitation or requirement contained within a policy exception that is granted by the principal shall be considered a violation of this policy.

Principals will provide a report on any incident involving a weapon to the Catholic Schools Office.

- I. a description of the circumstances surrounding any expulsions imposed under the policy;
- II. the number of students expelled from the school under the policy; and
- III. the types of instrument concerned.
- IV. For purposes of this policy, the term "firearm" means:
  - A. any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; or
  - B. the frame or receiver of any such firearm; or
  - C. any firearm muffler or firearm silencer.
- V. For purposes of this policy, the term "destructive device" means:
  - A. an explosive, incendiary, or poison gas;
  - B. bomb;
  - C. grenade;
  - D. rocket having a propellant charge of more than four ounces;
  - E. missile having an explosive or incendiary charge of more than one-quarter ounce;
  - F. mine;

- G. device similar to any of the devices described in clauses;
  - H. any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of more than one half-inch in diameter; or
  - I. any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may readily be assembled.
- VI. For purposes of this policy, the term “deadly weapon” means any firearm, knife, destructive device, weapon, taser, electronic stun weapon, equipment, chemical substance, or other item or material that in the manner it is used or could be used, or is intended to be used, is readily capable of causing serious bodily injury.
- (Note: Any device resembling a firearm (i.e toy guns, water guns, etc.) is strictly prohibited from school grounds and students in possession of such items may be disciplined according to the policy above. These cases will be handled by school administration on an individual basis.*

## Treatment of Others

In accordance with Catholic values and the SJHS core values, students are expected to treat everyone they come in contact with and communicate with (students, faculty, staff, parents, visitors, opponents, and others) with kindness and respect. We ask that all students be welcoming to newcomers and visitors, be inclusive with peers, and be polite with everyone.

## Diversity and Inclusion

At Saint Joseph High School we see all people as God’s children and are committed to celebrating diversity, promoting inclusion, and acting with kindness and respect to all people.

All forms of discrimination, harassment, or use of slurs based on race, national origin, ethnicity, religion, disability, gender, sexual preference are strictly prohibited.

We believe in the sentiments of Bishop Kevin C Rhoades: “Racism is a pervasive social evil that we must be committed to fighting and eradicating wherever we find it, in ourselves and in society. It is antithetical to our Christian faith which proclaims the dignity of every human person created in the image and likeness of God.”

We will work to address, prevent, and eliminate actions that demonstrate or perpetuate racism or discrimination. Students and staff are encouraged to report acts of racism, discrimination, harassment, or the use of slurs. See the section on reporting in this handbook.

## Bullying and Harassment (In accordance with Diocesan Policy 4580)

Bullying/Harassment of any kind is contrary to the Catholic faith and SJHS’s commitment to provide a physically and psychologically safe environment in which to learn. All forms of bullying, harassment, hazing, threats, and all comments and acts that are emotionally, physically, and/or verbally abusive are prohibited and may be a violation of federal and state laws. The administration and staff of SJHS believes that all employees and students are entitled to work and study in school-related environments that are safe and free of harassment. Bullying or harassment that occurs outside of the school zone could result in school consequences if the administration determines it is disruptive to the educational environment.

Students shown to be involved in bullying or harassment incidents are subject to appropriate disciplinary action including but not limited to detention, suspension, probation, and/or expulsion. SJHS reserves the right to mandate specific psychological evaluation and/or counseling from outside professionals for students who violate the harassment policy and to see the results from such evaluations.

**Bullying as defined by Indiana State Law:** (IC 20-33-8-.2) *means overt, repeated acts or gestures, including verbal or written*

*communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or a group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile environment.*

**Bullying has three parts:** Unwanted aggressive behavior, repeated behavior, and a perceived power imbalance.

**Types of Bullying:** Physical, Social/Relational, Verbal, Electronic/Written, or a combination.

**What is Harassment?** The act of systematic and/or continued unwanted and annoying actions of one party or a group toward another, including threats and demands.

**What is the difference between Bullying and Harassment?** Bullying is a school term equivalent to the criminal offenses of harassment, intimidation, assault, and criminal mischief. Bullying must include unwanted aggressive behavior, repeated behavior, and a perceived power imbalance. Harassment is the systematic and continued unwanted action that may be missing one of the three parts of bullying.

**Hazing** is typically an abusive form of initiation into a group. Victims often feel pressured into performing humiliating acts in order to be part of a group.

**Threats:** A threat is any comment, act, or gesture that communicates an intent or desire to intimidate, frighten, or harm someone physically and/or emotionally. Threats may be communicated in a variety of forms including, but not limited to, physical, verbal, written, text, email, social media, etc. Threats may be made directly to a victim or to a third party.

**Physical Contact:** Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member, or other person associated with the school is strictly prohibited.

**Texting and Social Media** (Facebook, Twitter, Instagram, Snapchat, Videotaping, Pictures, and any other social media platforms): Students are expected to use social media responsibly and in accordance with Catholic values, SJHS core values, and school policies/expectations. Any activity on social media during the school day or outside of normal school hours may be in violation of school policy. Electronic bullying/harassment as well as any activity that creates a disruption, affects school purposes or educational function, or affects the well-being of others is prohibited and may be dealt with using disciplinary action including suspension or expulsion.

**Trolling:** The act of intentionally posting inflammatory, insincere, or off-topic messages online to provoke, anger, or upset others for amusement. It often involves sarcasm, personal attacks, or misinformation to disrupt conversations and get a reaction.

**Harassment based on Race/ Ethnicity/ National Origin/ Gender/ Religion/ Age/ Disability/ Sexual Preference:** Written, verbal, electronic, or physical innuendos, comments, jokes, insults, gestures, threats, disparaging remarks, or use of slurs as well as objects, pictures, or graphic representations concerning a person's race, ethnicity, national origin, gender, religious beliefs, age, disability, and/or sexual preference are strictly prohibited.

### **Sexual Harassment** (In accordance with Diocesan Policy 4580)

**Sexual Harassment:** Written, verbal, electronic, or physical sexual innuendos, suggestive comments, jokes of a sexual nature, stories, looks, gestures, sounds, leering, whistling, sexual advances, sexual propositions, harassment, demeaning comments, or threats to a fellow student, as well as the creation or placement of sexually suggestive objects, pictures, cartoons, or other graphic representations are strictly prohibited. This includes images or text created using AI tools. The sexual connotation may be explicit or implicit. Sexual harassment is any unwelcome word or action that in any way makes a distinction because of one's sex or implicitly or

explicitly invites or suggests sexual activity.

**Unwanted Physical Contact:** Threatening or causing unwanted touching, contact of a sexual nature, contact with private parts, or attempts at same, including patting, pinching, grabbing, brushing the body, or coerced sexual activity with a fellow student, staff member, or other person are strictly prohibited.

**Sexting:** Sexting is the electronic transmission of sexual messages or pictures, through texting or social media. This includes images or text created using AI tools. Sexting is prohibited at all times. Such conduct not only is potentially dangerous for the involved students but can lead to unwanted exposure of the messages and images to others and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the device. Sexting violations may be reported to the police or the Department of Child Services.

### **Pornography** (see new Diocesan Policy for 2025-26 below)

Accessing, viewing, possessing, creating, distributing, disseminating, recording, or sharing, pornographic content (images, video, words, stories, etc.), including AI-created content, is immoral, harmful, and the antithesis of what we believe in as a Catholic School and a violation of school policy. This is covered as a violation of our Acceptable Use Policy (see section 12), including the following:

- Accessing, uploading, downloading, or distributing immoral, pornographic, obscene, or sexually explicit messages or pictures.
- Liking, validating, or commenting on an inappropriate image, comment, or post.
- Sending or displaying unChristian, immoral, offensive, violent, pornographic, obscene, or sexually explicit messages or pictures.
- Using violent, abusive, obscene, or sexually explicit language.

Violations by students involving pornography are grounds for disciplinary action including suspension and expulsion from school. These violations may also be considered criminal acts, and will be reported to the authorities by school officials.

**Additionally, in [this letter](#), Bishop Kevin Rhoades outlines a zero-tolerance approach to knowing or intentional violations of policy involving the creation, distribution, possession, dissemination, or recording of pornographic images, photos, or videos of children under 18 years of age.**

**Thus, effective immediately, it shall be the policy of the Diocese, for all schools, including Saint Joseph High school, that**

1. Knowingly or intentionally sending, displaying, possessing, accessing, uploading, downloading or distributing immoral, pornographic, obscene or sexually explicit materials, messages or pictures of individuals under the age of 18 through the use of written material, the internet, digital or "PDA" device, cellular telephone or through the use of an artificial intelligence medium will be deemed a violation of the Diocesan Educational Policies.
2. A violation in #1 above shall be deemed to occur whether the impermissible conduct occurs on school grounds or is found to have occurred off campus.
3. A principal having belief that a violation of #1 has occurred shall immediately report such violation to the Indiana Department of Childhood Services and/or local law enforcement.
4. A principal having belief that a violation of #1 has occurred shall immediately report such violation, together with any findings, to the superintendent of Schools who, in turn, shall report such incident to the Vicar General who will relay the information to the Bishop.
5. The Bishop may then choose to seek the advice of the Diocesan Review Board, a consultative board which assists the Bishop regarding claims of sexual abuse. If a determination and finding is made that a knowing or intentional violation of #1 has occurred, the student shall be expelled from school with no right of re-entry. If a determination is made that the facts do not support a knowing or intentional violation of #1, the Bishop, in consultation with the school principal and pastor (as applicable), shall determine the consequence, if any, as provided in the Diocesan Education Policies.
6. The determination of expulsion or other discipline pursuant to #5 above shall be final and not subject to any appeal.

**[Click Here for the Diocesan Policy on Child Pornography in a Letter from Bishop Rhoades](#)**

## Social Media and Electronic Communications

Students are expected to use social media and all electronic devices and communications in a positive and responsible manner and in accordance with our core values, school policies, and Catholic Teachings. In addition to the references to social media in the above sections on Bullying and Harassment and Sexual Harassment, students are prohibited from using social media or electronic communications in a way that is disruptive to the educational environment; detrimental, defamatory, or derogatory to the school; or contrary to our values and expectations.

Furthermore, students are not permitted to create or post on unauthorized social media accounts that use the name of the school or any school-sponsored organization without written approval of school administration.

## Reporting Racism, Bullying, Harassment, and Sexual Harassment

Students and/or their parents/guardians may make a racism, bullying, harassment, or sexual harassment report involving a peer or adult to any administrator, counselor, teacher, or staff member. This report may be done orally, but a written description of the incident may be requested. All employees are to handle the information appropriately and follow their legal reporting obligations as outlined in Diocesan Policy 3610. If a student is unsure of whether to report or in need of discussing a possible incident of racism or harassment, they are encouraged to speak with a counselor. Counselors are trained to discuss the incident and advise on as well as take the appropriate next steps.

Students may also make an anonymous report of racism, bullying, harassment, or sexual harassment through the SJHS Stand Up to Bullying Hotline:

1. Email: [standup@saintjoehigh.com](mailto:standup@saintjoehigh.com) or [report@saintjoehigh.com](mailto:report@saintjoehigh.com)
2. Fill out a Bully Report [HERE](#)

**During this contact, the reporting student should provide the name** of the person(s) whom she/he believes to be responsible for the racism/bullying/harassment and the nature of the incident(s). A written summary of each such report is to be prepared promptly. The student should also provide the name of the person(s) whom she/he believes to be a witness to the bullying/harassment.

The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school's legal obligations and the necessity to investigate allegations of misconduct and to take reasonable and appropriate action if warranted.

Each report received shall be investigated in a timely manner.

**While a charge is under investigation**, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding, until investigation is completed. No one involved is to discuss the subject outside of the investigation. **The purpose of this provision is to** protect the confidentiality of the student who files a complaint; encourage the reporting of any incidents of sexual or other forms of bullying/harassment; and protect the reputation of any party wrongfully charged with bullying/harassment.

**False Reporting:** Any person who knowingly files false charges of harassment against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual may be subject to appropriate disciplinary action.

*In accordance with Diocesan Policy 4580, the Fort Wayne-South Bend Diocese prohibits harassment and retains the right to address harassing behavior through reasonable and appropriate means as required.*

## **Drug and Alcohol Policy** (In accordance with Diocesan Policy 4570)

### **Introduction**

As a Catholic secondary school, we view the use of controlled substances as contrary to the teachings of the Catholic Church. The teachings of the Church are clear, and thus, SJHS does not accept the use of alcohol and/or drugs by our students. The school will work to provide education about alcohol and drugs to both our students and parents.

### **A. Voluntary Admission of a Problem**

If a student voluntarily admits a substance abuse problem to their counselor prior to any known violation of school/diocesan policy, parents will be notified and involved with assessment and treatment. Referral and treatment may be required, with written verification to the school that such a treatment program is being followed. Drug screening may be required at the parent's expense while the student continues at SJHS.

It is incumbent upon the student and their parents to report any violations of the Athletic and Co-Curricular Codes of Conduct to the Athletic Director or club moderator. This may result in consequences outlined in these codes of conduct.

### **B. Definition: Prohibited Substances**

Prohibited substances include but are not limited to alcohol, marijuana (including synthetic marijuana), cocaine, opioids, hallucinogens, prescription and non-prescription medications, and other mood altering substances or drugs [other than those prescribed by a licensed physician for a specific student that are stored and administered according to school policy]. A prohibited substance also includes any substance, which is a look-a-like, understood to be, or appears to be a prohibited substance. School administration will determine whether a particular item is a prohibited substance.

### **C. Possession, Distribution, Sale, Transfer, Consumption/Being Under The Influence**

Students are reminded that they are personally responsible for materials on their person, in their possession, in their lockers, in cars parked in the school lot, or cars parked within the school zone. With this in mind, lockers and cars should be kept locked at all times to avoid unknown materials being placed in the student's possession, even without the student's knowledge or permission.

Any student who possesses, sells, distributes, transfers, consumes or appears to be under the influence of a prohibited substance within the school zone may be suspended from school for up to five school days (while the incident is investigated) and may be expelled. Law enforcement officials may be asked to intervene if deemed necessary. Once the investigation of the incident is completed, additional measures may be enforced, such as, but not limited to, expulsion for at least one semester up to the entirety of the student's high school years, placing the student on probationary status, and enforcing sanctions such as those outlined in the school's Athletic and Co-Curricular Codes of Conduct, etc.

The school reserves the right to utilize all available means to verify the student's consumption or being under the influence of a prohibited substance, which includes drug and alcohol testing.

A student may be required to undergo a professional drug and alcohol assessment, as well as to participate in a drug and alcohol treatment program (with the results reported to the school), etc. Should the student and/or his/her parents refuse such professional screening and/or participation in a drug and alcohol treatment program, the student may be expelled.

### **D. Readmission to the School Community**

At the end of a period of expulsion from the school community, a student may submit an application for consideration by administration for readmission to SJHS at the beginning of the next academic semester. Application for readmission must include written documentation from the provider of the completed drug and alcohol assessment and treatment program (if such assessment and treatment was required by the school). Readmission to the school community will be done on a strict probationary status only and is conditional upon acceptance of random drug and alcohol screenings at the expense of the student's parent(s) and reported to the school.

as requested by the school during the remaining time that a student is enrolled at SJHS.

## Additional Behavior Expectations

**Respectful and Polite:** Students are expected to listen to, comply with, be respectful, and speak respectfully to all faculty, staff, fellow students, visitors, etc. at all times. This includes being polite and speaking in a non-offensive manner. Any form of verbal abuse, disrespect, intimidation, bullying, instigation, or provocation is strictly prohibited.

**Appropriate Language:** Students are expected to use language that is appropriate for school. All profanity and abusive language are strictly prohibited in any form. This includes abbreviations and approximations of profane words.

**Disruptive Behavior:** Students are expected to act in a way that is conducive to a focused and productive learning environment. Behavior that is disruptive in the classrooms, hallways, athletic venues, or other areas is prohibited.

**Vandalism:** Violators and/or parents will pay for repair. Other disciplinary action may be taken.

**Insubordination:** Students are expected to comply with directives from faculty and staff at all times. Non-compliance is considered insubordination and is not permitted.

**Dishonesty and Stealing:** Forgery, lying, and stealing are immoral. The minimum consequence is a detention. Serious violations result in major disciplinary actions, which may include suspension, expulsion, or a Discipline Board hearing.

**Verbal Altercations:** Students are expected to handle and solve differences in a respectful and calm manner while at school. Verbal altercations or confrontations are not permitted and will result in disciplinary action. Students can seek assistance in solving conflicts from the counseling office.

**Fighting, Pushing/Shoving, Threats, and Violence:** Verbal threats, coercion, and the use of force are unacceptable. Any student involved in a fight, including pushing and shoving regardless of who started it, will be subject to suspension and/or Discipline Board hearing.

**Throwing of items:** (including snowballs) in or on school grounds is not permitted and will be penalized appropriately.

**Gambling:** Students are not permitted to gamble on or near school grounds. Cards and/or other devices used for gambling are not to be in evidence during the school day. Consequences for gambling will be determined by the Assistant Principal of Student Life.

### Gang Association

Membership or active involvement in a gang or group that is responsible for coercive or violent activity is prohibited. Attire, language, graffiti, “signing,” or using any insignia or alphabets associated with a gang is prohibited and may result in expulsion. SJHS will discipline any student who conducts gang-related activities at any time when the student is under the jurisdiction of the school, on any of the school’s properties, or at any school-related function or activity (school zone).

### Inappropriate Displays of Affection

Excessive or unseemly physical contact between students is not acceptable. The expectation is that a boyfriend and girlfriend follow Catholic teachings and will treat each other with respect and concern for the reputation of the other person. Respect takes the form of never putting each other in a place, position, or activity that is a contradiction of Catholic teachings. Respect is limiting personal touching and affections. At SJHS, we expect that boyfriends and girlfriends limit personal touching to holding hands. Anything beyond holding hands is not allowed at SJHS at any time. Violation of this rule will result in a conference, detention, or further disciplinary action.

## Cell Phones/Smart Watches/Personal Electronic Devices - Updated 1/12/26

In order to maximize student engagement in learning, promote student well-being, and prioritize community building, all personal electronic devices (cell phones, smart watches, etc.) other than a student’s school-issued laptop are not to be in a student’s possession, taken to class, or used within the building between the hours of 8:15 a.m. and 3:15 p.m. Devices are to be turned off and left in lockers or locked cars during this time.

Earbuds, headphones, air-pods, etc. may be carried, but are not to be worn or used between 8:15 a.m. and 3:15 p.m. without explicit permission from a teacher or staff member. These devices cannot be worn in the hallway and common areas.

Students who must carry their phone or smart watch for medical purposes (e.g. diabetes), will receive authorization from the school nurse.

If a student is in violation of this policy, the student's cell phone / device, whether it is being used or not, may be confiscated by any staff member and turned over to administration. Consequences for violating the cell phone policy are listed below. Failure to turn over an electronic device when asked is considered insubordination and will result in additional consequences. SJHS is not responsible for any accidental damage of a confiscated cell phone.

Any exceptions to this policy for academic use or coursework must be requested by a teacher and authorized by the Principal or Assistant Principal for Academics. Exceptions for emergency purposes for individuals must be requested by a parent and authorized by Assistant Principal for Academics or Assistant Principal for Student Life. Exceptions will be very limited.

Any electronic device, including a student's personal cell phone, that a student brings on school grounds, uses, or connects with the school's network becomes part of the "School Zone." Therefore, the item can be searched. It is not the intent of the school to see and use personal information, but students should be aware that any content on a device or information shared over the school network is permitted to be accessed by school officials and subject to school rules and policies. Students are responsible for all content stored on the device or information sent over the school network.

SJHS is not responsible for security or protection from theft of any electronic devices that are brought to school.

### **Consequences**

Personal Device Violation #1: Device confiscated; Student may pick up in Office of Student Life (OSL) after dismissal; Warning logged

Personal Device Violation #2: Device confiscated; Parent must pick-up in OSL; 1-Hour Detention

Personal Device Violation #3: Device confiscated; Parent must pick-up in OSL; 3-Hour Saturday Detention;

Personal Device Violation #4: Device confiscated; Parent-student meeting required to pick-up phone; 3-hour Saturday Detention; Phone must now be turned into the OSL daily before 8:10 a.m. for one month

Personal Device Violation #5: Device confiscated; Parent must pick-up in OSL; 1 Day OSS plus 3-hour Saturday Detention; Phone must now be turned into the OSL daily before 8:10 a.m. for the remainder of the school year

Personal Device Violation #6: Device confiscated; Parent must pick-up in OSL; 3 Day OSS

Personal Device Violation #7: Device confiscated; 5 Day OSS plus Discipline Review Board Hearing/Possible Expulsion

### Notes:

"Personal Devices" includes cell phones, smart watches, earbuds/headphones, etc. The count is per student. It is not separated for different devices.

Consequences restart every school year.

Consequences logged during the 2025-26 school prior to this policy change still count.

## **Laptops**

Students are to have their SJHS laptop computers charged and with them at all times. All laptop computers are to be used for

EDUCATIONAL purposes only during academic school hours of 8:15 a.m. to 3:15 p.m. Any use of the laptop other than educational reasons during this time is a school policy violation as listed in Section 12: Laptop Program.

## Tobacco/Smoking/Vaping Devices/Use of E-Cigarettes

### (In accordance with Diocesan Policy P5000 Series)

Any possession, use, sale, or transfer of tobacco or other smoking materials such as lighters, matches, pipes as well as any type of e-cigarette, JUUL, vaping device, wax, dab, pod, vaping liquid, *pouches (tobacco or any other substance)*, or any other item related to vaping is prohibited and in violation of school policy. This applies whether a device has nicotine and/or tobacco substance contained in it or not. **Any item in a student's possession including in their locker, car, purse, backpack, etc., is assumed to be possession.** These items will be confiscated and will result in school consequences as determined by the Assistant Principal of Student Life. Penalties accumulate throughout a student's high school years.

## Other Disciplinary Procedures

SJHS will use specially trained detection dogs, breath-test instruments, and drug testing instruments. The intent of these activities is for the safety, protection, and best interest of all students who attend our school. SJHS wants to support our parents in their quest to raise a law-abiding, drug-free citizen. When a situation arises, SJHS will follow school policy, but support the parents in finding assistance and help for the student.

### Police Dog Searches

SJHS will use specially trained dogs to detect drugs, devices such as bombs, or any other types of illegal items on school property. Random police dog searches are scheduled to maintain a safe and drug-free environment. The dogs may be allowed to examine school property such as lockers, students, items in their possession, and automobiles when part of the School Zone. Any search of a student's person will be based upon individualized reasonable suspicion in addition to any information resulting from the dog's examination. If a prohibited substance is found, the responsible student(s) will receive school and possible police consequences.

### Breath-Test Instruments

Administrators are authorized to arrange for the use of breath-test instruments, testing strips, or other means for the purpose of determining if a student has consumed an alcoholic beverage or another prohibited substance. It is not necessary for the test to determine blood-alcohol level, since SJHS has established a zero tolerance for alcohol use. Breath-testing instruments are also used before all dances and as needed at other events.

### Drug Testing

Administration may require drug testing in the event a student appears to be under the influence of an illegal substance. Administration may also require drug-testing as part of an alternative to expulsion contract after a violation of school drug policy.

## Section 10: Dress Code

The student body should, through their dress and appearance, present a sense of unity and community pride. The SJHS uniform is meant to reflect a shared, common mission that supports our spiritual and academic culture. Attire should be neat, clean, modest, and discreet. While in the School Zone, all students must follow dress code expectations of their biological sex. Modesty is an expectation at all times. Modesty includes loose and covering clothing (short and skimpy attire is not acceptable). All Dress Code issues will be directed to the Assistant Principal for Student Life for clarification.

### Pants

1. Tan khaki or black dress pants (corduroys acceptable).
  - a. No other color variations permitted (i.e. brown, gray, navy, etc.).

2. No cargo, denim, yoga, athletic, or sweat pants. No leggings, or jeggings. (Dress pants are the policy.)
3. No denim, yoga, athletic, sweat pants, leggings, or jeggings. (Dress pants are the policy.)
4. Must be worn at the waist.
5. No holes or frays.

## Shorts and Capris

1. Allowed until October 31st and again starting on April 1.
2. Only khaki dress or cargo shorts are permitted.
3. **Athletic shorts are not permitted. Black shorts are not permitted.**
4. Shorts must extend to at least 3" above the knee

## Skorts

1. SJHS khaki uniform skort only.
2. Females only.
3. **Must be worn at full length. May not be altered in any way and may not be rolled or shortened in any way (the shorts are not to be cut out).**
4. Must extend to at least 3" above the knee.
5. Skirts not allowed.

## Tops

1. SJHS uniform shirts must be worn at all times (unless an approved outerwear is worn properly. *See outerwear point No. 2*)
2. White, Columbia blue, Black
3. Polo or Oxford - buttoned at least  $\frac{3}{4}$  of the way
4. Modestly buttoned
5. Undershirts may not contain any (visible) language or graphics.

## Outerwear

1. SJHS uniform cardigan and crew black sweater. **Cardigans must be buttoned at least  $\frac{3}{4}$  of the way unless a SJHS uniform polo is worn underneath.**
2. SJHS uniform quarter-zip or full zip fleece. Full-zip fleeces must be zipped up at least  $\frac{3}{4}$  of the way unless a SJHS uniform polo is worn underneath.
3. SJHS uniform quarter zip black pullover
4. A SJHS uniform shirt or an appropriate t-shirt must be worn under SJHS uniform outerwear
5. **Non-SJHS uniform outerwear may not be worn or carried during the school day (SJHS Spirit-Wear is not considered uniform clothing.)**
6. No hoodies are to be worn under a uniform top.

## Footwear

1. Dress and athletic shoes are recommended.
2. House slippers and flip flops are never permitted.

## Hair

1. All students: hair and facial hair should be well kept and neatly groomed.

## Jewelry and Tattoos

1. Ear piercings are permitted.
2. One single small stud nose piercing is permitted. Nose rings are not permitted.
3. *Lip piecings, nose rings, or other visible piercings are not permitted. Students who cannot remove the piercings will be*

*required to go home for the day.* Repeat offenders will be given consequences.

4. All jewelry, piercings, and tattoos must be modest and school appropriate and not extreme or distracting. Multiple ear piercing may not be permitted under this provision.
5. Facial tattoos are not permitted.

## Team/Club Alternative Dress Days

Athletic or co-curricular teams/organizations may request to dress out of uniform on certain days of competition. Each team, club or organization is allowed two (2) regular season games/events to use as the alternate dress days for the program. These requests must be submitted prior to the start of the first competition to the AP of Student Life and must not fall on a day that has already been designated as an All-School Dress Down day. Any changes or additions must be pre-approved (48 hours or more in advance) by the Assistant Principal for Student Life. Athletic Teams who advance throughout the IHSAA tournament will be granted additional alternative dress dates. During the Alternative Dress Day, the school uniform shirt can be replaced with an approved team shirt. The uniform shirt can also be replaced with a white or light blue collared shirt and tie for boys. The uniform shirt can also be replaced by a white or light blue blouse or sweater for the girls. All members of the team/club should be wearing the same top unless otherwise approved by the AP of Student Life or designee. To apply, please contact the Office of Student Life.

## Dress-Down Day Guidelines

Dress-down days are usually held 1-2 times each month. For dress-down day, students are allowed to dress in non-uniform attire that follows the following code. Dress during these designated days should be of a modest appearance and failure to comply with dress may result in revocation of any future dressdown days for up to the remainder of the school year.

1. Jeans, sweatpants, or any other colored dress pants are the only alternative to tan khaki dress pants that can be worn on dress down-days. Jeans or pants with holes in them are allowed only if the holes are at or below the knee. Students who arrive at school with rips or holes above the stated location will be asked to call home for another pair or asked to cover the holes with tape. The waistband of all pants, shorts, or other clothing should be worn at or above the hip.
2. **Tight fitting clothing such as lycra, spandex, leggings, jeggings, are NOT permitted. (Updated 02-07-25)**
3. All shirts must have a sleeve covering the shoulder; a sleeveless top cannot be worn. Shirts may not be open on the sides. No Half Shirts/Belly Shirts/Crop Tops
4. Clothes with obscene markings, stained, dirty, or show a bare midriff or cleavage are not acceptable attire. (any student showing bare midriff (belly) or cleavage will be asked to change into a complete and acceptable attire.)
5. Clothing with advertisements or messages of alcohol, drugs/drug references, tobacco, vaping, indecency, sex, vulgarity, profanity, violence, cult/gang membership, or any other message that is deemed to be disruptive to the learning environment of the school will not be acceptable. If there are two meanings, the worst will be recognized.
6. No caps, hats, bandanas, hoods, or do-rags will be worn unless special days permit them.
7. No chains, including wallet chains that could damage furniture or impose a potential danger to others.
8. Skirts, shorts, skorts, or dresses must extend to at least 3 inches above the knees.

A student will be required to change clothes that are unacceptable. In this situation, the student will receive a dress code violation and will be documented in PowerSchool. Multiple violations will result in mandatory detentions and parent conferences with revocation of future dress down days. *See progressive discipline table below.*

## All-School Spirit Wear Day Dress Guidelines

Spiritwear Days may occur as determined by administration. These are special days to promote school pride.

1. Students will be required to wear the appropriate shoes and uniform pants/shorts/skorts.
2. The uniform shirt can be replaced with approved Saint Joe Spirit wear shirt(s) or sweatshirt (hoodies are permitted).

Any student who is out of school uniform on a Spirit Day MUST have Spirit wear on or will be required to change clothes that are unacceptable. In this situation, the student will receive a dress code violation and will be documented in PowerSchool.

## Senior College Wear Day Dress Guidelines

Starting on the first Monday after or on March 1st, seniors are permitted to wear college spirit tops each Monday.

## Dress Code Violations

Dress Code will be enforced and monitored at all times. Students are given many opportunities to learn and understand the rules and philosophies of SJHS governing dress code through student orientation, Student-Parent Handbook, daily announcements, a teacher's classroom syllabus, and verbal communication with staff/administration. Students should dress appropriately for the temperatures in each of their classrooms. No exceptions will be made due to the temperature of school or classrooms. **Students in violation of dress code will be required to change clothes before returning to class**, including wearing clothing issued by the school administration. All offenses will be documented in PowerSchool.

|                          |                                                                                                  |
|--------------------------|--------------------------------------------------------------------------------------------------|
| 1 <sup>st</sup> offense: | Student warning. Possible parent contact by phone or email.                                      |
| 2 <sup>nd</sup> offense: | One-hour detention, contact parent, 1 discipline point                                           |
| 3 <sup>rd</sup> offense: | One-hour detention, contact parent, 1 discipline point                                           |
| 4 <sup>th</sup> offense: | Three-hour Saturday School detentions, contact parent, 3 discipline points                       |
| 5 <sup>th</sup> offense: | Out-of-school suspension, contact parent (Continued offenses will be considered insubordination) |
| 6 <sup>th</sup> offense: | Out-of-School Suspension, Parent Meeting, Possible Discipline Board hearing                      |
| 7 <sup>th</sup> offense: | Discipline Board hearing for insubordination – possible removal from SJHS                        |

## Spirit Weeks

During fall and winter homecoming, students will have alternative dress days for Spirit Week. Students may dress according to the approved theme of the day during these weeks. Dress-down day guidelines still apply.

# Section 11: General Policies and Procedures

## Visitors

1. Visitors wanting to visit during academic school time should be limited to emergency situations to preserve the school academic integrity.
2. Students from other schools cannot visit during the day unless given written permission by an administrator or Director of Enrollment (shadowing).
3. All visitors (any person who is not a SJHS student or employee) must enter/exit the school building from N. Notre Dame Avenue and sign-in/out at the Main Office.
4. Visitors, including parents and alumni who have not been previously cleared by the diocese, require an escort while in the building.
5. Any visitor who enters the building from St. Louis Blvd. entrance will not be permitted beyond the Office of Student Life.
6. Masses held at Saint Joe are not open to the public. They are open to individuals with an affiliation to SJHS (i.e. family members of a student or staff, alumni, retired employees, etc.) Office staff will confirm affiliation prior to admitting guests to the building. Guests will go through the Raptor Visitor Management System.

## Raptor Visitor Management System

All visitors *going beyond the Main Office or the Office of Student Life*, who have not been previously cleared by the Fort Wayne/South Bend Diocese must be cleared through our Raptor Visitor Management System.

Visitors must have a photo ID that can be scanned or can be used to identify them in order to type their name into the Raptor Visitor Management System. Upon approval, a photo name tag will be printed for the visitor to wear while in the building.

## Parental Involvement

All SJHS parents are encouraged to attend All-School Masses and Parent Hospitality events, and to participate in the Parent Group and other volunteer opportunities. The Parent Group works to welcome new parents as their students enter Saint Joseph High School, serves as a communication link among parents, and provides meals or treats for faculty and staff during the year (e.g., Christmas Cookie Platters, Teacher Appreciation Week). Parents may volunteer to be part of other groups such as team parents, the Gala

Committee, or being appointed to the School Board and/or its committees.

All volunteers must be certified by passing a background check and completing Safe Environment training before being allowed to work with students. The Administrative Assistant to the Principal is responsible for certifying all volunteers.

Parents are welcome in the school at any time, though making arrangements with the teacher prior to visiting a class is advised. Parents check in at the Main Office (Notre Dame Ave side) when visiting campus for any reason during the school day.

As partners in the educational process at SJHS, we ask parents:

1. To support the religious and educational goals of the school
2. To show interest in the student's total education
3. To set rules, times, and limits so that your student has the opportunity for success
4. To support and cooperate with the discipline policy of the school
5. To treat teachers/administrators with respect and dignity in discussing student problems
6. To read the Student-Parent Handbook and have an understanding of school policies

## Teacher Communication with Parents

Teachers will advise parents of academic or behavioral problems through interim progress reports, emails, or telephone calls. Parent-teacher conferences are normally held at the end of the first quarter, but may be scheduled at a parent's request at any time.

## PowerSchool/Parental Contact Information

1. Parents are responsible for ensuring that all contact information is current and accurate in PowerSchool. This includes but is not limited to phone numbers, email addresses, mailing address, and emergency contact information.
2. **Parents must contact the Office of Student Life or Counseling Office to update contact information when any changes take place to the student's demographics.**

## Grievance Procedure (Diocesan Policy 2310)

To facilitate and promote the orderly and efficient resolution of concerns, parents/legal guardians wishing to address and/or question an academic area or situation regarding a specific teacher or classroom procedure must follow the grievance procedure below:

Please adhere to the following "chain of command":

1. Address the issue with the classroom teacher in a formal manner (face-to-face or in writing).
2. Address the issue with the department chair.
3. Address the issue with the Assistant Principal for Academics or Assistant Principal of Student Life
4. Address the issue with the Principal
5. If the issue is not satisfactorily resolved, then the parent/guardian should place his/her concerns in writing to the person involved and his/her supervisors.
6. Contact the Catholic Schools Office.

Parents/legal guardians should follow the steps set forth in this policy, except where a situation is specifically covered under another school or Diocesan policy which provides for a different reporting procedure (e.g. harassment).

## Email Communication

1. Email is used as a tool for communication between teachers and parents and does not replace the necessary communication by phone or in person.
2. Email between teachers and students is allowed in support of educational objectives.
  - Parents must be copied (cc) on such emails, including student initiated emails.
  - The student must use his/her SJHS email account for any school-related emails.
  - All student emails must be respectful and polite.
3. Emailing a teacher to ask a question about an assignment does not override or remove the student's responsibility to know what their assignments are and when they are due.

## Seclusion and Restraint

SJHS and the Diocese of Fort Wayne-South Bend believe a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited, non-public school, state law requires that our school has a Seclusion and Restraint Plan. The purpose of the plan is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a student's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat) as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration, and used only for the purposes of de-escalating the behavior.

Parents can access a full copy of our school's plan by request in the Main Office.

## Crisis Response Procedures - (P1510)

Saint Joseph High School is committed to the safety and well-being of all members of our school community. The Crisis Response Plan (CRP) is designed to provide school personnel with clear, consistent procedures to follow before, during, and after a crisis. Its purpose is to help ensure student and staff safety, guide decision-making in high-stress situations, and coordinate effective communication and support services. All safety drills and emergency procedures at Saint Joseph High School are based on the CRP. The plan is reviewed annually by the Principal, the Assistant Principal for Student Life, and the Crisis Response Team (CRT) to ensure its effectiveness and relevance.

Saint Joseph High School has also adopted the Standard Response Protocol (SRP) as the foundation of its CRP. The SRP establishes a shared, uniform language and set of actions that students, staff, and first responders use during emergency situations. Developed by the I Love U Guys Foundation and used by schools nationwide, the SRP enhances clarity and coordination during critical incidents. For more information, visit <https://iloveguys.org>.

## Safety Procedures

1. Fire!, Shelter!, and all man-made drills (Lockdown!, Secure!, and Hold!) procedures are held regularly to develop safety practices that will help students move quickly and orderly to a pre-designated safety area during an emergency.
2. Rules of safety are reviewed regularly and posted in each classroom.
3. During a drill or actual emergency, personal safety will depend upon the way in which students carry out regular procedures or modified instructions that the situation may dictate. Students are to remain quiet during all safety drills.

4. Any student who pulls the fire alarm as a prank will be subject to suspension/expulsion and pay a fine for the services of the fire department.

## General School Facilities

In order for SJHS to maintain its high-quality facilities, it is imperative that all students, teachers, visitors, and employees of SJHS work to maintain our school and campus. We ask all to take great pride in the building and athletic facilities by supporting school personnel. Please help by doing the following:

1. Pick up trash and place in canisters
2. Food and drink should be consumed in appropriate locations. Food and drink should never be taken into the classroom or out of assigned areas. Water will be the exception to the food and drink policy.
3. Maintain building equipment by using for intended use. Writing on any portable equipment or on fixed equipment is not allowed.
4. Support the Custodians in their effort to maintain the facilities.

## Leep Family Dining Hall (Cafeteria)

In order for SJHS to maintain its high-quality food service, the following procedures are in effect:

1. Money can be deposited into a student's account [online](#) or during the lunch hours.
2. Lunch accounts must maintain a positive balance throughout the school year. Semester report cards may be withheld for negative balances.
3. Student IDs must be used to go through the lunch lines.
4. Food and drinks, other than water, may not be taken from the designated areas.
5. Students are orderly in the cafeteria lines and follow the directions of the prefects.
6. Stealing food from the cafeteria will result in school consequences.
7. Groups are responsible for keeping their seating area clean and neat.
8. All trash is thrown in the containers.
9. Chairs are kept at the tables and the aisles kept clear.
10. Cafeteria prefects may issue consequences for any inappropriate behavior in the cafeteria.
11. Upon departure from the cafeteria, students will clean up after themselves and push their chairs under as they leave.
12. Show courtesy and respect to all cafeteria workers.

Students are able to charge up to two meals after their lunch account balance is zero. This policy applies to students who pay reduced or full price lunch (not to students receiving free lunch benefits). If, after two charged meals, the student's cafe balance is still zero, the student will be provided a peanut butter/jelly sandwich and milk for lunch.

Students must have money in their lunch account to purchase a la carte items. No charging is allowed for these items.

## Closed Lunches

1. Students are not allowed to leave school during the lunch period, which includes going to their car.
2. Students are allowed to bring their own sack lunch.
3. Food from an outside vendor is not allowed to be delivered to Saint Joe High School during lunch hours unless given special written permission from the Assistant Principal of Student Life.
4. Parent lunch activities need to be approved by the Director of Food Services in collaboration with the Assistant Principal of Student Life before the event.

## Lunch Time Visitation Guidelines

1. A student's parent/guardian must contact the school office at least 24 hours in advance to schedule a lunch visit.
2. If the visitor is someone other than the parent/guardian, the request for a lunch time visit must come from the student's parent/guardian.
3. Prior to the visit the parent/guardian or approved visitor must pass a background check. A background check may take up to

a week to complete.

4. Visitors will be seated at a designated visitor lunch table with their student.

• Upon arrival and departure, all visitors (including parents/guardians) must proceed immediately to the school office and check in and out with the building principal or principal's designee.

## Lunch & Lunch Card

All SJHS ID's are linked to the student's lunch account. All food/drink purchases made in the cafeteria must be done using the student's ID card. Any student who does not have their ID will wait until after all other students have received their lunch and then will get in line. Any student who has lost their school ID will be required to purchase a new ID through the OSL.

## Kelly Family Student Commons

1. The Student Commons is available to all students before school beginning at 7:15 a.m. and after school until 4:30 p.m.
2. Food and drinks, other than water, may not be in the Commons during school hours.
3. Students are responsible for keeping their seating area neat and clean. Encourage others to clean their area by setting a good example.
4. All trash is to be put in trash containers; bottles and cans should be put in recycle containers.
5. Upon departure, students will clean up after themselves and push their chairs under as they leave.

## Study Hall

1. The purpose of Study Halls is to provide the time and structure to do class assignments.
2. Students are expected to follow the directives of the Study Hall prefects – attendance will be taken each day and tardies will be handled according to the Study Hall prefect's classroom plan.
3. Students should bring something to work on or a book to read every day.
4. Phones, earbuds, listening devices, electronic devices, etc., are not allowed in Study Hall. Students are allowed to use their laptop for educational purposes.
5. Students should stay in their assigned seat unless given permission by the Study Hall prefects to move.
6. No food or drinks are allowed in and during Study Hall.
7. Library Passes will not be accepted unless authorized by the Librarian.
8. All students will remain in their seats until attendance is completed; student passes will be then accepted.
9. There will be no talking during Study Hall – Study Hall is for work time and should maintain an environment conducive to education: quiet, so students can work.
10. Leaving class (bathroom, locker, drink, phone, talk to, etc.) will not be allowed during class time without a pass from the Study Hall Moderator.

## Flex Period

1. All students will be assigned to a Flex Period roster and classroom.
2. Flex period occurs mainly on Blue Days. Flex period is used for school functions such as Masses, pep rallies, assemblies, prayer services, etc. Students are responsible for checking the school calendar to know when Flex Periods will meet and what activities will take place. All students will be expected to participate in any and all events/activities requiring their presence.
3. Peer Mentoring will take place in many of the Flex Periods for 9th graders.
4. When there is not a specific activity, Flex period is to be used for studying, homework, and academic support. Students are expected to bring school work to their classroom and will use the period for academic purposes unless otherwise directed by the teacher.
5. Students are encouraged to take advantage of faculty office hours during Flex Period for extra help, to ask questions, and to makeup tests, quizzes, etc. Teachers can issue school passes to allow students to meet with them. Students are to report to their Flex period for attendance and present the pass to their Flex teacher before leaving to see another teacher.

## Hallway and Restroom Procedures

Students are required to be in the classroom during class time in order to benefit from instructional activities. Students are also required to be in the cafeteria during lunch. During class time, students must have a pass issued by their teacher to be in the hallway.

At all times, students are expected to follow all school rules and procedures in the hallway including, but not limited to:

- Moving efficiently and with a purpose to the approved destination or from class to class. Students are not to gather in the hallways - during class time or passing period.
- Not gathering in the restroom.
- Not using or having out a cell phone, earbuds/earphones, or other personal electronic device.
- Not “arranging” to meet a fellow student in the hallway
- Using appropriate language and volume

When in the hallway during class time, lunch, or Flex (anytime other than passing period), the following also applies:

- Possessing a valid and SJHS pass and presenting that pass to a staff member upon request
- Restroom and locker passes are color-coded. Restroom passes indicate which restroom students are permitted to use. Students are required to use the restroom closest to their classroom (same floor and same half of the building). Students must return the pass to the teacher when they return to the classroom.
  - **Blue** – Math and Fine Arts Wing
  - **Red** – Social Studies, World Language, and Music Wings
  - **Teal** – English and PE/Health Wings
  - **Lime Green** – Theology and Science Wings
- Locker use during class time should be limited to essential needs and must be approved by the teacher.
- Passes to locations such as the **Nurse, Office of Student Life, Counseling Office, i-Help Desk, or any other classroom** must be **written out and signed by a teacher** or staff member.
- Failure to follow pass procedures, including being in the hallway without a valid pass, misusing a pass, or failing to return a pass upon return, may result in disciplinary action.

## Student Office Aides

1. Students who maintain a C average or better in all classes and are in good standing without attendance and/or discipline problems may serve as Student Office Aides.
2. Approval must be granted by the Counselor and the Assistant Principal of Student Life.
3. Attendance is required for all office aides.

## Media Center/Library

1. The Media Center is a place for study, research, and browsing, available to students before and after school and during Study Hall periods.
2. Students must check in at the desk when they arrive and are not permitted to leave during a class period.
3. Students must follow all rules pertaining to Media Center use as established by the Media Center Specialist/Librarian.
4. Circulation Policies are posted in the Media Center and on the Media Center's Canvas homepage.
5. The Media Center also has resource material for parent use. Please feel free to use this material.

## Group Study Rooms

1. The Study Rooms are available to all students from 8:15 a.m. to 3:15 p.m., providing they make a reservation [for class projects, recordings, club meetings] with appropriate teacher or moderator approval. The teacher/moderator who assigned the project/homework or club meeting must provide students a pass for the reservation to be confirmed in the Media Center.
2. Teachers may reserve the Study Rooms for their own classes and meetings with confirmation provided by the school Media Specialist/Librarian.
3. Student use of the Study Rooms after 3:15 p.m. requires teacher/adult supervision. The Media Specialist/Librarian does not personally supervise the study rooms after 3:30 p.m.
4. Food and drinks, other than water, are not permitted in the Study Rooms at any time.
5. Students are responsible for keeping the Study Rooms neat and clean.

## Persons and Personal Belongings (Diocesan Policy 4590)

1. The school reserves the right to examine the contents of students' pockets, purses, backpacks, book bags, or other personal belongings including any type of electronic device when an administrator has reason to suspect they may contain inappropriate or illegal materials or items.
2. This right of inspection is effective at all times while the student is on school premises or at a school-sponsored event.  
NOTE: While in the "School Zone."

## Lost and Found

The Lost and Found for clothing items and personal items is located in the Office of Student Life. If lost and found articles are not claimed within two weeks, they will be donated to local charitable organizations. Lost laptops and chargers will be turned into the i-Help Desk.

## Locks and Lockers

(Diocesan Policy 4590)

1. Lockers are the property of the school and may be searched without prior permission of the parent/student. Lockers may also be searched during random searches conducted by the administration or police officials.
2. Lockers are expected to be shut at all times without any belongings hanging out to be seen.

|             |   |                                      |
|-------------|---|--------------------------------------|
| 1st Offense | - | Warning                              |
| 2nd Offense | - | 1-hour detention                     |
| 3rd Offense | - | 1-hour detention and parent contact. |
| 4th Offense | - | 3-hour Saturday School Detention     |
3. The student's use of the locker does not diminish the school's ownership or control of the locker. A student may not expect to have privacy of a locker's contents.
4. **Students must use their assigned lockers and are responsible for the contents in their lockers.**
5. **Academic, PE, and Athletic Lockers should be locked at all times.**
6. The lockers are to be properly cared for; students will be held accountable for the condition of the assigned locker at the end of the year.
7. The school will not be responsible for items taken from any lockers.

## Bookbags, Backpacks, Cross-Body Bags, and Fanny Packs

Book bags, purses, carrying cases, cross-body bags, and fanny packs may not be carried during the school day (8:15 a.m. – 3:15 p.m.). These items must be left in the student's locker. These items may be searched by the school administration if reasonable suspicion exists or during random searches.

## Valuables

1. Students are encouraged to leave items of value at home.
2. The school does not guarantee the safety of any item and is not responsible for any such item.

## ID Cards

1. All students must carry their ID cards during the school day.
2. Students need to have their school ID when attending school-sponsored events.
3. Failure or refusal to show the card to any school employee may result in disciplinary action.
4. Lost ID cards must be replaced in the Student Life Office for a minimal fee.
5. Students are expected to have their ID cards when going through the cafeteria lines.

## School Day/Off Limit Areas

1. The school building is open for students at 7:15 a.m. until 4:30 p.m.
2. Prior to the first period of the day, students are allowed in the main halls by student lockers, Chapel, Media Center, Leep Family Dining Hall, and Student Commons.
3. Students who are not picked up immediately after school must wait for their transportation in the Student Commons until 4:30 p.m. or the Leep Family Dining Hall until 4:30 p.m.

4. Students must be picked up no later than 4:30 p.m., or any other time announced by school officials.
5. Students must be supervised by a member of the SJHS faculty or staff in all other areas of campus.
6. Students are not to be in the following areas:
  - o parking lot or cars between students' arrival and departure;
  - o Faculty Lounge;
  - o hallways during class time except with a valid pass;
  - o gym, locker rooms, and weight rooms without direct faculty/staff supervision.

## **Parking Permits/Parking Lot** (Diocesan Policy 4590)

1. Upon arrival to school, students should bring in all supplies and materials needed for the school day.
2. Students will not be allowed to go to their car during the school day for forgotten items, lunch money, a school assignment, etc. unless given written permission by an administrator and escorted by a school representative.
3. All student drivers must register their vehicle with the school, purchase a parking tag, and park in a student parking lot in their assigned spot, which corresponds with their parking tag number. This is the only spot that the student is permitted to park in during school for the remainder of the school year.
4. Students must park in their assigned spot only and have the corresponding parking tag displayed from the rear view mirror during the school day. If for any reason the student drives a car other than the one previously registered, notification must be given immediately to the Student Life Office.
5. If a student arrives to school and the assigned spot is occupied by another vehicle, the student should report that to the Office of Student Life (OSL).
6. **If a student is found parked in another student's parking spot or parked improperly, the student will receive a SJHS Parking Violation. After receiving a violation, the student will need to immediately report to the Office of Student Life. The consequences for a SJHS Parking Violation start with a warning and progress to a \$10 fine, a \$25 fine, detentions, revocation of parking privileges, and possible towing of their vehicle at the owner's expense. [Click here for specific parking violations.](#)**
7. Vehicles may be towed if they are parked in restricted areas such as a fire lane or violators of parking without a permit. If a car is towed from the lot for any violation, the owner is responsible for all towing and storage expenses.
8. The use of the parking lot is a privilege. Courtesy and caution must be exercised when entering, leaving, driving, and parking in the lot. Speeding, other reckless driving, or parking outside the confines of the student's individual parking space may result in a consequence, including the loss of permission to use the lot with no refund for the parking tag.
9. The school is not responsible for damage or loss to cars or to items in cars parked in the lot. Students should lock cars and keep valuables out of sight.
10. School officials, with reasonable cause, may search students' cars parked in the school parking lot without prior permission from the student/parent.
11. A student's car is considered part of the "School Zone," therefore, administration has the right to examine the contents of any vehicle when an administrator has reason to suspect the contents of such vehicle may include items or elements which are in violation of school or diocesan policy, inappropriate, illegal to possess, have been stolen or lost, or present a threat to the health, safety, or welfare of the student or staff.
12. The safety of our students is a top priority. Security monitoring of the parking lots will be provided throughout the day.

## **Video Surveillance and Electronic Monitoring**

SJHS premises are under a video surveillance and electronic monitoring system. Any tampering with electronic security or safety devices is subject to disciplinary action.

## **Assemblies**

1. Assemblies, liturgies, and meetings of various kinds are held throughout the school year.
2. Student behavior should always reflect a concern and respect for those in attendance and an awareness of the purpose of the gathering. Such gatherings are mandatory for the designated group, whether the entire student body or a given class or grade level. Students are expected to sit in the area assigned for the particular assembly.
3. Inappropriate behavior in such gatherings will be dealt with according to the school's disciplinary policy.

## Dances

1. The starting and ending times of dances will be announced beforehand and adhered to. Students who leave a dance prior to its conclusion will not be permitted to reenter.
2. I.D. cards may be required for admission.
3. The school dress code is in effect regarding modesty, cleanliness, neatness, and appropriate clothing. Students inappropriately dressed will be denied admission.
4. Students are not permitted to bring in outside food or drinks.
5. All students will be breathalyzed before entering the school sponsored dances.
6. No outside food or drink will be allowed inside the venue.
7. No backpacks will be allowed. Only small purses will be permitted
8. Once a student leaves the venue, they are not permitted back into the dance.
9. All school rules are fully enforced at dances; dances are considered part of the “school zone.”
10. SJHS has the right to refuse entrance into the dance or may ask students to leave if rules are not followed.

## Dancing Expectations

1. SJHS dances are intended to be fun for all those who attend. It is the expectation of the faculty and administration that students conduct themselves appropriately before, during, and after all dances.
2. As always, students should celebrate this night without using drugs or alcohol.
3. Students are required to dance in an appropriate manner. Sexually suggestive dancing, such as “grinding,” will not be permitted. Students should face those they are dancing with, and students’ midsections should not come in contact with any other body part of another student. Students who dance in an inappropriate manner will be required to leave the dance, and additional consequences may result, and parents will be called. Refunds will not be given to students removed from any dances for violating school policies.
4. These expectations are designed to allow all in attendance to enjoy the night in a mature and respectful fashion.

## Prom/Midwinter (added for 2026-27)

Prom will be on a Blue Day with an early dismissal for students. **Students are required to attend all three class periods in full in order to be eligible to attend Prom. There will be no individual early dismissals on prom day.** If a student leaves school early for any reason, he/she may not return that day and may not attend the Prom.

### Prom Day Schedule (75-minute periods):

Period 5: 8:15 – 9:40 am

Period 6: 9:45 – 11:00 am

Period 7: 11:05 am – 12:20 pm

Lunch: 12:25 – 12:55 pm (optional)

Students who remain on campus may report to a supervised study hall in the cafeteria from 1:00–3:15 pm.

### **Additional Prom/Midwinter Policies**

1. Students who attend these dances are asked to dress in the proper attire. General guidelines will be discussed in *Soundings*. Students are to dress in tasteful and modest clothing. Both dances are semi-formal affairs and students are expected to dress accordingly.
2. These events are meant to be for a male and female couple, individuals, or students in small groups of friends from SJHS. In addition, any student who brings a guest to either dance is required to have a Guest Permission Form on file with the Director of Student Life by the due date. A guest of a Saint Joseph student must be either:
  - A high school graduate who has not yet reached his or her 21st birthday. The guest must have a permission form signed by the parents of the Saint Joseph student.
  - A freshman, sophomore, junior, or senior in good standing from another high school. The student must present a signed statement by the principal or designated administrator from his/her high school.

**Note:** Any student that was expelled from SJHS or asked to leave SJHS is not eligible to attend a SJHS dance without permission of the SJHS administration.

**Note:** SJHS students are only permitted to purchase a ticket for an outside guest that intends to and will attend the dance with that same SJHS student. If it is discovered that a SJHS student purchased a ticket with any other intent, then all parties

- involved will not be allowed to attend the event.
- Attendees are subject to a breathalyzer test by South Bend Police Officers prior to entering our formal dances. Failure to pass a breathalyzer test will result in school and possibly police consequences.
  - No tickets can be purchased after the cut-off date.

**Dance Information Page**

- Student IDs of guests must be shown to enter the venue.
- No outside food or drink will be allowed inside the venue. Pop, water, and cookies will be served at the dance.
- No backpacks will be allowed. Only small purses will be permitted
- SJHS has the right to refuse entrance into the dance or may ask students to leave if rules are not followed.
- Once a student leaves the venue, they are not permitted back into the dance.
- Please be mindful of your attire.

## Student Section Code of Conduct - *The Dog House*

Students are encouraged to attend athletic events and sit in the student section, *The Dog House*. Students should support our teams and players with pride, positivity, enthusiasm, class, and sportsmanship, and must follow the expectations listed below. Signing the pledge to abide by these expectations is a requirement in order to attend athletic events.

**Students will:**

- Show up and be loud in support of the Huskies!
- Participate in unified cheers led by Dog House leaders and cheerleaders
- Use appropriate language
- Be respectful of other fans, coaches, opposing players, and officials
- Show positivity and good sportsmanship
- Dress appropriately and in theme for the game
- Stay in the bleachers (not on the floor)
- Clean-up the student section after the game
- Follow all applicable school rules and venue/league/IHSAA policies

**Students will not:**

- Use profane, inappropriate, abusive, or antagonistic language or gestures towards players, coaches, officials, or other fans.
- Single out, call by name or number, or berate opposing players/coaches, or officials
- Interact negatively with opposing students
- Stand on the gym floor (basketball/volleyball)
- Stand on the floor level of the stands (hockey)
- Touch the glass/boards (hockey)
- Throw items
- Use alcohol or drugs prior to the game

Consequences for violating this code of conduct include being removed and subsequently suspended from attending athletic events as well as all applicable consequences (detention, suspension, etc.).

## Peer Mentor Program

The Saint Joseph High School Peer Mentor Program is designed to bridge the gap between the freshman student and the counseling staff through the use of student peers. The transition to high school is not always easy. This program will help both the students who are having trouble adjusting to high school as well as those students who appear to have adjusted to life here at Saint Joseph High School. Peer Mentoring is based on the idea that students talk to students. Peer Mentors will be addressing such issues as study habits, academic integrity, bullying, organizational skills, and involvement in the Saint Joe Community. In order to ensure positive

outcomes, Peer Mentors are trained in effective communication skills such as attentive listening, constructive feedback, decision-making, and problem solving. Much of the Peer Mentoring will take place in the Flex period.

## Section 12: Laptop Program

### Goals of the Laptop Program

1. Provide tools that will enable students to explore, create, research, and think critically and creatively.
2. Enhance the learning process.
3. Provide a means for collaboration.
4. Take learning to the next creative level – application and synthesis.
5. Prepare students for success in a university/workplace atmosphere.
6. Place all students on a level playing field with their peers at SJHS.

### Components of the Laptop Program

- A. Hardware
  - Apple MacBook Air
  - Power cords (power brick, USB-C cable)
  - Protective case, or sleeve – are suggested, however *NOT PROVIDED BY SCHOOL*
- B. Software
  - Students are not provided with administrative privileges, may not possess or use the administrative password, and are not to install software without specific permission from the SJHS iHelp Desk, Faculty, or Administration.
  - Current MacOS (hardware permitting)
  - Microsoft Office (composition suite including Word, Excel, and PowerPoint)
  - Course-related academic software as required
  - Software used for laptop management
- C. Cloud Storage

Students are responsible for backing up and storing files using cloud resources, Google Drive. By doing this, large files such as music and movies will not clutter the laptop's storage space. Students need to keep at least 10 GB free on the hard drive at all times for optimal operation.

### Insurance/Warranty

By participating in the SJHS laptop program, students and families accept the responsibility to properly care for and use the assigned laptop (temporarily or permanently assigned) both on and off campus. A portion of student tuition provides insurance coverage for accidental damage and theft. Families assume financial responsibility to repair or replace the laptop due to intentional abuse or misuse, occurring on or off-campus. The cost of replacement is approximately \$1,000.

1. Accidental damage is determined solely by the SJHS IT department and school administration. A \$25 deductible will apply per incident.
  - Costs for accidental damage are as follows:
    - First incident: \$25 deductible
    - Second incident: \$75 deductible
    - Subsequent incidents: 50% of the computer's market value or actual cost to repair, whichever is less.
2. Incidents of theft require families to file a police report. A copy of the police report must be submitted to the iHelp Desk, and a deductible equaling 25% of the stolen laptop's market value, as determined by the SJHS IT Department, will be applied to replace the stolen laptop.
3. Students will only be provided with a loaner computer when there are pending repairs or a pending replacement by the SJHS IT Department.
4. Warranty covers any part failure or malfunction determined not to be caused by liquid or physical damage at no cost to the

student's family up to four (4) years from the purchase date from Apple.

5. Power cords (power bricks, USB-C cable) are covered by insurance.
  - Replacement power bricks or USB-C cables may be purchased from the iHelp Desk for market price (approximately \$25-\$70).
  - Power cords are to be used only by the owners. **Do not lend your power cord nor leave your power cord unattended.**
6. Cosmetic damages to the laptop are not covered by insurance.
  - If a student withdraws or is removed from SJHS, that student may be charged for cosmetic damage that decreases the value of the laptop for resale. It is because of these costs that students must take care of the laptop properly.

## Ownership of Laptop

Families purchase the student laptop over the course of a student's enrollment at Saint Joseph High School. The annual cost of the laptop is included in tuition and fees each year. After graduation from SJHS, ownership of the laptop passes from Saint Joseph High School to the student. Students who withdraw from Saint Joseph High School prior to graduation must return school-issued laptops.

## Proper Care of Laptop

- A. Support & Troubleshooting
  - If an individual application freezes, force quit by pressing all three keys: COMMAND, OPTION, ESC.
  - If the laptop freezes, restart by holding down the POWER button for ten seconds.
  - For help with software/applications issues, search its built-in help system, search Google, and/or report the issue to the iHelp Desk.
  - For help with other issues, stop by the SJHS iHelp Desk.
- B. Power Management – Keeping the laptop charged is the student's responsibility;
  - **Recharge the laptop's battery every school night so it is charged for the next day.**
  - Conserve power by closing the screen whenever the laptop is not in use.
  - Charge Carts are available for students to use.
- C. Preventative Care – “dos” and “don'ts” to avoid needing repair/replacement
  - Do keep the laptop in its protective case or sleeve.
  - Do clean surfaces of the laptop with a clean, dry, soft cloth.
  - Don't set objects on top of the laptop.
  - Don't carry the laptop with the screen open.
  - Don't pick up the laptop by the screen.
  - **Don't consume food or drink around the laptop.**
  - Don't touch the screen with fingers, pens, or pencils.
  - Don't expose the laptop to direct sunlight or heat.
  - Don't expose the laptop to moisture.
  - Don't let others use the laptop.
- D. Safe Transport – “dos” and “don'ts” to avoid theft
  - **Don't leave the laptop visible in a vehicle.**
  - Do transport the laptop in its protective case or sleeve so that it is less noticeable.
  - **Don't leave the laptop unattended outside of school.**

## Appropriate Use of the Laptop

By participating in this Laptop Program, students assume the moral responsibility for how the laptop is used, either on or off campus. Participation in the Laptop program is a privilege, not a right. Anytime students use a SJHS issued laptop, they are in the school zone and subject to the policies of SJHS. SJHS retains ownership of the laptop and, therefore, only allows usage consistent with both the goals of the program as listed above and the Catholic mission of the school.

Students are to have the SJHS laptop computer charged and with them at all times unless a classroom teacher specifies the laptop is not needed for a particular class. **The laptop computer during the school hours of 8:15 a.m. to 3:15 p.m. is to be used for**

**EDUCATIONAL purposes. Any other use of the laptop during this time is a school policy violation.**

Saint Joseph High School uses a content filter. Incidents that are reported may require SJHS to pull other student devices to investigate laptop violations. It is expected that student passwords to other accounts/devices will be required if deemed necessary to the investigation of a laptop or other electronic device(s) violation. Parents are encouraged to have access to all of the passwords on these private accounts and devices.

A. Aligning Usage to the Goals of the Program

- Use the Internet to research questions related to academics and extracurricular activities and to communicate with other members of the Saint Joe community or with experts outside the community in order to improve knowledge and advance academic work.
- Adhere to the policies of online services, especially while using social networks.
- Preserve your own privacy, especially with respect to accounts and passwords.
- Share school network resources that are limited, e.g., bandwidth and printers.

B. Aligning Usage to the Mission of the School

- **Students may not circumvent the school securities or delay installation of updates.**
- Students should respect self and others online. Violations include, but are not limited to cyber bullying, visiting inappropriate websites, or inappropriate use of pictures or video.
- Students must attribute online sources to avoid plagiarism and copyright violation.
- Students must obtain prior permission to take photos or make recordings of others.
- Students who possess, send, or receive, secure administrative material, including the administrative password, are in violation of the “Appropriate Use of the Laptop” policy and will face appropriate disciplinary actions.
- Students made aware of inappropriate laptop use must report it to a school employee immediately.
- Other technology-related violations include but are not limited to, bypassing filters or firmware, taking administrative privileges, possessing the administrative password, or remotely controlling another person’s computer.
- Laptops are for educational use.

C. Specific Examples of Unacceptable Use (Diocesan Policy 4620)

- Accessing, uploading, downloading, or distributing immoral, pornographic, obscene, or sexually explicit messages or pictures.
- Liking, validating, or commenting on an inappropriate image, comment, or post.
- Sending or displaying unChristian, immoral, offensive, violent, pornographic, obscene, or sexually explicit messages or pictures.
- Using violent, abusive, obscene, or sexually explicit language.
- Harassing, insulting, or attacking others.
- Damaging computers, computer systems, or computer networks or attempting to harm or destroy data of another user.
- Violating copyright laws.
- Unauthorized use of another’s password.
- Trespassing in others’ folders, work, or files.
- Intentionally wasting resources.
- Employing the network for commercial purposes
- Downloading or transmission of any material in violation of any federal, state, or local law, regulation, rule, or ordinance
- Impersonating others/creating false identities (This “synthetic identity deception” may also be a criminal act.)

Additionally, malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited. Please note that this list is not exhaustive.

D. Internet Use Outside of School (Diocesan Policy 4630)

SJHS reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer or other device not issued by SJHS) may subject the student to consequences. Inappropriate use includes but is not limited to harassment, derogatory use of the school name, offensive or immoral communication, and safety threats. SJHS does not, however, actively monitor student

use of technology not issued by SJHS. While the school filtering system establishes some parameters for appropriate use within the school building, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially at home.

E. Potential Consequences of Unacceptable Use and Technology-related Violations

- Discussions about the incident with school personnel
- Being required to leave your laptop at school for a period of time
- Detentions, exclusionary probation, suspension, or expulsion
- Criminal and/or legal repercussions

## Laptop Disciplinary Policy (Electronic Device Discipline Policy)

**A student's laptop computer or any electronic device is considered part of the "SCHOOL ZONE"** and is subject to all rules and policies of SJHS. All students should maintain proper use of the laptop computer. A student's laptop may be searched at any time. Any unacceptable use can be grounds for disciplinary action, which could include suspension or removal from SJHS. **During the school hours of 8:15 a.m. to 3:15 p.m., the Laptop computer is to be used for EDUCATIONAL purposes only.**

SJHS's laptop computer program is to support student learning. Violations of the school's policy can either be minor or major offenses. Many of the major computer violations are listed under appropriate use of the laptop in **Section 12: Laptop Program**. The administration will aggressively deal with flagrant misuse of the laptop for major violations listed under the acceptable use policy.

SJHS will randomly have student computer checks, which can include the following:

- A. During School: The technology department will have whole-school, acceptable-use checks to verify students are working on educational material. These will be done randomly throughout the school year.
- B. Any student thought to be in MAJOR VIOLATION of the SJHS laptop policy can have their computer searched.

## Electronic Violation Consequences

**(not limited to the laptop computer but includes all electronic devices brought onto school grounds)**

School policies are set up to create a positive, appropriate, Christian environment for learning which takes into account the safety, protection, and best interest of all students who attend our school. SJHS will follow a progressive discipline plan when dealing with laptop violations. It is important to note that disciplinary actions DO NOT have to be progressive. Levels can be skipped based on the severity of the violation. Minor offenses will be recorded for the entire school year and cumulative for the year. **MAJOR VIOLATIONS of the laptop policy will proceed to level 6 and may be grounds for suspension or expulsion.**

|              |                                                                                                                      |
|--------------|----------------------------------------------------------------------------------------------------------------------|
| 1st offense: | Student may receive a warning (Warnings are a courtesy and may be bypassed)                                          |
| 2nd offense: | One-hour detention, parent contact and pickup – 1 discipline point                                                   |
| 3rd offense: | Three-hour Saturday School detention and contact parent – 3 discipline points                                        |
| 4th offense: | Three-hour Saturday School detention, contact parent, and nightly turn-in of laptop to IT desk – 3 discipline points |
| 5th offense: | Three-hour Saturday School detention, loss of laptop for one week, Parent-Student-Administrator meeting              |

Note: with any MAJOR computer violations, student consequence will start at level 6

|              |                                                                                                                                   |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------|
| 6th offense: | Out-of-School Suspension, Parent meeting, Loss of computer privileges for up to one month                                         |
| 7th offense: | Five days Out-of-School Suspension, Disciplinary Board Hearing, loss of computer, possible recommendation of withdrawal/expulsion |

Additionally, in [this letter](#), Bishop Kevin Rhoades outlines a zero-tolerance approach to knowing or intentional violations of policy involving the creation, distribution, possession, dissemination, or recording of pornographic images, photos, or videos of children under 18 years of age. See Pornography in Section 9: Discipline in this handbook for the policy.

[Click Here for the Diocesan Policy on Child Pornography in a Letter from Bishop Rhoades](#)

## Section 13: Co-Curricular Activities

### School Zone

Any athletic event in which a student participates or attends is part of the “School Zone” and subject to all SJHS school rules and policies. Violation of rules and policies can result in disciplinary action, which could include suspension or expulsion.

### Co-Curricular Activities

We encourage all students to become involved in co-curricular activities early in their high school years. SJHS prides itself in its four-year college preparatory and co-curricular programs. Being active in co-curricular activities has a positive effect on the college application process.

SJHS offers a wide range of co-curricular programs as part of the total educational program. Morning announcements will highlight various clubs/activities throughout the school year. *Soundings* also reports on club and organization activities.

All SJHS sponsored events, including all athletic, club, and extracurricular activities, should be preceded and/or concluded by a prayer led by the administrator, team coach, function leader, activity sponsor, or designated participant. The prayer selected by the responsible individual shall be consistent with the teachings and traditions of the Catholic Church. If the school chaplain or other priest attends the school-sponsored event, it is appropriate to ask the priest to lead the students in prayer. However, it would also be appropriate for all the student leaders of the particular activity to lead the students in prayer, e.g., team captain, student council president. It is encouraged that, prior to the beginning of all other extra-curricular activities, the participants be given an opportunity to attend Mass with the school chaplain or another priest.

### Co-Curricular Code of Conduct

Participation in co-curricular activities (school-sponsored clubs and other school organizations) is a privilege at SJHS. Students who participate in co-curricular activities are expected to maintain high standards of conduct. Among those are:

1. Seeking assistance if encountering academic difficulty
2. Taking and passing the required number of courses
3. Participating actively and positively in all classes
4. Being on time for all practices and events
5. Following directions of moderators
6. Using appropriate language
7. Abiding by all school rules and policies

SJHS provides a variety of co-curricular opportunities for students to pursue areas of interest outside the classroom. Students involved in different school clubs and organizations must conduct themselves with the highest standards of personal integrity and morality since they represent our school in a variety of public settings.

The following rules are to be followed by all students of SJHS. Any conduct which is not consistent with the conduct expected of our students may result in suspension or removal of the privilege to participate in co-curricular activities for a specific amount of time determined by the administration. Other school consequences (expulsion, suspension, probation) may apply for repeated or serious infractions. The following types of student conduct constitute a non-exclusive listing of possible grounds for suspension or expulsion. (See Section 9 – Discipline)

1. Use of tobacco products
2. Consumption, possession, distribution, sale or purchase, or abuse of any product or substance containing alcohol
3. Use of illegal drugs, including stimulants, steroids, and counterfeit drugs

4. Possession, concealment, distribution, sale, or purchase of illegal drugs
5. Any other infractions which are criminal in nature and/or go against the teachings of the Catholic Church
6. Moderators shall follow administrative guidelines pertaining to all incident investigations
7. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
8. Possessing, using, transmitting, or being under the influence of any controlled substance, including lawfully prescribed medications taken in a **non-prescribed manner**, or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician for the intended patient and use is not a violation of its use. **However, school procedures and guidelines SHOULD BE FOLLOWED when the use of prescription or nonprescription drugs is needed.** (See Section 8: Student Health)

## Other Actions

(Diocesan Policy 4550)

If a violation of the State's Criminal Code occurs in the school zone, the Principal may turn the investigation over to the local police authority. If a student is believed to be in possession of a weapon, the police will be notified.

When a student is accused of a non-school related criminal act, the school shall follow diocesan policy. Offenses committed outside the school zone that may affect the school's reputation and/or climate may result in disciplinary action on the part of the school.

# Section 14: Student-Athlete Handbook

## Philosophy

Saint Joseph High School is proud of its rich athletic history and tradition. The goal of our athletic program is to offer a positive and meaningful experience that will enhance the growth and development of students. Athletics is an integral part of our secondary education program and plays a significant role in students' lives. Whether as a participant or spectator, each student experiences a sense of pride, excitement, and accomplishment where school spirit is on display. A Saint Joseph student-athlete's priorities are faith first, followed by academics, and then athletics. Success in athletics is due to the development of all three components, with an emphasis on utilizing the gifts and talents which God has given each student-athlete and coach. Students learn life lessons through the experience including: teamwork, sacrifice, hard work, perseverance, dedication, and commitment.

## Sportsmanship

Good sportsmanship should be demonstrated at all times. The basis of good sportsmanship is treating ALL people with respect. Student-athletes, coaches, parents, and spectators are all expected to use appropriate language, to exercise self-control, to lose with grace, and win with class. Disrespect toward officials or opponents will not be tolerated. Technical fouls, personal fouls, ejections, or other sportsmanship penalties may result in appropriate consequences determined by the coach and/or administration. It is our goal that when opponents leave our facilities, or when we leave other sites, our class and good sportsmanship will be noted.

## Privilege

Parents and students must remember that participating in athletics is a privilege and not a right. Students must remain in good academic standing and not be on disciplinary probation in order to be eligible to practice and/or compete. Participation requires a level of commitment, and attendance is expected at all practices, unless students are ill, or special circumstances warrant missing. Exceptions can be granted on a case by case basis through communication with the individual sport coaches.

## Extra-Curricular Habitual Tardy and Absences

Students who are found in violation of SJHS's habitual tardy and attendance policy may be placed on Exclusionary Probation from all extra-curricular activities for a time period by the Assistant Principal of Student Life and Director of Athletics until the violations have been resolved..

## Students Not Meeting Dress Code

Students that are in violation of SJHS's dress code may be required to wear alternative, appropriate clothing provided by the Office of Student Life. A student who refuses to use this service will be given a dress code violation. Dress code violations may result in a detention.

## School Zone

Any athletic event in which a student participates or attends is part of the "school zone" and subject to all Saint Joseph High School rules and policies.

## Athletic Code Of Conduct

The purpose of this code is to establish and maintain high standards of conduct for Saint Joseph High School student-athletes, as well as all students connected with the teams, including managers, statisticians, and trainers. The Athletic Code is intended to guide and help the students and parents to understand the conduct which is expected of student-athletes at Saint Joseph High School and to know the seriousness with which infractions of the code will be viewed. Our hope is that the code will be followed so that disciplinary action is not needed.

Saint Joseph will provide the best possible coaches, equipment, and facilities to help the student-athletes perform at their best. The student-athletes are expected to be respectful in their demeanor toward coaches, as well as respectful in using and taking care of facilities and equipment.

Students involved with the team are representatives of our school, and it is expected that their conduct on school property, in public places, or elsewhere shall comply with the highest standards of personal integrity and morality. All team members shall obey the rules in the code and shall not commit any criminal infractions of the community, state, or elsewhere. Any conduct which is not consistent with what is expected of our students as specified in this code may result in suspension of the privilege to participate.

Students are expected to show good sportsmanship in practices and competition. Any individual's behavior that brings disgrace or disrespect to the school or to a team, or that negatively affects team morale, may result in disciplinary action from the coach or administration.

Individual teams and coaches may have more specific rules and expectations, and any questions about those rules should be discussed with the coach.

## Substance Abuse Rules

The following rules are to be followed by all Saint Joseph student-athletes, as well as any other students involved with the team including trainers, managers, and statisticians. These rules are in effect 12-months of the year. Infractions of the rules may result in suspension or termination of athletic privileges.

1. Students shall not use or possess tobacco or any tobacco product including vapes or e-cigs. Infraction of this rule can result in suspension of up to 20% of the regularly scheduled athletic events for the season.
2. Students shall not consume, possess, conceal, distribute, sell, purchase or abuse any product or substance containing alcohol. (See consequences below)
3. Students shall not illegally use drugs or possess illegal drugs. This includes misuse of legal drugs, stimulants, steroids, counterfeit drugs, as well as the possession, concealment, distribution, sale or purchase of these substances. (See consequences below)

For infractions of either #2 or #3 above the following consequences will be in place in addition to the sanctions outlined in the Saint Joseph High School Student-Parent Handbook for violations involving alcohol and/or drugs:

**FIRST OFFENSE:** Suspension from 25% of the scheduled athletic events for the season. A more severe penalty may be invoked by the Saint Joseph High School administration. The penalty can only be applied to a sport in which, during the past year, the athlete has participated. A freshman athlete may apply his/her suspension to the next sport in which he/she participates. A suspended athlete may continue to practice with the team during this period of suspension if the coach wishes the athlete to do so.

**SECOND OFFENSE:** Ineligible for one calendar year from the date of suspension. During the suspension the athlete may, with the coach's permission, practice until the suspension has been lifted.

## Rules Of Conduct

All student-athletes and other students involved with the sport teams are expected to maintain the highest standards of behavior.

1. Students shall not commit any theft of goods, equipment, or property belonging to the school or to others.
2. Students shall not commit any vandalism or destruction of property.
3. Students shall not engage in any serious unethical conduct as per Catholic school standards.
4. Students shall obey all the laws of the community, state, or otherwise, and shall not engage in illegal activities.
5. Students are responsible for all issued equipment and uniforms and will be charged full replacement cost if lost or damaged.

Consequences for violations of the rules of conduct will be determined through consultation with the coach, athletic director, and Assistant Principal of Student Life. The consequence will be commensurate with the seriousness of the infraction, and will consider the nature of the offense as well as the student's past record. The penalty may include reprimand, suspension from practice or competition, or termination of athletic privileges altogether, with additional school-related consequences.

## Rules And Guidelines For Participation (Practice And Competition)

### Attendance - revised 12/04/25

Student-athletes are expected to prioritize attendance for all classes. When school is in session, it is mandatory that a student-athlete be in attendance that day in order to participate in a practice or competition. Participation is defined as being present for the practice or competition, even if not playing that day.

1. In order to participate in a practice or a competition, a student must be present for two full class periods (block scheduling) or 4 full class periods on a 7-period day. If a student has B or C lunch during 3rd block, he/she must attend the full class period.
2. If a student leaves school early because of illness at any time, he/she may not return for practice or competition. This applies even if the student has already been present for two full classes.
3. If a student leaves school for an appointment, he/she must provide a doctor's note to the Office of Student Life by 3:30 p.m. in order to return for a practice or competition that day. The student must still be present for two full class periods.
4. If a student is suspended from school, he/she will not be able to participate in a practice or competition during the suspension. If a student has been placed back in class before the end of the day after a suspension, he/she will be able to practice or compete unless the coach's rules stipulate otherwise.
5. It is expected that student-athletes arrive on time the morning after a night competition, demonstrating the importance of academics over athletics and setting an example of responsibility.
6. The Assistant Principal of Student Life has discretion to make a determination in cases with unique circumstances (i.e. funeral, etc.).

## Eligibility - Academics

Our sports are governed by the rules of the IHSAA, and we abide by all rules, regulations and practices.

Eligibility rules require athletes to be enrolled and pass five solid classes each grading period. Semester grades take precedence over quarter grades. A student-athlete who is not academically eligible after the first quarter or third quarter, will be reassessed after the semester grades have been recorded. A student-athlete who is academically ineligible at the end of the school year will need to attend summer school, and pass the appropriate number of classes, in order to be eligible for the next academic year. Academically ineligible student-athletes are not allowed to compete, but may be allowed to practice with the coach's permission. This requirement includes club sports (bowling, flag football, hockey and lacrosse) as well as cheerleading and team managers.

## Coaches' Rules

The Athletic Code of Conduct is a set of minimum standards of responsibilities and expectations for all student-athletes at Saint Joseph High School. Coaches may set additional rules and standards for athletes in their respective sports. The following guidelines are in place for these rules:

1. Rules must be cleared through the athletic director.
2. These rules must be printed and distributed to the students and parents.
3. If disciplinary action by the coach results in a suspension or dismissal of the student-athlete from a team, a parent will be notified at the earliest possible time and within 24 hours.

## Chain Of Command

If a student-athlete or parent has a concern it should be addressed in the following manner:

1. The student-athlete should ask to meet with the coach to discuss the concern.
2. If it is not resolved, the parent and student-athlete should meet with the coach together to discuss the concern.
3. If the issue is still not resolved, the parent, student-athlete, and coach should meet with the athletic director.
4. If the issue is still not resolved, a meeting with the principal and athletic director should be arranged.

\*The issue of playing time should be a discussion between the coach and the student-athlete. The coach has the responsibility, when asked, to discuss areas of strength and weakness, and to offer suggestions for improvement that could help generate more playing time.

## Sports Offered

### GIRLS' SPORTS

**FALL:**  
**Cross Country**  
**Golf**  
**Soccer**  
**Volleyball**  
**Flag Football**  
**Cheerleading**

**WINTER:**  
**Basketball**  
**Swimming**  
**Cheerleading**  
**Bowling (club)**

### BOYS' SPORTS

**FALL:**  
**Cross Country**  
**Tennis**  
**Soccer**  
**Football**

**WINTER:**  
**Basketball**  
**Swimming**  
**Wrestling**  
**Hockey (club)**  
**Bowling (club)**

**SPRING:**  
**Softball**  
**Tennis**  
**Track**  
**Lacrosse (club)**

**SPRING:**  
**Baseball**  
**Golf**  
**Track**  
**Lacrosse (club)**  
**Volleyball**