

# St. Joseph Central Catholic High School



## Parent-Student Handbook 2016 – 2017

600 13<sup>th</sup> Street, Huntington, West Virginia 25701  
Phone: (304) 525-5096 Fax: (304) 525-0781  
[www.stjosephhs.org](http://www.stjosephhs.org)

Dear Parents and Students:

If you do not take the time to read this entire handbook, which is highly recommended, please take the time to read this letter.

1. Uniforms – Multiple studies prove that schools who maintain a uniform dress code have better “everything” than those that do not. Please help us by making sure your child meets the dress code requirements that we have implemented. **Girls are not allowed to wear pants that are too tight or skorts that are too short (NO SKIRTS). Boys must shave every day, if necessary, and keep their hair cut to our guidelines.**
2. Being late and missing school – We give students plenty of allowed occurrences to be late and absent. Teaching your child to be on time and at school is a very important part of education and is also a life lesson. Would you be allowed to keep your job if you were continually late and/or absent? **Your child’s absence MUST be reported to the school each day before 8:15am.** Any KNOWN or lengthy absence MUST be approved BEFOREHAND, not after.
3. Grades – If a teacher is not keeping you up to date on your child’s grades or does not return your emails, you need to let me know. Teachers have been told to not have long or multiple discussions or debates with you through email. If you are at an impasse, please contact me to set up an appointment.
4. Service hours – This is a major part of the educational plan at our school. You need to be aware of how many hours your child has completed and how many hours they still need to complete before mid-term and final exams. Please do not be the parent that gives false information about their child’s service projects for them to get around what they are required to do.
5. Payments – Please keep your child’s tuition, dual credit and fees current. All accounts must be paid, in full, for each semester before the students can take exams.
6. Issues – Please try to bring problems to my attention in the early stages. Do not wait until May to discuss your child’s grades or other issues that could have been discussed if known about earlier.
7. Colleges and College Testing – There are numerous deadlines for college applications and financial assistance. Please do not put the school in a “last minute” situation requesting documents because you are late doing your part.
8. Plagiarism – Acts of dishonor or dishonesty, such as plagiarism, lying or cheating in any form, are serious acts with serious consequences. Repeat offenders are subjected to immediate expulsion from the National Honor Society, Mu Alpha Theta and Student Council for the remainder of a school year or possibly the remainder of the student’s career in our school.
9. Bullying – No form of bullying will be tolerated. This includes posts that are made on social media sites, during outside school activities, etc. Students who do not respect themselves and others at the school do not belong at St. Joseph Central Catholic High School.
10. We have a huge advantage over public schools – we have *time* available to work with you and your child. Please feel free to call or come in to talk with me at any time.

Sincerely,

**William J. Archer, Principal**

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# PHILOSOPHY

## A. Mission

Our Mission is to educate the body, mind and soul in the Catholic tradition, and to provide a safe environment in which our students can become responsible members of society.

## B. Profile

St. Joseph Central Catholic High School is a private, Catholic high school, grades 9-12, that offers an advanced college preparatory curriculum. Located in the heart of downtown Huntington, West Virginia, SJHS is one of seven high schools in the Diocese of Wheeling-Charleston and is supported by local Catholic parishes, tuition and third-source income. We are dedicated to serving a diverse student population and, as such, provide an environment that nurtures the whole person by integrating faith and life. Consistent with our Catholic tradition, we seek to develop leaders who are rooted in Gospel values and committed to meeting the challenges of building a just society.

## C. Values

Core Gospel values characterize our beliefs and influence our policies and actions as Catholic school educators. They include:

- a. **Sacredness of Person:** Recognizing that all of humanity is made in the image and likeness of God, we view each person as sacred and a perfect expression of the Creator's love.
- b. **Academic Excellence:** We are committed to the highest educational development of young people and believe that all who desire to learn can excel.
- c. **Respect:** Given the sacredness of each person, we regard self and others with great esteem.
- d. **Integrity:** In all our actions we seek to maintain a moral and spiritual code of conduct that is rooted in Gospel values.
- e. **Justice:** We are committed to fairness and the promotion of the Christian vision of right relationships between people.
- f. **Service:** We seek to put the needs of others first and are committed to living the corporal works of mercy.
- g. **Community:** We are committed to establishing and maintaining the faith-centered collaboration of students, parents, administrators, faculty, staff, alumni, diocese and friends of SJHS.
- h. **Honor Code:** All student work must be signed by the student stating it is his/her own work.

## D. Contact information

St. Joseph Central Catholic High School  
600 Thirteenth Street  
Huntington, West Virginia 25701  
Phone: (304) 525-5096  
Fax: (304) 525-0781  
Website: [www.stjosephhs.org](http://www.stjosephhs.org)

William Archer – Principal – [bill.archer@stjosephhs.org](mailto:bill.archer@stjosephhs.org)  
Karri Fischer – Assistant Principal/Advancement Director – [karri.fischer@stjosephhs.org](mailto:karri.fischer@stjosephhs.org)  
Karen Appell – Guidance Counselor – [karen.appell@stjosephhs.org](mailto:karen.appell@stjosephhs.org)  
Belinda Chapman – Special Events Coordinator/Secretary – [belinda.chapman@stjosephhs.org](mailto:belinda.chapman@stjosephhs.org)  
Terri Reger – Business Manager – [terri.reger@stjosephhs.org](mailto:terri.reger@stjosephhs.org)

## Notice

No child whose parent(s)/guardian(s) desire to enroll him/her in a Catholic school in the Diocese of Wheeling-Charleston shall be denied admission on the basis of race, gender, national origin, age (in accordance with the law). Notwithstanding the foregoing, students with disabilities will be considered for admission subject to the discretion of the principal, considering the extent of the disabilities and special needs of the student and the resources and accessibility of the school to meet such needs. Catholic schools are exempt from compliance with the public accommodation provisions of the Americans with Disabilities Act.

Every local effort shall be made to provide each qualified Catholic child the opportunity to attend a Catholic school regardless of the financial situation of the family. Families should seek the advice of their Pastor if a financial problem exists. Students who receive any type of financial aid from any source must maintain a good record (grades, attendance, tardies, and discipline).

# SCHOOL OPERATIONS

## A. Office Hours

The school is open from 7:00am to 3:30pm when school is in session. The office is closed on school holidays and when school is cancelled. Summer hours vary. A calendar of summer hours will be provided on the school website and posted on the front doors.

## B. Bell Schedules

### Schedule A (Regular Schedule)

7:35	Teachers Report
7:50	Homework Bell
8:00 – 8:46	First Period
8:49 – 9:34	Second Period
9:37 – 10:22	Third Period
10:22 – 10:31	Break
10:34 – 11:19	Fourth Period
11:22 – 12:07	Fifth Period
12:07 – 12:36	Lunch
12:39 – 1:24	Sixth Period
1:27 – 2:12	Seventh Period
2:15 – 3:00	Eighth Period
3:00	Dismissal
3:10	Teachers Dismissed

### Schedule B (Homeroom)

7:35	Teachers Report
7:50	Homework Bell
8:00 – 8:24	Homeroom
8:27 – 9:09	First Period
9:12 – 9:54	Second Period
9:57 – 10:39	Third Period
10:39 – 10:48	Break
10:51 – 11:33	Fourth Period
11:36 – 12:18	Fifth Period
12:18 – 12:47	Lunch
12:50 – 1:32	Sixth Period
1:35 – 2:17	Seventh Period
2:20 – 3:00	Eighth Period
3:00	Dismissal
3:10	Teachers Dismissed

### Schedule C (2:00pm Activity)

7:35	Teachers Report
7:50	Homework Bell
8:00 – 8:38	First Period
8:41 – 9:19	Second Period
9:22 – 10:00	Third Period
10:00 – 10:09	Break
10:12 – 10:50	Fourth Period
10:53 – 11:30	Fifth Period
11:33 – 12:02	Sixth Period
12:02 – 12:39	Lunch
12:42 – 1:19	Seventh Period
1:22 – 2:00	Eighth Period
2:00 – 3:00	Activity
3:00	Dismissal
3:10	Teachers Dismissed

### Schedule D (8:30am Mass)

7:35	Teachers Report
7:50	Homework Bell
8:00 – 8:15	Homeroom
Mass and Break after Mass	
9:40 – 10:15	First Period
10:18 – 10:53	Second Period
10:56 – 11:31	Third Period
11:34 – 12:09	Fourth Period
12:09 – 12:39	Lunch
12:42 – 1:14	Fifth Period
1:17 – 1:49	Sixth Period
1:52 – 2:24	Seventh Period
2:27 – 3:00	Eighth Period
3:00	Dismissal
3:10	Teachers Dismissed

### Schedule E (2-Hour Delay)

10:00 – 10:32	First Period
10:35 – 11:06	Second Period
11:09 – 11:40	Third Period
11:43 – 12:14	Fourth Period
12:14 – 12:43	Lunch
12:46 – 1:17	Fifth Period
1:20 – 1:51	Sixth Period
1:54 – 2:27	Seventh Period
2:30 – 3:00	Eighth Period
3:00	Dismissal
3:10	Teachers Dismissed

### Schedule F (10:00am Mass)

7:35	Teachers Report
7:50	Homework Bell
8:00 – 8:33	First Period
8:36 – 9:06	Second Period
9:09 – 9:45	Third Period
Mass and Break after Mass	
11:10 – 11:40	Fourth Period
11:43 – 12:13	Fifth Period
12:13 – 12:43	Lunch
12:46 – 1:26	Sixth Period
1:29 – 2:09	Seventh Period
2:12 – 3:00	Eighth Period
3:00	Dismissal
3:10	Teachers Dismissed

### C. 2016-2017 School Calendar

August 10	New Students Report at 9am; 3pm Dismissal Returning Students Report at 10am; 3pm Dismissal
September 2	½ Day – Bishop’s Cup
September 5	No School – Labor Day
September 30	½ Day – Homecoming
October 6	½ Day – Teacher In-Service
October 7	No School – Teacher In-Service
November 4	½ Day – Teacher In-Service
November 11	No School – Veterans Day
November 21 – 25	No School – Thanksgiving Break
December 16, 19, 20, 21	½ Days – Exams
December 22 – January 2	No School – Christmas Break
January 13	½ Day
January 16	No School – Martin Luther King, Jr. Day
February 17	½ Day
February 20	No School – Presidents Day – Teacher In-Service
March 20 – 24	No School – Spring Break
April 13 – 17	No School – Holy Thursday, Good Friday, Easter Monday
May 18, 19, 22, 23	½ Days – Exams
May 24	No School – Makeup Exams – Teacher In-Service
May 25	No School – Teacher In-Service Baccalaureate Mass – 6pm at St. Joseph Catholic Church
May 26	No School – Teacher In-Service Graduation – 6pm at Our Lady of Fatima

Students will be notified if they are to make up days missed due to inclement weather.

**CALENDAR IS SUBJECT TO CHANGE.**

#### D. REGISTRATION

**During the last week of February through the second week of March, current students must register and pay fees for the upcoming school year.** Registration for our feeder schools will begin the second week of March and then open registration (waiting list) for other new applicants will begin.

#### E. LENGTH OF SCHOOL DAY

The school building will open each morning at 7:00am. Students are to enter the building immediately upon their arrival. For the safety of our students, they are not to leave the premises or loiter around the outside of the building or stay in the parking lot. Students must be picked up promptly at 3:00pm. The school is not responsible for students remaining in or around the building after 3:30pm.

#### F. SCHOOL CLOSINGS

When inclement weather, power outages or water issues cause a school closing or delay, information is posted on our website and an automated telephone message will be sent. Additionally, local television stations will list information specific to *St. Joseph Central Catholic High School*. **WE DO NOT FOLLOW CABELL COUNTY SCHOOLS WEATHER-RELATED PROCEDURES.** When a 2-hour delay is announced, the school will open at 9:00am. Parents should use their own judgment about how safe the trip to and from school would be for themselves as well as using discretion regarding their student driving during inclement weather.

#### G. EARLY DISMISSAL – ½ Days

12:07pm is the typical dismissal time for ½ days of school. However, during exams students are dismissed at 11:45am.

#### H. ATTENDANCE

The general policy on attendance is this - when classes are in session, students shall be present. Class attendance cannot be overemphasized. While missed work may be made up in most cases, missed instruction cannot be duplicated. Good attendance and academic performance are positively and directly related. **With rare exceptions, as in a medical emergency, credit cannot be earned in a course if an equivalent of 10 or more days of any specific class is missed in a semester.**

#### I. TELEPHONE/CELL PHONES

Students are permitted to use the office phone (with a note from the teacher if during class time) only in case of emergency and with permission from office personnel. Messages to students from parents may be called into the office. Students will be called to the office to pick up messages before lunch and during the afternoon announcements. **CELL PHONES ARE STRICTLY PROHIBITED IN ANY CLASSROOM AND MUST BE KEPT IN THE STUDENT'S LOCKER.** They are NOT considered a personal electronic device (PED) and may not be used as such. Students are NOT permitted to leave a classroom to get their phone from their locker to make a phone call (such as to call in a lunch order). Emergency phone calls are allowed, but must be made in the school office. The only time cell phones can be seen and/or used is before 8:00am, during break, during lunch and after dismissal. **Students with four (4) or more cell phone violations cannot be considered for homecoming or prom court or serve as a member of student council.**

#### J. CHANGE OF ADDRESS/TELEPHONE NUMBER

Any change of mailing address, email address or phone number, or other information kept on file by the school, must be reported to office personnel as soon as possible so that school records are kept up to date.

## K. STUDENT RECORDS

The school keeps full and accurate records of each student's attendance and academic progress. These student records are kept permanently in our school building. When a student transfers to another school, a transcript of attendance, academic progress, test scores, and health records will be mailed to the new school. Community service information is NOT kept on file once a student leaves. Students transferring to other schools are encouraged to take their community service information with them to present to their new school. No data shall be released concerning any student without written parental consent. Parents shall have full access to and the right to challenge the accuracy of data on their child's records. No one except authorized school personnel and parents have access to pupil data without either a subpoena or written permission from the child's parent(s)/guardian(s). Requests for transcripts must be made in the guidance counselor's office. Requests should be made at least 2 weeks prior to the date the transcript is needed.

## L. ANNOUNCEMENTS

Announcements are made at 8:00am, along with prayer and the Pledge of Allegiance and again at 2:55pm with prayer. All announcements must be approved by the Principal and should be in the office by 7:45am for morning announcements and 2:40pm for afternoon announcements. Students are expected to be respectful and attentive during prayer, the Pledge of Allegiance and announcements.

## M. MEDICATION

Under State Health Department rules, a teacher cannot provide or administer medication of any kind to a student. ALL medication must be kept in the office in the original container with instructions from a parent/guardian. Any student taking medication, prescription or over-the-counter, during school hours must complete a medication form (available on website or in office) and return it and the medication to the school office. All medications will be returned to students at the end of the year. Medications are not kept from year to year.

## N. PROOF OF ENROLLMENT FORMS

In order to secure drivers' licenses and permits, students are required to provide proof of school enrollment. These state-mandated forms are available in the school office. Students must request these forms from the office personnel **at least two days in advance.**

## O. COLLEGE VISITS

Juniors and seniors are encouraged to visit colleges to help them with the college selection process. Juniors and seniors wishing to visit colleges during a scheduled school day will not be penalized for attendance purposes if they do not exceed a total of 3 days (1 day may be used during junior year or all 3 used during senior year). Visits are to be planned for days on which there are no major tests or activities scheduled. In order to be approved, requests for college visits must be submitted in writing (form in guidance counselor's office) **at least 48 hours prior to the visit for approval by the principal and guidance counselor. Students must return to school with a letter from the college, stating the student's name and the date of their visit. Visits must be completed by April 15.**

## P. JUNIOR/SENIOR INTERNSHIPS

All senior students are required to participate in a two-week independent internship during the spring semester. In a career field of the student's preference, students work alongside business leaders in the community who have agreed to serve as their mentors. This is an exceptional opportunity, prior to college, for students to match their conceptual understanding of career options with practical, "real world" experiences. If inclement weather or any other unforeseen event should cancel school during this period, students will continue to attend their internship assignments uninterrupted. Juniors may have the opportunity to experience a one-day internship in the field of their choice.

## Q. ADMISSIONS

St. Joseph Central Catholic High School does not discriminate on the basis of race, creed, color, national origin, disability, or gender in the consideration of eligible students for admission. Students must fulfill requirements for promotion to and placement within each grade level. Prior to action being taken on acceptance or promotion of students, each student's file is examined for credit status. The principal and guidance counselor will determine credit for all high school courses taken at other schools. Students are placed in classes on the basis of achievement on standardized tests, past academic performance, available space and recommendations. All transferring students will be admitted on a probationary basis. Probationary status will be reviewed at the completion of the first semester and may be extended for a full year. Continued enrollment will be based on academic progress, behavior and attendance. Tuition assistance is available for needy Catholic students through the Diocese of Wheeling-Charleston. Applications for these grants are available in the school office each spring. Families needing additional financial assistance are encouraged to contact their Priests.

## R. VOLUNTEERS

Volunteers are an integral part of our school community. We appreciate the time, talents and treasures you share with our school. **In compliance with the Diocesan mandate to create a safe environment for our students, all adults working with students in any capacity are required to complete the sexual abuse awareness training.** Please contact the office to register for this training.

## S. VISITORS

The main doors on 13<sup>th</sup> Street should be used to enter the building. Upon entering, all visitors must report to the school office. Visitors must sign in upon arrival and sign out when they leave the school.

## T. LEAVING CAMPUS

Out of concern for their safety, students are not to leave campus (anywhere outside of the school building) for any reason without prior consent and signing out of the office. If a student needs to leave (go to his/her car, grade school, church) once they have arrived to school, they must have permission from office personnel and sign out in the office. Disciplinary action will be taken if a student does not follow this procedure.

## U. COLLEGE SCHOLARSHIP/ATHLETIC SIGNINGS

All signing assemblies will take place at Break (10:22am) or during Lunch (12:07pm) ONLY.

# **PROCEDURES**

## A. ABSENCE OR TARDY

1. When a student is absent from school, a parent or guardian must telephone the school before 8:15am to report the student's absence. Out of concern for the student's safety, all absences that remain unreported by 8:30am will be verified with parent(s)/guardian(s) by the school office.
2. Students who are not in first period by 8:00am or in their classrooms when the bell rings to indicate the start of each period are considered TARDY and must report to the school office to obtain an admit slip for that class. Tardy students will not be admitted to class without an admit slip. Disciplinary action will be taken if a student does not sign in and receive an admit slip.
3. The terms "excused" or "unexcused" will not be used. The student is either present or absent. School related activities that extend outside of the classroom do not constitute an absence from school or class.

4. Students who become ill during the day will report to the office. Parents will be notified by the office staff. Disciplinary action will be taken if a student leaves without signing out.
5. If an absence for sickness exceeds three (3) consecutive days, a physician's verification is required as documentation. It is the parent's responsibility to contact the school in extreme attendance situations.

## **B. PLANNED ABSENCES**

1. School-day medical or other appointments should be avoided. If such an appointment is not possible, please try to vary the times of appointments so students aren't consistently missing the same classes. A parent/guardian must notify the office by 8:15am on the day of a planned absence so the notice may be placed on the daily absence list for teachers.
2. Students who leave school for an appointment during the school day and miss a test/quiz during the time they are at the appointment must make arrangements with the teacher prior to the absence.
3. Students must sign out in the office when leaving the building for any reason and sign in upon returning. Disciplinary action will be taken if a student does not follow this procedure.
4. With several breaks during the course of the school year, please do not ask the school to approve additional release time for a family's personal trips or vacations. The family's wishes will be respected as parents/guardians ultimately remain the primary educators of their children. However, students are encouraged to take their school books with them and follow their class syllabi as much as possible during their absence. Students are responsible for contacting their teachers upon their return to school for specific make-up assignments. To alert teachers of a student's anticipated absence, all notes from home requesting a student's release from school must be initiated in the office. Once acknowledged in the office, the student will carry the signed note to their teachers for notification and to verify course syllabi and classroom expectations while away.

## **C. MAKING UP WORK MISSED**

Absence for sufficient reason entitles the student to an opportunity to make up work missed. **It is the student's responsibility to obtain make-up assignments from teachers.** In general, the following guidelines will apply for making up work missed due to absence. Failure to make-up work will result in a zero. Any work assigned prior to the absence and due during the absence must be submitted on time to receive full credit. To ensure that a student has no outstanding assignments it is recommended that the student check with teachers on the day the student returns.

1. Long-range assignments made previously by a teacher (prior to a student's absence) are due **on the original due date.** Otherwise, late penalties shall apply, at the teacher's discretion. Illness or appointments are not exceptions. Arrangements must be made to submit assignments on the day they are due.
2. Previously assigned homework is due the day the student returns. Otherwise, late penalties shall apply, at the teacher's discretion.
3. Students who are absent the day of a test or quiz should expect to take a test/quiz **on the day they return and its content may be different.** These tests will typically be scheduled outside of class time (during lunch or after school). A teacher may elect to administer the test/quiz on a different day, but it should not be expected. It is the student's responsibility upon returning to school to meet with the teacher to schedule a time to take the make-up test/quiz.
4. Students who are absent must talk to their teachers about completing work missed during their absence. Failure to complete assignments on time will result in a zero for each un-submitted assignment. Students must submit make-up work as follows:

**One-day absent:** work is due the day after returning to school

**Two-days absent:** work is due two days after returning to school

**Three or more days absent:** work is due three days after returning to school

## D. HOMEWORK

Students have from the first bell in the morning (7:50am) until the second bell (8:00am) to turn in their homework for the day. Homework cannot be completed in school or turned in after the second bell. As our school mission is to prepare students to become responsible members of society, budgeting time to complete and turn in homework is a valuable lesson for students to learn. Homework can count as much as 20% of a student's grade. Students arriving to school after 8:00am must sign in as tardy with the office. If a student is tardy and has homework to submit after 8:00am, they must turn their homework in **immediately** before going to class and show his/her tardy slip to the teacher at that time. Otherwise, late penalties will apply, at the teacher's discretion.

## E. CONSEQUENCES OF ABSENCES

1. If a student misses fifteen (15) total days in a school year, the school is required to notify the State of West Virginia Department of Motor Vehicles regarding the student's poor attendance.
2. Absences are maintained by class periods (8 periods = 1 day). When students are not in class, they are considered absent and valuable instructional time is lost. In consideration of personal illness, medical appointments and family needs, students may be absent for an equivalent of ten (10) days per semester without being scheduled to recover lost instructional time.
3. The discipline chart below also pertains to absences (for any reason) from any specific class (i.e. missing 5<sup>th</sup> period 10 times in one semester) as well as students missing full days of school.
4. When a student is absent for two (2) days or more due to an illness, parents may call the office for missed assignments. These requests must be made prior to 9:00am to give teachers adequate time to complete the request. Parents may pick up the assignments and necessary school books in the office between 3:10pm and 3:30pm. If an absence for sickness exceeds three (3) consecutive days, a physician's verification is required as documentation. It is the parent's responsibility to contact the school in extreme attendance situations.
5. A student's attendance record is considered when awards are being given throughout the school year and at the end of the school year. **There is no such thing as Senior Skip Day.**

## PROGRESSIVE DISCIPLINE CHART – ATTENDANCE

5 absences:	Warning
6 absences:	Call, letter or email to parents
8 absences:	Meeting with parents and In-House Suspension
10+ absences:	All work missed or turned in will be graded at the maximum of 60% and student cannot be considered for homecoming or prom court or serve as a member of student council. Parent must come into school with the student before he/she may return to school.

## F. CONSEQUENCES OF TARDIES

Tardiness to class is unacceptable. During the first few minutes of the day and of each class period the tone and agenda are set for the rest of the day and the class period. In being late, students miss valuable instructional time and deprive the teacher of the class's full attention since the teacher is interrupted when students enter the room late. Adequate time between classes is given so tardiness should not be a problem for students.

Students reporting more than **20 minutes** late to a class, regardless of the reason, will not be permitted to disrupt a class already in progress and the student will be marked absent for that class. **STUDENTS WHO MISS SCHOOL MASS ON DESIGNATED DAYS WILL RECEIVE TWO (2) TARDY VIOLATIONS.**

### PROGRESSIVE DISCIPLINE CHART – TARDIES

5 tardies:	Warning
7 tardies:	Call, letter or email to parents
9 tardies:	Lunch Detention - one day
10 tardies	Lunch Detention - one week
12 tardies	Meeting with parents and In-House Suspension - one day
14 tardies:	Lunch Detention – one week
15+ tardies:	Out of School Suspension and student cannot be considered for homecoming or prom court or serve as a member of student council. Parent must come into school with the student before he/she may return to school.

## **ACADEMIC PROGRAMS**

### A. GUIDANCE SERVICES

We have a full time, licensed guidance counselor who is qualified to give guidance and counseling in both academic and personal areas. Students are encouraged to seek out the guidance counselor in matters pertaining to their studies, high school course selections, interpretation of aptitude and achievement tests, college admission requirements, selection of college majors, available scholarship/financial aid. Students are encouraged to seek the support of the guidance counselor to resolve personal, emotional, and social difficulties that interfere with their adjustment to school and their capacity to enjoy the full benefit of the education we offer. When necessary, the guidance counselor refers students to other professionals for assistance in meeting their personal and academic needs.

### B. INSTRUCTIONAL READINESS

Students are expected to report to each class on time and with the proper materials (textbooks, pen/pencil, etc.) required by each teacher. Being prepared allows students and teachers to make the best of instructional time.

### C. PLACEMENT IN CLASSES

Placement is carefully considered to ensure that students are scheduled for appropriate classes. **ALL of our classes are part of a college preparatory program; therefore, ALL classes are presented at a college preparatory level.** We do not offer remedial classes. Placement in courses varies from year to year and subject to subject based on a yearly review of each student's record. Final placement in a course is made according to academic requirements, student choices, availability, past school performance (academic and personal), staff recommendations, standardized test scores, class sizes and schedule conflicts. After the first two weeks of school, the only schedule changes approved will be those suggested by the teacher.

## D. COMMUNICATION WITH TEACHERS

Teachers are in their classrooms at 7:45am and remain in the school building until 3:10pm. Students are encouraged to reach out to their teachers if they have questions concerning assignments or classroom issues. With prior arrangements, students may be permitted to meet with a teacher prior to the 7:50am bell. Parents with questions for teachers are encouraged to email the teacher or call the school office and leave a message. Calls and emails will be returned that day or during the next school day.

## E. RENWEB

Parents are encouraged to be knowledgeable about their child's academic progress. All grades are recorded in the RenWeb database. Parents will receive a user name and password at the beginning of each school year that will enable them to keep track of their student's grades and attendance as well as notes from their teachers. Any questions regarding this program should be directed to the guidance counselor.

## F. SEMESTER EXAMINATIONS

Comprehensive course exams will be administered at the conclusion of the first and second semesters. Regular classes are replaced during these days with an exam schedule as follows:

### Day 1

8:00am – 9:45am First Period  
10:00am – 11:45am Second Period

### Day 3

8:00am – 9:45am Fifth Period  
10:00am – 11:45am Sixth Period

### Day 2

8:00am – 9:45am Third Period  
10:00am – 11:45am Fourth Period

### Day 4

8:00am – 9:45am Seventh Period  
10:00am – 11:45am Eighth Period

**All students take mid-term and final exams.** Mid-term and final exam grades are considered 10% of the student's assessment for that grading period, with the exception of a semester class where the exam constitutes 20% of the final grade. With rare exception, mid-term or final exams cannot be administered prior to the day they are scheduled. Dual credit/AP exams may be administered prior to the schedule above. In that case, students are not required to attend during exam sessions in which they have already completed an exam. **All parent/student financial obligations and service hour requirements must be up to date in order for students to take exams at the end of each semester.**

## G. GRADUATION REQUIREMENTS

Graduation requirements at SJHS exceed the standards set by the State of West Virginia. Students graduating from SJHS must have at least 28 credits and met the minimum service hour requirements. Exceptions for transfer students are considered on an individual basis and are dependent upon receipt and evaluation of formal transcripts and with approval by the principal. The requirements are:

- Mathematics – 4 credits
- Science – 4 credits
- English – 4 credits
- Social Studies – 4 credits
- Theology – 4 credits
- Foreign Language – 3 credits
- Speech/Communications – 1 credit
- Technology – 1 credit
- Fine Art – 1 credit
- Health – 1 credit
- PE – 1 credit

## H. HONORS/DUAL CREDIT/ADVANCED PLACEMENT/ONLINE COURSES

We are a college preparatory high school that offers a variety of opportunities for our students to excel academically. We have over 50 credit hours of dual credit courses available through Marshall University. Students can also take Online College Courses in the High Schools (OCCHS) [www.marshall.edu/occhs](http://www.marshall.edu/occhs) and courses through the West Virginia Virtual School (<http://virtualschool.k12.us>). Online courses must be taken by the student OUTSIDE of the normal school day and will not be scheduled as a class at SJHS. Please contact the guidance counselor concerning our extensive curriculum.

## I. GRADE/POINT SYSTEM

The year is divided into four quarters. At least one grade per week, per class is recorded for every student. Grades for each nine (9) week quarter are cumulative. Composite grades are indicative of student achievement during that particular grading period.

Numerical averages and their grade letter equivalents are as follows:

A 93 – 100                  B 85 – 92                  C 77 – 84                  D 69 – 76                  F 0 – 68

A grade of Incomplete (I) may be given in situations when a student fails to complete necessary course requirements for a legitimate reason. Unless previous arrangements have been made through the principal or guidance office, the student has ten (10) school days from the date grades were due in the office to complete the necessary requirements or the grade will forfeit to a score of 60%.

To calculate GPA, add the number of grade points and divide by the number of classes. **WEIGHTED COURSES:** Honors, Dual Credit and AP courses shall be given weighted grades. Weighting for courses is calculated as follows, beginning with the 2016-17 school year:

<b>College Preparatory: A=4, B=3, C=2, D=1, F=0</b>	<b>Honors: A=4.5, B=3.5, C=2.5, D=1.5, F=0</b>	<b>AP: A=5, B=4, C=3, D=2, F=0</b>
English 9, 10, 11, 12, Creative Writing, Journalism, *Speech/Communications	Honors English 11, Honors English 12	
Social Studies 9, 10, 11, 12, Current Events I and II, Political Science	Honors History 11, Honors History 12	
Physical Science, Biology, Chemistry I, Advanced Principles in Science, Astronomy, Environmental Science, Chemistry in the Community	Advanced Biology	AP Chemistry, AP Physics
Algebra 1, Geometry, Algebra II, Trig/Pre-Calculus, Analytical Math	Statistics/Data Analysis, College Algebra/Trig	AP Calculus AB, AP Calculus BC
Theology 9, 10, 11, 12		
All Foreign Languages, ESL		
Health and PE		
Art, *Music		
*Computer		
Business Law, Study Skills, Yearbook/Photography, Mythology	Psychology	

\*Dual credit courses that are **REQUIRED** for graduation (speech/public speaking, computer, band, etc.) are calculated on the 4-point scale.

## J. RULE OF 60

The lowest score a student can earn on his/her first and second quarter report card is a 60%. **This provision does not apply to seniors.** This prevents students from falling too far behind as they enter the second semester of the year. Exam grades recorded on report cards will reflect the actual score earned.

## K. HONOR ROLL

Students are eligible for three levels of academic honors. Honor roll eligibility is determined by the numerical average at the end of each semester:

97 – 100	Exemplary Honors
94 – 96	High Honors
88 – 93	Honors

## L. VALEDICTORIAN/SALUTATORIAN

To be eligible for Valedictorian or Salutatorian, the student must be in good standing with both the National Honor Society and Mu Alpha Theta organizations at SJHS. Since these individuals represent the highest achievements possible of a graduate of SJHS, the candidates must be ranked 1 and 2 in their graduating class, exceed the minimum service requirements and not have multiple behavior, absent or tardy occurrences. Both the Valedictorian (highest) and Salutatorian (second highest) will be named at the end of the 3<sup>rd</sup> quarter of their senior year. The transcript of transfer students will reflect the GPA based on available courses at SJHS. As too much emphasis can be placed on standings, the head of the class at each grade level is declared only at the underclassmen award ceremony each May.

## M. SUMMER SCHOOL

Course failures jeopardize a student's opportunity to attend SJHS for the next school year. Students failing two courses must attend and pass at least one **approved** (must be approved by the principal) summer school program to return to our school the next fall. Records of courses taken and grades earned must be sent to our office. Summer school grades are calculated in with the GPA for the semester – previously earned grades for courses retaken are not dropped. Students with less than a 2.0 GPA for the second semester who want to improve their GPAs for extracurricular eligibility may also attend summer school.

## N. FIELD TRIPS

Classes will, from time to time, take field trips to enhance student learning. Because these are school-sanctioned events and students represent SJHS, students will wear their uniforms on these field trips. Exceptions to the uniform policy will be made depending on the field trip. Completed parent/guardian permission slips are required (will be provided and contain the trip's educational objective) before students will be permitted to leave campus. **Verbal consent is a last resort and will not always be accepted.** A fee may be required to cover the expense of a field trip. According to Diocesan Policy, all drivers must be 21 years of age or older, possess a valid driver's license, have proper/current license and vehicle registration/insurance information, and complete a Field Trip Driver Information Sheet. All field trip drivers and chaperones must be Virtus compliant.

## O. RETREATS

All students are required to participate in their class retreat(s) every year. Retreats will be set up by the theology department with information given to each student prior to the retreat. Sophomore students are required to participate in "The Summit" which takes place over three (3) days during the month of April in Huttonsville, WV.

## P. WITHDRAWAL

Students transferring to other schools must have a parent/guardian contact the guidance office. Community service records are not kept once a student withdraws from SJHS so students must secure these records before leaving. In the case of a family moving and the need exists for a student to transfer out for that reason, any unused tuition/fees, less documented expenses or damages, will be refunded. If a student has been expelled, any unused tuition/fees will be forfeited. In all cases, transcript requests cannot be honored until all outstanding tuition/fees have been satisfied.

## **SCHOOL EXPECTATIONS/DISCIPLINE**

Our discipline philosophy at SJHS flows naturally from the philosophy of the school. At SJHS, faculty and students evidence and experience Christian values. Students are encouraged to grow in their understanding of moral and honorable behavior in a manner which promotes genuine respect for one's self, as well as another's person, property, space, and time. In order to build a community where trust and respect are at the foundation, it is important to strive for the highest standards of honesty, integrity, and responsibility for one's actions. In order to achieve an atmosphere where the Catholic faith, academic excellence, service, leadership, and character can be pursued, **students and their parents must support the policies and regulations set forth by SJHS.**

**While SJHS neither claims control over nor accepts responsibility for the behavior of its students outside of school time, activities, and premises, actions are a reflection of one's personal integrity. Cases of behavior that could influence other students adversely may result in disciplinary action deemed appropriate by school authorities.** An all-inclusive listing of various expectations is impossible to outline on these pages. However, activity such as harassing or bullying another student either in person or via the internet, cell phone, or other electronic devices is unacceptable and deserves special mention. **The school reserves the right to take appropriate action for any offense which, in the opinion of the faculty, staff or administrators, violates the good behavior expected of a SJHS student.**

### A. BEHAVIOR GUIDELINES

SJHS has earned a reputation based on its tradition of high academic standards, the emphasis on values and morals, and the sense of discipline and order in the school. In such an atmosphere, teaching and learning may occur so that students prosper spiritually, academically, and emotionally. To assure these goals, students are expected to use appropriate behavior not only on school premises, but at any time they are in school uniform or representing the school in any way. Students must realize that they are identified as SJHS students whether they are in uniform or not. **Any action that reflects negatively on the SJHS community may result in disciplinary action.**

Appropriate school behavior may be summed up in this way: behavior that assures the right of every student to learn, assures the right of every teacher to teach, and demonstrates respect for the personal, civil, and property rights of others. Student behavior will be courteous, attentive, and respectful. Any individual student who does not meet these standards will be disciplined by the classroom teachers and/or school administration. Each classroom teacher will establish specific disciplinary standards that students are expected to follow in the classroom. Students unable to abide by established school behavioral guidelines are subject to dismissal from SJHS.

While representing SJHS at school-sponsored activities, either as participants or spectators, students are expected to demonstrate their personal best. Athletic events, school dances, field trips, retreats, etc. offer students the opportunity to experience learning beyond the classroom. However, all school rules apply, whether

the event is on school premises or not. Unacceptable behavior includes, but is not limited to, inappropriate dancing, horseplay, berating opposing players, spectators, and/or sports officials.

SJHS students are a visible fixture in downtown Huntington. The school's location provides students with numerous occasions to be involved in the community. Appropriate school behavior is expected when students venture out of the school building. Students in grades 11<sup>th</sup> and 12<sup>th</sup> are expected to show respect and courtesy while off-campus during lunch. At dismissal time, though the school day is over, students are still representatives of SJHS and must behave as such. Students must be aware of their environment when waiting to be picked up or walking to their cars. Attentive and appropriate behavior is required for safety reasons. Dangerous behavior including, but not limited to, reckless driving, jaywalking, horseplay, throwing objects, etc., will result in disciplinary actions.

Technology is a useful tool when properly used. Teachers and students are encouraged to make appropriate use of the technology that is available to them through the school. Failure to use school-owned technology appropriately will result in loss of access to school resources.

Many students have access to technology beyond the school resources and outside of the school building. Students are expected to use such technology appropriately. The school reserves the right to take appropriate action for any misuse of technology that violates the good behavior expected of a SJHS student. Unacceptable use of technology, which can subject students to school disciplinary action, includes, but is not limited to, sexting, cyberbullying, and inappropriate use of social networking sites. Posting and/or reposting videos, photos, comments, etc., of inappropriate content will make any students involved subject to disciplinary actions. Misrepresenting one's self over electronic communication is a serious violation of school behavioral expectations and may result in harsh discipline.

### **Bullying, Cyberbullying, Harassment, and Hazing**

SJHS attempts to provide a safe environment for all individuals. Bullying, cyberbullying, verbal or written threats made against the physical or emotional well-being of any individual (in person or via technology), harassment and hazing are taken very seriously.

Bullying, cyberbullying, harassment, and hazing are not acceptable or appropriate under any circumstances, and offenders will be dealt with directly and severely by school administrators. Disciplinary action, including but not limited to suspension and expulsion, will be taken against students participating in such behaviors.

Students are urged to confront harassers and to indicate by conduct or verbal objections that the behavior is unwelcome and unacceptable. In order for the school to become involved, students must inform the administration of incidents involving bullying, cyberbullying, harassment, or hazing. Disciplinary action will be taken.

**Bullying** is an ongoing aggressive behavior that involves an imbalance of power causing unwanted, negative actions for the victim. Bullying may take many forms, including but not limited to the following:

Physical/verbal bullying – name calling, insults, making faces or obscene gestures, threats, and physical acts of aggression including hitting, shoving, tripping, etc.

Relational bullying – spreading rumors, intentional exclusion of others, passing harmful notes about another person, etc.

Cyberbullying – making threats, sending harassing messages, spreading harmful information, lies, or pictures about others through technological means of communication (email, text, social networking, etc.)

Sexual bullying – unwanted touching, obscene gestures or comments about a person’s body, body type, or physical features.

**Cyberbullying** involves the use of technology to support ongoing negative hostile behavior that is intended to harm others. Behaviors include, but are not limited to, posting rumors, threats, or hurtful statements on a social networking site, forwarding text or email messages, or posting and/or reposting tweets that contain rumors, threats, offensive pictures or videos, pictures or videos containing sexual content, or hurtful statements about another person, and misrepresenting one’s self over a technological communications device.

**Harassment and hazing** shall consist of, but not limited to, bullying, unwelcome contact or advances, requests for favors, or other inappropriate verbal, written, graphic, technological (including text messages, social media, or internet), or physical conduct which causes discomfort or hurt to another person. Intimidation of a person via electronic media is also considered harassment. Sexual harassment includes these issues but focuses on content of a sexual nature.

## **B. TOBACCO, ALCOHOL, AND DRUG POLICY**

Tobacco, alcohol, and drugs are recognized health hazards and are federally controlled substances. SJHS cannot and will not condone their use by students entrusted to its care at any time. As stated previously, **any action that reflects negatively on the SJHS community may result in disciplinary actions. SJHS students are viewed as representatives of SJHS even when not in uniform. A student’s out of school behavior reflects their personal integrity.**

Procedures for suspension and expulsion described in this handbook shall be followed. The school policy on tobacco, alcohol, and drugs comes from the Diocesan Policy Handbook.

**Tobacco** - The use of tobacco products in the school building, at school functions, during school hours, or while wearing a school uniform is strictly prohibited by state law, diocesan and school policy. Incidents involving tobacco use make the student subject to disciplinary action.

**Alcohol** - No alcoholic beverages shall be brought onto, carried onto, purchased, sold, or consumed by minors on the property of SJHS or at school-sponsored events held at other locations. No student who is under the influence of such alcoholic beverages shall be present on school property or at school functions held elsewhere. Violators of this serious regulation are liable to civil prosecution in addition to the school’s disciplinary action. Parents of students violating this rule will be contacted immediately and proceeding initiated to determine the consequences for students involved. Any student who has in his/her possession, uses, or is under the influence of alcohol during school hours, or during attendance at school-related events, is subject to suspension and parental notification. All such incidents make the student subject to additional disciplinary actions by the principal and may include expulsion. Readmission to classes will be contingent upon the student’s successful adherence to the disciplinary program defined by the principal. Achievement or work performed by the student during this contingency period will be accepted only on a tentative basis. Failure to take part in such a program will result in additional retroactive suspension, such as any work or achievement accomplished by the student during the contingency period will be nullified. If a student fails to complete satisfactorily any aspect of the disciplinary program defined by the principal, the student will be expelled from SJHS.

**Drugs** - Any student who has in his/her possession, uses, or is under the influence of any unauthorized substance (as defined by the Uniform Controlled Substance Act, West Virginia Code, Chapter 60A, Article 6, Section 605) during school hours or during attendance at school-related events, shall be suspended immediately, and parents will be contacted. Any student who gives, sells, delivers, or administers a controlled substance to any person (student, visitor, etc.) during school hours, within the school building, and/or at school-related events, will be suspended immediately, and parents will be notified. All such incidents make the student subject

to additional action by the principal and may include expulsion. Readmission to classes will be contingent upon the student's successful adherence to the disciplinary program defined by the principal. Achievement or work performed by the student during this contingency period will be accepted only on a tentative basis. Failure to take part in such a program will result in additional retroactive suspension, such as any work or achievement accomplished by the student during the contingency period will be nullified. If a student fails to complete satisfactorily any aspect of the disciplinary program defined by the principal, the student will be expelled. School officials shall notify appropriate law enforcement officials of all cases of drug law abuse. This step is not discretionary; school authorities are required to report these incidents to the police.

### C. PROBATION

Probation may result from a single action or a pattern of inappropriate behaviors. A student is placed on probation for a set period of time during which the student remains at SJHS for a trial basis. During this time, the student's progress is closely monitored by the student's teachers, guidance counselor and administration. Conditions of probation are determined by the principal. If a student violates the terms of probation, removal from SJHS will be considered. At the end of the probation period, a decision will be made by the school to remove or continue the probation status or expel the student. During a period of social probation, the student may attend his/her regular classes but is barred from attending or participating in any school activities (on or off campus), including clubs/organizations and athletic activities, for the duration of the probation. Off campus lunch privileges are revoked if the student is a junior or senior during social probation. At the conclusion of the probationary period, the student may return to academic, athletic, and extracurricular activities as appropriate.

### D. DISCIPLINE POLICY

SJHS offers an invaluable opportunity for learning and spiritual development to those who seek to benefit from its programs. To ensure this opportunity for all students, SJHS is committed to a policy of progressive discipline, requiring appropriate student conduct and an attitude towards accepting both the ownership and consequences of actions. Inappropriate behaviors that distract from the learning environment are unwelcomed behaviors. As all behaviors are choices, the student choosing such misbehaviors will receive progressive discipline.

In-house suspension: In-house suspension is for repeated offenses. School work missed due to in-house suspension may be completed for 60% credit.

Out of school suspension: Suspension is reserved for serious offenses. A parent meeting will precede a suspension to review the length of time of suspension. **School work missed due to suspension cannot be made up.**

Expulsion: Expulsion is a disciplinary action reserved for very serious offenses, or repeated offenses, of which all previous and progressive levels of disciplinary action have proven ineffective. This final measure may be deemed appropriate if the student's persistent or blatant choices of behaviors are determined to be a definite hindrance to the welfare, progress, and learning environment of the student and/or school community. The decision for expulsion is an administrative one, made after appropriate investigation and in consultation with the pastor, principal, and all parties involved.

It is expected that discipline will be the joint responsibility of the classroom teacher, school leadership, the student, and parents. The levels of progressive discipline are described below and are maintained by **semester**:

## **PROGRESSIVE DISCIPLINE CHART – BEHAVIOR and DRESS CODE**

1 <sup>st</sup> Behavior Report:	Warning, conference with student, contact parents
2 <sup>nd</sup> Behavior Report:	Call and letter to parents
3 <sup>rd</sup> Behavior Report:	In-house suspension (one day)
4 <sup>th</sup> Behavior Report:	In-house suspension (one day)

**Students with four (4) or more behavior reports cannot be considered for homecoming or prom court or serve as a member of student council.**

5 <sup>th</sup> Behavior Report:	Out of school suspension (one day)
6 <sup>th</sup> Behavior Report:	Out of school suspension (two days)
7 <sup>th</sup> Behavior Report:	Parent must come into school with the student before he/she may return to school

## **PROGRESSIVE DISCIPLINE CHART – CELL PHONES IN CLASS**

1 <sup>st</sup> Behavior Report:	Warning, conference with student
2 <sup>nd</sup> Behavior Report:	Call and letter to parents
3 <sup>rd</sup> Behavior Report:	Cell phone must be turned into office each morning for one week.
4 <sup>th</sup> Behavior Report:	In-house suspension
5 <sup>th</sup> Behavior Report:	Cell phone must be turned into the office each morning for four (4) weeks
6 <sup>th</sup> Behavior Report:	Out of school suspension (one day)
7 <sup>th</sup> Behavior Report:	Parent must come into school with the student before he/she may return to school

As our Catholic schools are in the forgiveness business, discipline records are erased **after each semester**. A student's persistent acts of misconduct or inappropriate behavior choices, however, will result in progressive levels of suspension that could lead to expulsion. **Both curricular and extracurricular activities are suspended during an out of school suspension.**

### **E. DISCIPLINE COMMITTEE**

Students with a total of 10 combined behavior reports (behavior, dress code, cell phone) must meet with the Discipline Committee and the parent(s)/guardian(s) to decide a plan of action to correct the problems. The Discipline Committee will consist of two teachers and an administrator. **If discipline problems continue and 15 behavior reports are reached, the student will most likely be asked to withdraw from SJHS.**

### **F. HONOR CODE VIOLATIONS**

SJHS places a high value on honor. We see honor as a total part of the person – his/her academics, character, relationships, behavior, etc. Honor demands trustworthiness on the part of all students in all areas of their lives. Acts of dishonor or dishonesty, such as plagiarism, lying, cheating or stealing, are serious choices with serious consequences. **All students are asked to agree to and sign the Honor Code Pledge at the beginning of each school year.** The Honor Code Committee will consist of 3-4 teachers and an administrator. This committee will meet to make recommendations on each honor code violation. Violations of honor include but may not be limited to the following examples:

1. Cheating on exams, quizzes, or any assignment by means of resources unapproved for the specific task (such as books, cheat sheets, other students or their work, etc.)
2. Plagiarizing any materials for any assignment. This includes misuse of internet resources, other student's work, or any published texts.
3. Letting another student copy your work, whether it is homework, tests or classroom assignments.
4. Having a phone out during a test – for ANY reason- will be considered an honor violation.
5. Stealing, lying to faculty or staff members, or any other dishonest action of a serious nature.

In the event of an honor code violation, the following disciplinary measures will be taken. **The penalties shown below apply to the violator, as well as the accomplice, if applicable.** These measures will be cumulative for the duration of each school year:

1. First Offense
  - a. Automatic zero on assignment (for violator and/or accomplice).
  - b. Meeting with committee and student.
  - c. Parents are notified by letter.
  - d. Meeting with committee, student, and parents may be set up by any of the parties.
2. Second Offense
  - a. Steps from First Offense.
  - b. Documentation of incident is placed in the student's disciplinary file, but may be removed if no other violations occur in the current school year.
  - c. Student is given one day of in-house suspension.
  - d. Student is immediately suspended from National Honor Society, Mu Alpha Theta, and Student Council for the remainder of the current school year.
3. Third Offense
  - a. Steps from First Offense
  - b. Documentation of incident is placed in the Discipline File permanently.
  - c. Student will be permanently expelled from (or not be permitted to be inducted into) National Honor Society, Mu Alpha Theta, and Student Council for the remainder of his/her high school career.
  - d. Student will not be eligible for Valedictorian or Salutatorian in their senior year.
  - e. Student is given two days out of school suspension and no work may be made up.
4. Fourth Offense
  - a. All of the above penalties apply.
  - b. After consultation with the student, parents, principal and pastor, a decision will be made as to whether or not the student will be permitted to return to SJHS in the following academic year.

## UNIFORMS

Part of the “package” at SJHS is the school uniform. When parents enroll their children in our school, it is with the understanding that the uniform code, along with the other school expectations, regulations, and policies will be followed. Uniforms are just that – uniforms. They are not intended to reflect the fashion trends of the moment. This includes clothing, accessories, jewelry, shoes, hair, etc. The purpose of the school uniform is to contribute to the academic atmosphere of the school, to give students a feeling of equality, to provide a visible sense of school unity and identity, and to cut clothing costs.

### **Uniform policies:**

Uniforms are required for all students beginning the first day of school. The dress code is in effect from 7:50am until 3:00pm, including lunchtime, both on and off campus. Students will not be permitted in class if they are in violation of the dress code. **The First Period or Homeroom teacher is responsible for checking the dress code of each student.** Students sent to the office for being out of uniform will be expected to:

1. Correct the problem immediately. This may include, but not limited to, changing clothes, removing a t-shirt, etc.
2. If the problem cannot be corrected immediately at school, parents will be notified to bring appropriate clothing to the student, take their child home to correct the problem, or give permission for their child to drive home to correct the problem.
3. Any student that refuses to come to the office when asked to leave by the teacher will be suspended out of school for 2 days.

**Uniform guidelines:**

Determination regarding appropriate wear and grooming will be determined by the faculty and staff.

1. Students not dressed in the proper school uniform will not be admitted to class.
2. All clothing must be in good repair: Students wearing clothing which is not hemmed, or which is torn, frayed, faded, worn, stapled, pinned, or taped will be considered out of uniform. Immediate steps must be taken to correct the problem, and the consequences for being out of uniform shall apply.
3. Clothing may not be rolled up.
4. No hats, bandanas, coats, or non-uniform jackets, sweaters or sweatshirts are to be worn in the building during the school day.
5. Dress and grooming must be neat and clean. It is expected that hair should be neat and clean at all times. Unbecoming, bizarre or distracting hairstyles/colors are not permitted. There should be no writing on shoes, clothing, or body parts. Permanent body art may not be visible.

**Uniform code:**

All uniform tops (polo shirts, oxford shirts, fleece jackets, sweatshirts and sweaters) can only be purchased from Lands' End, Hometown Sportswear (Barboursville) or Dan's Sport Shop (Huntington). Uniform bottoms may be purchased anywhere, as long as they meet the uniform code as described below:

**Shirts:** Shirts may be "polo" type in navy or white with the St. Joseph Central Catholic High School logo. Long and short sleeve polo shirts are available, as well as long and short sleeve light blue and white oxford shirts. Shirts must be size appropriate and **tucked in at all times**. Students may not write the logo on a shirt and expect it to be approved. (Items must be purchased from Lands' End, Hometown Sportswear or Dan's Sport Shop.)

**Ties:** Ties are an option and may be worn with the light blue and white oxford shirts only. Ties are NOT to be worn with polo shirts. The uniform tie is plaid (Clear Blue Plaid) and can only be purchased through Lands' End.

**Undershirts:** While optional, if worn, undershirts **must** be solid white with **no** printing on them. Undershirt sleeve length must match that of the uniform shirt - long sleeve shirts **may not** be worn under the short sleeve polo.

**Pants:** Only "Dockers" style cotton pants that are either khaki or navy in color are permitted. Pants must have a straight, trouser leg. Skinny leg or leggings-like pants are strictly prohibited, as well as corduroy, cargo, hip huggers, low cut waist, "jeggings," capris, baggy seat, excessively long pants that drag the ground, bell or flare bottoms, slits on the sides, jeans, denim, or pants with rivets on the outside pockets. **Shorts are not allowed.**

**Shorts and Skirts: ARE NOT ALLOWED.**

**Skorts:** Material of skorts (shorts built into skirts) is to follow the same guidelines as pants above. Skorts can be either plaid, (Clear Blue Plaid through Lands' End) khaki or navy in color. **They must not be higher than two inches (2") above the knee.**

**Sweaters:** Navy sweaters and sweater vests with white or light blue oxford long-sleeve shirt may be worn with the St. Joseph Central Catholic High School logo. (Items must be purchased from Lands' End, Hometown Sportswear or Dan's Sport Shop.)

**Sweatshirts:** Crew neck sweatshirts are available in grey or navy and may be worn during the day as part of the uniform and must have the St. Joseph Central Catholic High School logo on them. **Hooded sweatshirts are not to be worn at ANY time.** (Items must be purchased from Lands' End, Hometown Sportswear of Dan's Sport Shop.)

**Fleece Jackets:** Grey or navy fleece zip-up jackets may be worn during the day as part of the uniform and must have the St. Joseph Central Catholic High School logo on them. **No other outer wear is permitted in class.** (Items must be purchased from Lands' End, Hometown Sportswear of Dan's Sport Shop.)

**Shoes/Socks:** Dress, boots, boat, and athletic shoes may be worn. Sandals, slippers, house shoes or extreme heels will not be permitted. Shoes and socks are to be neutral in color; no excessive colors or designs. Socks must be worn while wearing athletic and dress shoes. Students are not permitted to wear shoes that are backless, half backs, or open toed. **Shoes must be worn at all times.**

**Belts:** Belts must be worn at all times.

**Jewelry:** Only girls are permitted to have ear piercings and they may not have more than 1 earring in each ear in the lower lobe only. No other type of visible body piercing is allowed. If boys or girls wear other jewelry (necklace, bracelet) it should not be more than one and it cannot be distracting. Boys are not permitted **any** type of visible body piercings. Faculty or staff may require a student to remove jewelry if offending or distracting.

**Casual Dress-Down Days:** When a dress-down day is scheduled, students are **not** permitted to wear shorts, sweatpants, hooded sweatshirts, wind pants, sandals or slippers. Boys are not permitted any type of visible body piercings. All dress must be appropriate and modest. Permanent body art may not be visible.

**Hair and Facial Hair:** Hair color for boys and girls is to remain natural in color. Hair styles cannot be distracting or excessive. Boys' hair must be of moderate length, cut above their collar, neat and clean at all times. Boys are not permitted to wear a ponytail. **Boys are required to shave whenever it is necessary as there is to be no visible facial hair, including sideburns** (seniors may have a mustache). If a haircut is needed, the student will be given three (3) days to meet the requirements of the dress code. **Students who have a constant problem with following these rules will be suspended out of school.**

**NOTE:** All finite areas of the dress code cannot be spelled out. The administration has the authority to make the final decision. **No student will be allowed to take exams if they are not in dress code.**

## STUDENT LIFE

The various co-curricular and extracurricular activities offered by SJHS are considered vital ingredients of the school's program of total education. These activities enable students to gain valuable experiences that would not otherwise be provided by a strictly academic program. Each student is encouraged to participate in several activities each year.

### A. ACTIVITIES, ORGANIZATIONS AND CLUBS

SJHS offers a variety of activities, organizations and clubs for our students: Book Club, Fellowship of Christian Athletes, Key Club, Latin Club, Mu Alpha Theta, Music Ministry, National Honor Society, Outdoor Recreation, Pro-Life Ministry, Spanish Club, Spirit Club and Student Council. Details about these clubs can be found on our website.

1. **Mu Alpha Theta** is “an organization dedicated to promoting scholarship in mathematics and establishing math as an integral part of high school and junior college education.” Founded in 1957 by Dr. and Mrs. Richard Andree at the University of Oklahoma, Mu Alpha Theta now has more than 88,000 student members in more than 1,800 schools. At SJHS, Mu Alpha Theta was chartered in April 2001 with twenty-four (24) inductees. In order to be eligible, each member must have completed one (1) semester of Algebra II and obtain a 3.5 GPA in mathematics and a 3.0 GPA overall.
2. **National Honor Society** – members must meet five (5) specific eligibility requirements. **The initial requirement to be eligible for the NHS is to maintain a scholastic average of 93% or higher.** Each student must then meet the membership criteria of leadership, service, character, and citizenship. In addition, students must have undertaken leadership roles in both the classroom and in extracurricular activities where their service to the school and community is invaluable. Selection for membership to the NHS is made according to the by-laws of the NHS and by the entire faculty and administration of the school.

### B. ELIGIBILITY

Students shall meet the WVSSAC and SJHS eligibility guidelines in order to participate in all school athletic and extracurricular activities. Students are expected to maintain at least a 2.0 GPA to be eligible. However, in all cases, a student with behavioral problems can be recommended for ineligibility from all extracurricular activities by the principal.

Eligibility is determined for each semester by examining the student's GPA for the previous semester. If a student does not maintain a 2.0 average for the first semester, he/she will be ineligible for participation the second semester. If at the end of the third quarter the student earns a 2.0 average, he/she becomes eligible at that time (the beginning of the fourth quarter). If the student does not maintain a 2.0 average for the second semester, he/she will be ineligible for participation the first semester of the following year. If, during the first quarter, the student earns a 2.0 average, he/she become eligible at the beginning of the second quarter. If the student attends summer school, summer school grades will affect the GPA. For the purpose of computing the GPA after summer school, all the student's grades from the second semester plus summer school grade(s) will be used to determine GPA. No classes or grades are dropped; all classes taken are used in calculating GPA.

Grades will be analyzed each quarter to determine eligibility. Students who fall below the 2.0 minimum GPA at the end of the first and third quarters will be placed on probation and may lose eligibility.

## C. ATHLETICS

Interscholastic athletes at SJHS are governed by the rules and regulations of the WVSSAC. All athletic programs and organizations are under the jurisdiction of the principal, with the athletic director serving a major role in the organizing, budgeting, scheduling, ordering, supervision of coaches, and general supervision of all aspects of the athletic program. The sports available at SJHS are based upon student interest and support as well as budgeting concerns.

If a student is suspended at school, that student is also suspended from athletic practices, games, etc. for the **FULL DAY** on the day(s) suspended. In addition, if a student is suspended for a Friday, the suspension holds for Friday evening but does not continue for Saturday unless the student is also suspended for Monday.

### Athletic Teams:

1. Fees and Physical Examinations: In order to sign up for a team, a student must have a WVSSAC doctor's physical examination form on file in the SJHS athletic office. Physical forms completed after June 1<sup>st</sup> of a particular year are accepted for the school year commencing in August. Based on their best judgment, coaches will determine how much playing time athletes receive. Payment of the annual athletic fee (\$55) does not guarantee that the student will receive playing time.
2. Equipment: Equipment and uniforms are school property, unless you are asked by a coach to pay for a specific part of a uniform. Students using this property are expected to be responsible for it and to take proper care of items assigned to them or used by all team members. Uniforms and other items assigned to individual students are to be kept clean and in good repair. Immediately following the end of a season, students must return all equipment and uniforms in good condition. Lost or damaged articles must be paid for at full replacement cost. Failure to return all school-owned items will result in the holding of a student's report card (transcript and diploma if applicable) and the student will not be issued a uniform for another sport until the matter has been satisfactorily resolved with the school office.
3. Jobs: Because of major time commitments required to succeed academically and athletically at SJHS, student athletes should not obligate themselves to jobs that interfere with practices or competitions.
4. Transportation: SJHS is not fortunate enough to have buses for transportation to and from sporting events. It has always been the sole responsibility of parents/guardians to transport their child to each and every practice, as well as games/matches/tournaments. If a parent allows his/her child to drive to an event, the parent is solely responsible for his/her child and any other individual(s) that they allow to be in the vehicle. It is not recommended that students drive themselves to "away" events, especially those that are outside of our tri-state area. Our students are young, inexperienced drivers and should not have the responsibility of finding foreign fields or schools. It is also not recommended that your child give rides to other students due to the distraction possibilities while driving. As parents/guardians, the decision as to how your child is transported is ultimately your decision.

# SCHOOL FACILITIES

School facilities are for the use of all students. Students are expected to accept personal and community responsibility for the condition of the building. A clean building contributes to an atmosphere of pride and order. Students are expected to act responsibly and maturely and not to endanger the wellbeing of themselves and others. Disposing of litter and trash in trashcans and wastebaskets around the school is expected.

**CHEWING GUM IS PROHIBITED IN THE SCHOOL BUILDING AND ON SCHOOL PROPERTY.**

## A. LOCKERS

Lockers are a privilege and are provided for students to use for storing books and personal belongings during the school day. SJHS is not responsible for items taken from lockers. Each student is responsible for his/her locker and its condition during the year. Failure to adhere to locker guidelines and expectations will result in loss of locker privileges.

1. Personal items are to be kept in the lockers during class time, including cell phones and book bags.
2. No individual may invade the privacy of another person by entering, borrowing from, tampering with, or vandalizing another's locker. Graffiti, vandalism, and practical jokes have no place in the SJHS community.
3. Payment for repair of locker damage is the responsibility of the student.
4. School authorities reserve the right to search lockers at any time.
5. **Students are to keep their lockers CLOSED/LOCKED at all times.**
6. Students are expected to keep their lockers clean and neat. **Inappropriate items, including pictures and other items not in keeping with the SJHS philosophy, may not be kept in lockers.**
7. Students should use common sense regarding the personal items they bring to school. **Large sums of money and valuable articles should not be brought to school.** The school cannot be responsible for a student's belongings.
8. Articles lost or found should be reported to the office. Items not claimed by the last day of school will be disposed of. Students should check the lost and found table outside the office during the week of final exams.

## B. ENTRANCE

The school has multiple doors and entrances that should remain locked at all times. Visitors should enter through the 13<sup>th</sup> Street doors and check in at the office. For obvious safety reasons, outside doors (including gym doors) are not to be propped open, and no one is to be admitted through locked doors.

## C. HALLWAYS

Out of respect for the learning process during class time, students may not be in the hallways unless on official school business. **Students must have an authorized hall pass from a teacher if they are out of the classroom during class time. Students should take all books, supplies, etc. to class, as they are not allowed to retrieve materials from lockers once the class bell has rung.**

## D. LIBRARY

Students using the library are to maintain quiet so that they, as well as fellow students, may accomplish their work. Borrowed books may be kept as needed with the permission of the librarian, but all borrowed books must be returned by the end of the current quarter. A fine is charged for overdue books. The student who checked out a book is responsible for replacement cost of lost books. Students will not be allowed to take mid-term or final exams and seniors will not graduate if they owe fees to the library.

## E. GYM

The gym is used throughout the day for classes. Only those students assigned to class in the gym are to be present in the gym. Athletic footwear must be worn when using the gym. In order to preserve the finish on the gym floor, students should walk around the perimeter rather than across the playing area.

## F. LOCKER ROOMS

The locker rooms are provided for use by the students in the physical education classes. The physical education teacher will discuss specific rules concerning the locker rooms and gym. Student safety is a major concern. Students are to conduct themselves responsibly and maturely while in the locker rooms. Failure to behave appropriately in the locker room will result in a student's loss of locker room privileges.

## G. BREAK

During the break period, all students are restricted to their designated floors. Food and drinks are permitted in the hallways, **but not in any classroom**. Drink and snack machines will be open during morning break. **ALL DRESS CODE REQUIREMENTS ARE TO BE FOLLOWED DURING BREAK.**

## H. LUNCH

Lunch is ordered every day from different local vendors. Order forms for lunch are located in the office and on our website. Students can place their lunch orders on a weekly or daily basis, but must place their order before the 8:00am bell. **Orders must be paid in full at the time they are placed. There will be no charged lunches.**

Parents delivering food can bring the lunch into the school office prior to Noon, or have deliveries made to the students **AS LONG AS THE FOOD IS PAID FOR**. Students will not be allowed to leave class to pay for a delivery.

**Freshmen and sophomore students are to eat lunch in the café.** In order to keep this area clean, everyone must cooperate. Students are expected to clean up after themselves, disposing of trash in the trashcans. Spills are to be cleaned up.

**Junior and senior students are allowed to go off campus, as far as Speedway for lunch, under the supervision of a faculty member.** They are also allowed to use the picnic shelter immediately east of the school parking lot. **If a student goes outside of these boundaries, he/she will be suspended out of school.**

**Students are not allowed on the second and third floors during lunch unless they are accompanied by a faculty or staff member.** From time to time there are club/organization lunchtime meetings. Students attending these meetings are expected to stay in the meeting room for the duration of the lunch period. Students are not permitted to wander the hallways during lunch.

**ALL DRESS CODE REQUIREMENTS ARE TO BE FOLLOWED DURING THE LUNCH PERIOD.**

## I. PARKING

Students holding a valid driver's license are permitted to drive to school. **Students are ONLY allowed to park in the designated area that is assigned to them when the application form has been completed and the \$30 fee is paid. STUDENTS ARE NOT ALLOWED TO DRIVE TO SCHOOL AND PARK ON 6<sup>TH</sup> AVENUE OR 13<sup>TH</sup> STREET, EVEN IF THE FEE IS PAID.** Once the application is approved and the fee is paid, the student will receive a sticker that must be displayed in the corner of the rear window (driver's side). Seniors and upperclassmen are given first priority to parking spaces. Students violating these restrictions or operating vehicles in an unsafe manner are subject to having their privilege revoked.

The act of bringing a motor vehicle upon school property allows school officials to presume consent by the student, parent/guardian, or owner of the vehicle for a search of that motor vehicle if there is reasonable cause. Refusal by a student, parent/guardian, or owner of the vehicle to allow such a search will be cause for termination of the privilege. At the discretion of administration, the police may be called to assist in the search of a student-operated vehicle brought onto school property.

## COMMUNITY SERVICE REQUIREMENTS

An important part of our mission at SJHS includes preparing students for a life of service beyond high school. Service is a strong element of our Christian community and a vital part of the school's obligation to foster conscientious citizens.

### Guidelines/Requirements:

1. All students are required to perform a **minimum of 18 community service hours** each school year.
  - a. A minimum of four (4) hours must be performed for church.
  - b. A minimum of four (4) hours must be performed for school.
  - c. A minimum of four (4) hours must be performed for community.
2. Half of the required hours are due before mid-term exams (9 hours). If these are not completed, the student will not be allowed to take mid-terms.
3. The other half of the required hours are due before final exams (9 hours). If these are not completed, the student will not be allowed to take final exams and they will not be promoted to the next grade, or if they are a senior, they will not graduate.
4. **If students do not meet the above requirements at the end of each semester, they will not be eligible to practice with or play on any school sports team for the next semester until the requirements are met. If a student is found to be practicing or playing while they have incomplete service hours, they will not be eligible for sports for an entire school year.**
5. Students cannot receive more than ½ of the required hours on any one assignment (9 hours).
6. A community service form must be filled out and turned in to the office for every service project completed. Forms are found in the office or on the school's website.
7. During the summer preceding the academic year, students may earn community service hours for the upcoming school year.
8. All community service hours include service performed outside of regular school hours.

## **ADDENDUM: SPECIFIC SCHOOL AGREEMENTS**

### **1. St. Joseph Central Catholic High School Student Activities Agreement**

Students are encouraged to participate in school sports and other activities while attending St. Joseph Central Catholic High School. These are meant to build character, confidence, a sense of fair play, and commitment to working cooperatively. Participation in school activities is a privilege earned through dedication, hard work, and self-discipline. When our students are participating in school-sponsored activities (field trips, athletics, community service projects, clubs/organizations) out in the community, they are representing the school. As such, they are expected to act in accordance with school policies and guidelines. Students involved in school-sponsored activities must:

- Be in compliance with school policies stated in the Parent-Student Handbook, with particular emphasis on guidelines relating to academic performance, behavior and attendance;
- If appropriate, meet eligibility requirements established by the WVSSAC; and,
- Meet requirements established by adults responsible for supervision.

**Failure to adhere to these guidelines (during the school day or outside of the school day) or coaches' requirements for individual sports or activities will result in disciplinary action including, but not limited to, suspension or dismissal.**

## 2. St. Joseph Central Catholic High School Dance Policy

School-sponsored activities at St. Joseph Central Catholic High School provide opportunities for students to socialize in a safe atmosphere, one that reflects the philosophy and expectations of our Catholic school.

Our school hosts two dances each year for its students – Homecoming and Prom. Dances are from 8pm to 11pm, with the exception of Prom (Promenade and dinner prior to the dance). All students in grades 9-12 are invited to Homecoming. Prom is only open to Juniors and Seniors, although a Sophomore or Freshman may be an invited guest of a Junior or Senior. Students are allowed to attend from another school if they meet the above-listed grade requirements and are accompanied by a St. Joseph Central Catholic High School student. A guest form, which is found in the office or on our website must be completed prior to purchasing dance tickets.

**Behavior:** All students who attend school dances are expected to behave and dress appropriately. Students are expected to observe all laws concerning drug, alcohol and tobacco use, as well as the code of behavior set by the school in the Parent-Student Handbook. These policies are to ensure that everyone is treated with respect and that an appropriate atmosphere is maintained. Behavior that disrupts the dance or fails to respect the human property rights of others is unacceptable. At the dance, such behavior will be dealt with according to the rules and regulations of the school. Upon returning to school, the student is subject to the disciplinary guidelines laid out in the Parent-Student Handbook.

- A. School rules concerning general conduct, vandalism and the use of controlled substances shall be enforced at all times.
- B. Lewd and/or vulgar dancing/conduct is not permitted: no groping, exposing underwear, simulated and/or explicit sexual behavior, including but not limited to, “twerking” and prolonged kissing, etc.
- C. The use of alcohol, drugs or tobacco is not permitted. The administration of St. Joseph Central Catholic High School also reserves the right to require a student whose behavior evidences the possibility that he/she may have been drinking to comply with an alcohol screening. If a positive alcohol reading is found in the course of the screening, parents will be notified and the student will be removed from the activity immediately and further disciplinary action may be taken.
- D. Students must arrive and remain at the dance for the above stated time unless a written note is received from the parent or a faculty/staff member speaks directly to a parent.

**Failure to comply with any of the dance policies will result in notification of parents who will be asked to pick up their child from the dance, immediately.**

### 3. St. Joseph Central Catholic High School Internet Use Agreement

It is the goal of St. Joseph Central Catholic High School to provide Internet access and its resources available to both the students and the faculty/staff. This service is to promote educational excellence in the school through resource sharing, innovation, and communication globally.

The use of the Internet at our school as part of an educational program is a privilege and not just a direct right. The school reserves the right to monitor all computer and Internet activity by students. Students should have no expectations of privacy in their use of school computers. St. Joseph Central Catholic High School will make no warranties of any kind, expressed or implied, for the service of computer use that it is providing for its students. You use information from the Internet at your own risk and the school will not take responsibility for the accuracy or quality of information gained from research done through the school services. Therefore, I understand the following guidelines will be used for all of my computer work at the school:

- A. I understand that individuals have the right and responsibility to access the Internet to facilitate diversity and personal growth in technology, information gathering skills and communications.
- B. I will abide by proper network etiquette, such as using appropriate language, being polite, and not revealing home addresses, phone numbers or photos of students, faculty, staff or myself.
- C. I will not copy or download copyrighted materials, and I will not use material obtained on the Internet as my own. All Internet sources used must identify the author, publisher, and the website address.
- D. I will not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users or misrepresent other users on the Internet. I will not reveal my password or logon with another student's password.
- E. Recognizing computer time, space and work is valuable: I will not attempt to introduce any virus that may disrupt service, and I will not download information into hard drive for permanent storage or download large files. Playing games during class including role-playing and fantasy games on school computers is prohibited.
- F. I will not send/receive unauthorized email, chat or blog unless under the direct supervision of the teacher as set forth in the classroom setting.
- G. I understand that accessing, submitting, posting, forwarding, downloading or displaying materials that are vulgar, obscene, abusive, sexually explicit or suggestive, threatening, discriminatory, harassing and/or illegal violates school policy.
- H. I will not engage in entering any website that is unacceptable by the school that requires personal profile information, such as Facebook, Instagram, Snapchat, etc. Skype or chat rooms are not to be used unless under the direct supervision of the teacher as set forth in the classroom setting.
- I. I will accept responsibility for keeping copyrighted software of any kind from entering the local area network or the wide area network via the Internet and will not make, sell or distribute unauthorized copies of software.
- J. I understand that hate mail, harassment, discriminatory remarks, cyber-bullying, threatening or obscene material and other antisocial behaviors are prohibited on the Internet.
- K. I will not use the school computers, networks or Internet access for purposes such as private financial gain, commercial, advertising or for any other personal use.
- L. Tampering with the equipment, altering programs, installing programs without authorization or reconfiguring any part of a computer are prohibited and will result in the loss of Internet and computer privileges.
- M. School administrators reserve the right to remove user accounts on the network to prevent unauthorized activity.
- N. School administrators reserve the right to define inappropriate behavior, pornographic material, antisocial behavior, and/or malicious use of the Internet.
- O. Violations of these guidelines will result in administrative actions including but not limited to the loss of computer use at the school, detentions, in-house or out-of-school suspensions or dismissal depending on the nature of the abuse.

#### **4. St. Joseph Central Catholic High School Internet/Intranet Publishing Permission**

The St. Joseph Central Catholic High School website, [www.stjosephhs.org](http://www.stjosephhs.org), as well as social media (Facebook) have become important sources of information for parents, students, alumni and interested members of the community. St. Joseph Central Catholic High School adheres to the following internet/intranet publishing guidelines:

- **Acceptable Student Content** – Student content that may appear on the St. Joseph Central Catholic High School website and Facebook page with a signed Internet/Intranet Publish Permission form (signed upon registration) is limited to (1) student’s first name and initial of last name (2) student’s photo, and (3) student’s grade level. All other student content (game statistics, poetry, short stories, artwork, etc.) appearing on the website and social media requires an individual content release signed by the student and the parents/guardians.
- **Privacy Protection** – At no time will any student’s personal information (last name, address, phone number, name of parents/guardians, etc.) appear on the St. Joseph Central Catholic High School website or Facebook page.

## 5. St. Joseph Central Catholic High School Personal Electronic Device (PED) Policy

St. Joseph Central Catholic High School is committed to a 21st century learning environment for students and staff, we are establishing a new policy to meet that goal. The school will now provide wireless access to the following personal devices to be used during school hours: personal laptops, tablets and Chromebooks (NO cellphones will be approved for classroom use). This policy will allow students and teachers to collaborate while using their own devices. Schools across the nation are now implementing this “Bring your own device” or BYOD policy in order to promote the use of their own technology to succeed in the 21st century environment.

Reasoning for this policy:

- Cloud based computing allows students to access their information from any computer.
- Using cloud based applications such as Google Docs eliminate the need to purchase specific software.
- Individuals have their own personal likes and dislikes when it comes to selecting a computing device.
- Economic times require unique strategies to enable student access to internet resources.
- Imposes no tangible cost to the school other than providing wireless access.

It is important to note that SJHS is a Windows-based environment and if students are using a Mac their assignments must be created in Google Docs as Pages or Mac presentations cannot be viewed on the teacher’s Windows-based computers. If a student is presenting from their own Mac it is their responsibility to provide appropriate adapter in order to hook to the projection system (Mac to VGA).

There is no wireless password; therefore, all devices (one per student) must be registered with the technology administrator in order to access the school’s wireless system as it is directly tied to the individual student log-in protocol. This takes a few minutes per student so it is important that they request registration at least one day prior to needed usage.

Recommendations:

Antivirus software-- options- Avast! Antivirus or AVG Antivirus both free

Software-- Adobe Flash Player, Adobe Shockwave Player, Adobe Reader and Java Runtime

The use of the SJHS wireless network is a privilege, not a right. All users are required to read, understand and sign the Acceptable Use Policy (AUP) for technology as put forth in the student handbook. Please note the following guidelines as failure to be in non-compliance can have consequences in varying degrees as stated in the AUP:

1. Devices may not be used to cheat on assignments, tests or quizzes.
2. Devices may not be used for non-instructional purposes such as text-messaging, phone calls, placing lunch orders, snapchat, Instagram, IM or other social media.
3. Devices are not to be used to record, transmit, or post photos or videos of a person or persons on campus at any time, which includes school activities, unless approved by the administration.
4. Devices are to be used in the school only to access computer files or internet sites relevant to classroom instruction.
5. Headphones are not to be used unless required by the teacher for individual assignments.

The student who possesses a BYOD shall be solely responsible for its care and security. The school is not responsible for lost, stolen, damaged or unauthorized use and is not liable for any claims arising from the previously mentioned instances.

## **6. St. Joseph Central Catholic High School Student – Parent Athletic Compact**

Just as we expect the best of our students, we expect the best from the caring adults in their lives. As parents of St. Joseph Central Catholic High School students, we agree to honor those core principles and practices in support of our student-athletes, as well as a positive learning process.

- Student-athletes and parents exhibit good sportsmanship and show respect for everyone associated with the program including teammates, coaches, staff, opponents, officials and fans.
- Student-athletes and parents recognize the importance of respect for coaches through discussions with each other, and highlight the critical nature of contributing positively to the team and its success.
- Parents give consistent encouragement and support to their children regardless of the degree of success, the level of skill and the time on the field.
- Parents are expected to attend school meeting at the outset of the season to meet coaches and school officials to learn first-hand about the expectations for participation in interscholastic athletics.
- Parents agree to abide by the rules guiding the conduct of sports, modeling the principles for their student-athletes. Parents are encouraged to cheer for good sportsmanship and great plays.
- Parents ensure a balance in their student-athlete's life by supporting participation in multiple sports and activities with academics placed first and foremost.
- Parents leave coaching to the coaches and do not criticize coaching strategies or the team's performance. Parents avoid putting pressure on coaches or athletes about playing time and performance.
- Parents serve as role models, understand the educational philosophy and support all programs and athletes while encouraging their student-athlete to do the same.

# **CONSENT FORM**

## St. Joseph Central Catholic High School Parent-Student Handbook Agreement

By signing this document, students and their parent(s)/guardian(s) explicitly accept the provisions set forth in the St. Joseph Central Catholic High School Parent-Student Handbook and agree to comply with all school policies, procedures, and expectations. The rules, regulations, and guidelines in this handbook are not designed to be all-inclusive. SJHS reserves the right to update the Parent-Student Handbook as deemed necessary by school administrators. Any amendments will be communicated via email and on the school's website.

I have received a copy of the St. Joseph Central Catholic High School Parent-Student Handbook for the 2016-17 school year. I understand that this document contains policies, procedures, and expectations which school community members are responsible to know and to follow.

I have read and agree to abide by all the policies, procedures, and expectations contained in the Parent-Student Handbook. I acknowledge that the information contained herein is subject to modification, change, and interpretation at the school's discretion.

I realize that the Principal reserves the right to change any procedure or rule, to fit a situation, if it is deemed to be too harsh or lenient. If you have a problem or foresee a problem with your child, please set up a conference before the incident escalates/occurs.

Print Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_

Print Parent/Guardian's Name \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_

**Parent/Guardian:**

Initial: \_\_\_\_\_ I understand that SJHS reserves the right to make changes to this handbook at any time during the school year. If changes are made, parents and students will be notified through the school's website as well as via email or US mail.

Initial: \_\_\_\_\_ I understand that the SJHS website, [www.stjosephhs.org](http://www.stjosephhs.org), is an important source of information for parents, students, alumni, and interested members of the community. I understand that SJHS follows internet/intranet publishing guidelines which are fully stated in the Parent-Student Handbook.

**INITIAL ONLY ONE:**

\_\_\_\_\_ I give \_\_\_\_\_ I DO NOT give permission for SJHS to include my child's information as it is stated in the St. Joseph Central Catholic High School Internet/Intranet Publishing Guidelines.