

**Saint Joseph  
Catholic High School  
Student/Parent Handbook  
and  
Code of Conduct  
2023 - 2024**



**Saint Joseph Catholic High School  
1790 Lake Street  
Ogden, UT 84401**

**Office: 801-394-1515**

**[www.stjosephutah.com](http://www.stjosephutah.com)**

**Principal: Clay Jones**

*Updated on August 1st, 2023*

## SCHOOL SONG

SAINT JOE HIGH, WE'RE FOREVER FOR YOU,  
WE WILL GUARD YOU 'TILL WE DIE.  
COME AND GATHER ROUND AND CHEER HER,  
TELL HER STORY – SAINT JOE HIGH.  
SHOUT THE PRAISES OF HER WARRIORS,  
SING HER GLORY – SAINT JOE HIGH,  
AND ON TO VICTORY URGE THE HEROES  
OF THE MIGHT SAINT JOE HIGH

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### SAINT JOSEPH CATHOLIC HIGH SCHOOL STUDENTS ARE:

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## OUR FOUNDATION, MISSION, AND PHILOSOPHY

### Our Foundation

Saint Joseph Catholic High School (hereafter known as the school) is a co-educational, Diocesan secondary school, administered by a Principal. She/he is appointed by and accountable to the Roman Catholic Bishop of the Diocese of Salt Lake City and is under the supervision of the Superintendent of Catholic Schools. The School's administrative policies, educational programming, and code of conduct uphold:

- The Church's official teachings on Catholic Education as promulgated in Papal and national Church documents.
- The Pastoral Directives of the Diocese of Salt Lake City.
- The policies and directives of the Catholic Schools' Office.
- Federal, state and local laws insofar as they apply to private religious institutions and their educational programs.
- Accreditation Standards of the Western Catholic Educational Association and the Northwest Accreditation Commission.

### Our Mission

#### *Saint Joseph Catholic High School Mission Statement*

Saint Joseph Catholic High School educates young people for life. We integrate Catholic values, beliefs and traditions within the context of a strong academic program that serves a diverse community. We partner with parents to foster the integration of the spiritual, intellectual, emotional, physical, and social dimensions of adolescents in a respectful, safe, and caring environment.

### Catholic School Leadership

The Principal in the Catholic schools of the Diocese serves as spiritual, educational and managerial leader, responsible for Catholic identity, academic excellence and the building of a faith/learning community. In this role, the Principal articulates the vision and goals of the school, giving witness to the values that make the vision a lived reality in the school and parish community.

At Saint Joseph Catholic High School the pastors of the parishes where the school is located assume responsibility with the Principal for pastoral leadership of the school. Regional pastors are encouraged to collaborate with the Principal when decisions may impact either the school or the parish. The Principles of Diocesan regional schools and high schools share responsibility with the Diocesan superintendent, in whom the bishop has entrusted the ministry of leadership for Catholic schools.

*Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 1430.*

### Our Philosophy

#### *Saint Joseph Catholic High School Philosophy*

*Adopted from the Philosophy of Education of the Sisters of the Holy Cross, a founding order of Saint Joseph Catholic High School*

Saint Joseph Catholic High School (SJCHS) is committed to its role in the teaching ministry of the Church. The school's educational ministry is rooted in the most important fact of history: God sent His Son to bring us life, to reveal to us the personal love of God for all people, and to call each person to build up the Kingdom of God. SJCHS participates in the Church's teaching ministry through a variety of secondary educational endeavors in northern Utah.

Together with family, Church, and society, SJCHS contributes to the development in its community of a spirit of intellectual inquiry and a desire for truth, and at the same time assists its community in the search to assume responsible roles in society.

SJCHS believes that each person is a unique human being created by God and endowed with a variety of talents and abilities, which can be discovered and nurtured within a learning environment in which all are challenged to personal growth and mutual responsibility. SJCHS strives to provide a community of learning in which each person is helped to reach maturity by developing a well-formed conscience and by contributing to the transformation of society.

SJCHS strives to form a community in which proclamation of the Gospel in word, action, and worship leads to a deeper faith and a commitment of service to others. The school acknowledges its responsibility to educate the poor, to expand the school's services to them, and to join with others in providing these services.

SJCHS is committed to preserving and enhancing its Catholic identity, to develop in its community a spirituality that is rooted in the call of all baptized persons to holiness and ministry, and to responsible governance according to Christian social principles.

Saint Joseph's Mission and Philosophy statements are clear about what our school intends to instill in our students. The statements were adopted from the Philosophy of Education of the Sisters of the Holy Cross, a founding order of Saint Joseph Catholic High School and further developed by the faculty, staff, and board. The board has both reviewed and revised the current statements. These are evident throughout school life through our community service and academic programs. They are also shown in our daily actions of prayer, teaching in and out of the classroom, and constant reminders of Saint Joseph charisms.

# **Saint Joseph Catholic High School**

## **Graduate Profile**

**Saint Joseph Catholic High School graduates are:**

### **SPIRITUALLY DEVELOPED**

1. Growing in their relationship with God, based on a basic knowledge of Sacred Scripture and the doctrine/traditions of the Catholic Church;
2. Praying, worshiping and participating in the life of their church community, prepared to be the future leaders of the Church;
3. Discerning vocations to the single, vowed, ordained or married states of life.

### **INTELLECTUALLY INTEGRATED**

1. Striving for excellence with high expectations for themselves and others;
2. Thinking logically, critically and creatively while appreciating and exploring general knowledge in all subject areas;
3. Developing the skills necessary for continued learning.

### **PERSONALLY MATURED**

1. Integrating Catholic-Christian values along with mature decision-making skills when making appropriate moral and ethical choices;
2. Developing life skills of stress and conflict management, goal setting, self-discipline and moral development;
3. Respecting and caring for oneself as well as for all persons and all of creation;
4. Preparing themselves to take on leadership roles and responsibilities within the community;
5. Leading by word and action even when it is difficult or unpopular;
6. Respecting and welcoming diversity;
7. Embracing the future with hope.

### **SOCIALLY ENGAGED**

1. Following the Catholic-Christian faith commitment and responsibility to the creation of a just society;
2. Serving others compassionately in response to faith, moving beyond self-interest;
3. Working with others toward a common goal;
4. Forming healthy, loving and respectful relationships.

**Saint Joseph, our guide and guardian, pray for us!**  
**Live Jesus in our Hearts, Forever!**

**Each year, as part of the registration process,  
students commit to the standards of action and attitude that our school and its  
Graduate Profile required.**

**The text of the Jayhawk commitment is included here:**

# JAYHAWK STUDENT COMMITMENT 2023-2024

**“Let no man have contempt for your youth,  
but set an example for those who believe in speech, conduct, love, faith and purity.”  
1 Timothy 4:12**

The Saint Joseph Schools are leaders on the Northern Front in creating an inclusive community which learns, prays, and serves: I am therefore a leader among leaders here, and I commit to being a leading member of the Saint Joseph Catholic High School community, a Jayhawk.

As a Jayhawk in the \_\_\_\_\_ class, I commit:

- To build our community and to participate generously in the spiritual life of our school at prayers and liturgies, in our service to others, in theological study and discussion.
- To recognize that our community comes from a wide range of beliefs and backgrounds, and to respect every member as we commonly seek virtue, grace and faith.
- To encourage our Jayhawk activities, by my words, attendance, applause, competitive assistance and participation.
- To support learning in our school at all times; by my own efforts to learn all I can; to cooperate with learning activities; to help my fellow Jayhawks to learn; and to generously respect and work with my Jayhawk teachers at all times.
- To embrace our Jayhawk community’s identifying characteristics:
  - Wearing our uniforms, colors and seal proudly and properly
  - Following the Code of Conduct, with its goals for our Jayhawk community of kindness, self-control and sobriety, respect and safety for all
  - Accepting corrections quickly and gracefully, and graciously giving and receiving forgiveness when I or others fall short in our Jayhawk commitment.

Students and parents should realize that the regulations listed in the Code of Conduct are not inclusive. The administration reserves the right to determine the severity of the situation and appropriate repercussions at the time an incident occurs.

I commit to being a Jayhawk.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Significant Dates (2023-2024)

New Student Orientation	<b>8/11/2023</b>
School Starts	<b>8/14/2023</b>
Labor Day-No School	<b>9/4/2023</b>
Homecoming dance	<b>9/23/2023</b>
End of Quarter 1	<b>10/12/2023</b>
Sadie Hawkins Dance	<b>10/21/2023</b>
Wine & stein	<b>10/21/2023</b>
Parent-Teacher Conference	<b>10/26-27/2023</b>
Fall break-No School	<b>10/13/2023</b>
PSAT	<b>10/25/2023</b>
All Saint Day - Schools Mass @ St. Joseph Church	<b>11/1/2023</b>
Professional Development for Faculty-No School for Students	<b>11/10/2023</b>
Thanksgiving-No School	<b>11/22-26/2023</b>
Final Exams, Semester 1	<b>12/13-14-15/2023</b>
Christmas Break-No School	<b>12/16 through 1/1/2024</b>
School Resumes	<b>1/2/2024</b>
Martin Luther King Jr. Day-No School	<b>1/15/2024</b>
Homecoming/J-Week	<b>1/22-26/2024</b>
Winter Ball Dance	<b>1/27/2024</b>
Winter Break & President's Day	<b>2/19/2024</b>



Fat Tuesday	<b>2/13/2024</b>
Ash Wednesday	<b>2/14/2024</b>
Fish Fry	<b>2/16-23, 3/1, 3/8 , 3/15, 3/23</b>
End of Quarter 3	<b>3/7/2024</b>
Feast of Saint Joseph	<b>3/19/2024</b>
Professional Development for Faculty-No School for Students	<b>3/7-8/2024</b>
Spring Break	<b>3/28/24 through 4/7/2024</b>
SPREE	<b>4/20/2024</b>
Prom Dance	<b>4/27/2024</b>
AP Testing	<b>5/6 through 5/17/2024</b>
Semester Exams for Seniors	<b>5/6 - 5/10 (Non AP classes)</b>
Semester 2 Exams for Underclassmen	<b>5/21,22,23/2024</b>
Last Day of Classes	<b>5/24/2024</b>

<b>Senior Graduation Dates</b>	
Senior Finals	5/6 - 5/10
Senior Farewell Assembly and Visit to the Elementary School	TBA
Baccalaureate Practice	5/13/2024
Baccalaureate Mass	5/14/2024
Commencement Practice	TBA
Commencement	5/17/2024

## Communicating with Saint Joseph Catholic High School

Your questions will be answered, and needs met most efficiently when you communicate directly with the person or office concerned with your issue. The school telephone number is 801-394-1515. After business hours, you may leave a voice message by dialing the appropriate extension number. You will receive an email and instructions for accessing information about your student via Renweb, our student database system. Faculty/Staff/ Administration can also often be reached at their email address which are generally their first initial, last name, followed by @stjosephutah.com

### Lines of communication

Open, supportive, and frequent dialogue between teachers, students, and parents provides an excellent environment for student success. Formal, scheduled conferences between teachers and parents/guardians are held twice a year. Additional meetings may be scheduled individually with your student's teacher or counselor. Parents who have questions or concerns about classroom situations, academic progress, extracurricular activities or behavior issues should follow the following procedures in this order:

- Students talk directly with the teacher, counselor, coach or moderator to discuss the situation.
- If the situation is not resolved the parents/guardian makes an appointment with the teacher, counselor, coach or moderator to discuss the situation. Concerns and/or complaints should be handled with the teacher/coach first.
- If there are further academic questions or questions about extracurricular activities speak with the student counselor. If it is still unresolved then contact the director of athletics or Dean of Students. Finally, if there is no resolution contact the vice principal.
- Parents then have the option to appeal to the principal whose decision is final. Any calls or inquiries made directly to administrators will be referred back through this communication hierarchy unless issues of legality or morality are involved.

#### List

**Sports:** Athletic Director

**Discipline:** Dean of Students or Vice Principal

**Records and class schedules:** Registrar

**Finances/bills/accounts/tuition:** School accountant/Principal

**Academic accommodations/ academics/grades:** Counselor or Vice Principal

**Attendance:** Office manager or Dean of Students

**Facilities:** Campus facility manager

**Lunches:** Office manager/Principal

**Renweb/Canvas:** Registrar

**Main Line: 801.394.1515**

## **Administration**

Principal - Clay Jones Ext. 513  
[clayjones@stjosephutah.com](mailto:clayjones@stjosephutah.com)

Vice Principal - Alex Salvo Ext. 519  
[asalvo@stjosephutah.com](mailto:asalvo@stjosephutah.com)

Dean of Students - Alex Salvo Ext. 519  
Assistant Dean of Students - Jessica Aydlette Ext. 518

Director of Athletics - Cindy White Ext. 104  
[cwhite@stjosephutah.com](mailto:cwhite@stjosephutah.com)

Director of Communication and Advancement - TBA Ext. 523

Office Manager - Tami Snell Ext. 101  
[tsnell@stjosephutah.com](mailto:tsnell@stjosephutah.com)

## **Attendance**

Attendance - Tami Snell Ext. 101  
[tsnell@stjosephutah.com](mailto:tsnell@stjosephutah.com)

## **Office of Admissions**

Director of Admissions - TBA Ext. 533  
[clayjones@stjosephutah.com](mailto:clayjones@stjosephutah.com)

## **Finance Office**

Finance/ HR Manager - Scott Reinhard Ext. 510  
[sreinhard@stjosephutah.com](mailto:sreinhard@stjosephutah.com)

## **School Counseling Center**

Director of Counseling - Rose Ybaben Ext. 105  
[rybaben@stjosephutah.com](mailto:rybaben@stjosephutah.com)

Social Worker- Lillia Horrocks Ext. 512

[lhorricks@stjosephutah.com](mailto:lhorricks@stjosephutah.com)

Intern Counselor - Tiffany Gibbs  
tgibbs@stjosephutah.com

Registrar - Kari Lane  
klane@stjosephutah.com

Ext. 525

### **School Facilities**

Director of Campus Projects and Maintenance - Wade Thompson  
[wthompson@stjosephutah.com](mailto:wthompson@stjosephutah.com)

Ext. 520

### **Campus Ministry**

Director of Campus Ministry - Cecilia Moya  
cmoya@stjosephutah.com

Ext. 531

## **Be Prepared!**

We will have a few drills to practice our action plans in case of an emergency. Our hope is that we will never have to use these action plans, but we should always be prepared for the unexpected.

### **Fire Drills**

When there is a fire drill or the fire alarm sounds, good order should be observed for safety reasons. Proceed quickly, quietly and in an orderly manner to the nearest exit and to the assigned meeting locations on campus. The route is posted in each room. Be sure to notice an alternative escape route in case the normal exit is blocked. Remain clear of the building until the "all clear" signal is given, then return to class.

### **Intruder Drills**

When there is an intruder drill, students should remain in their classroom or go to the nearest classroom and follow instructions. Students are not to use cell phones during drills, unless specifically directed by a teacher. Students will have an intruder drill a few times a year.

### **Threats**

Threats of any kind will be taken seriously with swift action whenever warranted. Students who make threats toward others, the school, or to themselves may be required to undergo a threat assessment. Appropriate action will be determined based on a full evaluation of the threat, circumstances, time, place, and nature of the threat.

### **Video Cameras**

Saint Joseph Catholic High School has invested heavily in video cameras throughout campus to assist in school safety and security measures. School personnel will utilize live or recorded video as deemed necessary to support our safety and security. For non-Saint Joseph Catholic Personnel, a subpoena is required to obtain access to the school video footage.

## **ADMISSION POLICIES AND PROCEDURES**

### **Criteria for Admission**

The decision to admit will be determined by the school's administration using professionally accepted criteria that include, but are not limited to: academic history, disciplinary record, Principal's recommendation, counselor recommendations, achievement test scores and placement exam score.

### **Admission Policy**

Students who successfully complete the 8<sup>th</sup> grade and receive a positive recommendation from their eighth grade Principal, are eligible for admission into the 9<sup>th</sup> grade of Saint Joseph Catholic High School. Students who successfully complete the 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> grades, and receive a positive recommendation from the administration of the previous school and fulfill all requirements comparable to those at Saint Joseph, may be considered for acceptance as transfer students. Saint Joseph does not generally accept students making applications for 12<sup>th</sup> grade, the senior year of high school. However, a 12<sup>th</sup> grade student with special circumstances (such as moving in from out of state) may apply for admission and will be given individual consideration. A grade point average of 2.0 (on a scale of 4.0) both cumulative and current, plus a good

attendance and citizenship record, are required of any student applying at any time for admission to the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grades. Students not meeting this requirement can be admitted on a probationary basis at the discretion of the Principal.

All students must have on file a copy of the student's birth certificate and immunization record.

### **Waiting List**

In the event that the number of qualified applicants exceeds the number of available spaces, the following criteria will be used:

- Students currently enrolled in Catholic elementary schools in the Diocese.
- Siblings of currently enrolled students, or alumni of Saint Joseph Catholic High School.
- Catholic students enrolled in Catholic schools outside the Diocese.
- Catholic students enrolled in public schools.
- Non-Catholic students not in any of the above categories.

### **Inclusion**

The Catholic Schools of the Diocese of Salt Lake support the concept of appropriate inclusion in our schools. Appropriate inclusion recognizes and affirms the unique learning styles of students with varying exceptionalities. It is within this context that children with special needs are welcomed into the Catholic school community. Catholic schools recognize their responsibility to provide a learning environment that fosters growth and considers the individual needs of the child. To the extent possible, Catholic schools will serve children with special needs in the general education classes.

### **Non-Discrimination and Compliance with Title IX of the Education Act**

Saint Joseph Catholic High School, under the jurisdiction of the Roman Catholic Bishop, the Superintendent and the Diocesan School Board, attests that it does not discriminate in admitting students of any race, color, gender, national and ethnic origin in its admission policies, treatment of students, and its employment practices. The school does not discriminate on the basis of race, color, gender, nationality, and ethnic origin in the administration of its educational policies, athletic and extracurricular activities or in other school-administered programs, in employment or promotion practices.

*Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policies 1200, 3000, 3010.*

### **TUITION**

The tuition schedule is set annually by the administration upon the recommendation of the School Board and is approved by the Superintendent and the Bishop. Information about the school's tuition schedule is available in the school office. Catholic students receiving the Catholic tuition rate must be on the rolls of a Roman Catholic parish of the Diocese and submit a copy of the student's Baptismal Certificate.

### **Contractual Obligation for Tuition**

This tuition contract represents a family's commitment to pay the entire tuition amount, or the adjusted amount due to financial aid, even if the above student leaves the school during the year or is expelled from the school for any reason outlined in the Student/Parent Handbook. On or after July 1, no portion of the tuition paid or due will be refunded or canceled in the event of absence, withdrawal for reasons other than family relocation out of the area (to be determined at the discretion of the Principal).

### **Methods for Tuition Payment**

Tuition may be paid in full prior to May 30th preceding the new school year or on a twelve-month schedule



## **PARENT INVOLVEMENT PROGRAM**

### **Purpose**

The school encourages each family's involvement through volunteer service that helps the school achieve two important goals. The first is to provide quality educational and extracurricular programs while keeping expenses and tuition down. The second is to create and maintain a strong sense of community among our families and school personnel.

### **The Obligation**

Regardless of the number of children they have enrolled in the high school, the administration asks each family to contribute at least twenty (20) hours of service to our school. Each family may volunteer beyond this required minimum and is encouraged to do so. The administration and faculty desire and prefer family involvement in the form of volunteer service. In lieu of it, a family will be billed at the rate of \$25 per hour. At the beginning of the school year, invoices will be sent indicating the 20 hours to be served over the year.

### **Other Conditions**

- A family's volunteers can include immediate and extended adult members (18 years old and up).
- Families having students in Grades 9-11 must complete their hours before the week of second semester finals; families having only graduating seniors must complete their hours by May 1st.
- A parent/guardian who requires a reduction in hours or other exception to the policy must contact the Principal. The exception must be noted and approved by the Principal on the commitment document.
- Hours accumulated after the closing date of the school year will be credited toward the family's obligation in the next.
- It is the family's responsibility to track its hours and to turn it into the school before the second week of finals.
- A family cannot credit hours in excess of the minimum toward another family's obligation.
- The administration of Saint Joseph Catholic High School coordinates this program.

### **Service Commitment Agreement**

Each family will sign a service commitment agreement before August 30th of the current school year or upon enrollment after that date. Copies will be distributed via the newsletter, on book days, and throughout the year in the school office.

### **Parent/Guardian Cooperation**

At Saint Joseph Catholic High School, the education of a student is a partnership between the parents and the school. Just as a parent has the right to withdraw his/her student if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership with the parent(s)/guardian(s) is irretrievably broken.

**PIP hours should be reported to SJCHS office: Tami Snell @ 801-394-1515**



## **SPIRITUAL AND COMMUNITY POLICIES**

**Saint Joseph Catholic High School graduates are:**

### **SPIRITUALLY DEVELOPED**

1. Growing in their relationship with God, based on a basic knowledge of Sacred Scripture and the doctrine/traditions of the Catholic Church;
2. Praying, worshiping and participating in the life of their church community, prepared to be future leaders of the Church;
3. Discerning vocations to the single, vowed, ordained or married states of life.

### **Community Service**

Students must complete the following community service hours:

1. 20 hours in grade 9 (School related service)
2. 25 hours in grade 10 (Parish related service)
3. 40 hours in grade 11 (Service organization related)
4. 50 hours in grade 12 (service project assigned by the school)

School service projects will count toward these totals. **Enter all hours in [www.innerview.org](http://www.innerview.org)**

### **Dress Code and Uniform Standards**

In today's fashion conscious culture, there is an overwhelming pressure to appropriate individual worth through one's outward image, which too often contributes to unhealthy attitudes and behaviors. At St. Joseph, we strive to encourage the students to express themselves through their character and individual personality and not through their outward appearance. Our mission is to serve God by providing a challenging academic education, rooted in Catholic values and morals.

#### **Uniform**

Students are expected to dress in a manner consistent with accepted Christian-community standards of good taste. Local school administration shall develop, publish, and maintain uniform and/or dress code regulations. Each Catholic school in the diocese requires the wearing of a school uniform. A written policy and guidelines for the uniform must be communicated to all parents and students annually.

#### **Procedure for Change**

When a change in the uniform is needed or a majority of the parents desire a change, the Principal must give the parents of students and the school staff an opportunity for input.

Options are to be studied according to a process determined by the Principal in consultation with staff and parent/guardian representatives. To ensure that an unnecessary burden is not placed on parents/guardians who are already facing extra financial responsibilities, they must be given notice prior to registration for the following year to prepare for the change. Special consideration must be given to seniors in high school, eighth graders, and special-circumstance students, who shall not be required to be in the "new" uniform, but allowed to wear out the old uniform.

## Policies and Procedures

### Interpretation of the Uniform

The Principal, assisted by the Vice Principal and Dean, interprets the application of the uniform and of the following policies.

### When the Uniform is worn:

On an academic day, unless otherwise specified, a student will be in uniform at all times while on campus, either from the time the student arrives until he/she leaves or from the time the student arrives until he/she must change clothes for participation in an athletic or extracurricular activity. If a student has an early dismissal and decides to remain in the building, the student must remain in uniform.

### Required Daily Dress

- Dress shorts (medium khaki; knee length or within 2 inches of knee; twill fabric) purchased from Tommy Hilfiger Uniform.
- Male/female shorts must be no shorter than 2 inches above the knee cap.
- Dress slacks (medium khaki twill or chino fabric) purchased from Tommy Hilfiger Uniform.
- **Tommy Hilfiger pants need to match medium khaki.**
- **Website: [www.globalschoolwear.com](http://www.globalschoolwear.com) prefer code: STJO38**
- **Girls only: plaid skirt; knee length, purchased from Tommy Hilfiger Uniform. \*There is a zero tolerance policy for altering the way a skirt is worn. This includes, but is not limited to, rolling up skirts. Skirts must be knee length. Skirts must be no shorter than the middle of the knee cap, and hems are not to be cut because they may need to be lengthened at a later time. If there is a height or weight issue, Tommy Hilfiger Uniform will be happy to special order a uniform to comply with the Saint Joseph Catholic High School policy.**
- Plain black or brown leather belt with a standard buckle is required on all skirts, shorts, and pants which have belt loops.
- Male/female pants are not to be altered by any means. “Pegged pants” or other alterations will be considered a uniform violation.
- Plain long or short sleeve white oxford dress shirt with a button-down collar.
- Long or short sleeve solid green or solid white polo shirt with logo from Tommy Hilfiger form. Plain white t-shirts may be worn year-round underneath the uniform shirts.
- Solid white turtlenecks or solid white thermal underwear may be worn under the uniform during cold weather. The uniform top and bottom must cover all parts except the neckline of the undershirt.
- Shoes must cover the entire foot, no open toe shoes. Socks or hosiery are required.

**UNIFORM VIOLATIONS: Students will be sent to the main office by faculty and staff. Students will not be able to return to class until the violation is corrected. After three (3) violations students will be sent home and they cannot return to school that day. All classes missed will be documented as unexcused absences. If a student borrow a uniform from the “lucky locker”, then student must leave a collateral (acceptable items are cell phone or car keys)**

### Best Dress

Best dress will be required during mass and special events *only*.

- **BOYS:** long or short sleeve solid white Oxford button-down shirt with a school tie and medium khaki pants. **ATTENTION: Ties and bow tie can be purchased at the jaymart**

- GIRLS: long or short sleeve solid white Oxford button-down shirt and skirt. A school tie for girls is optional.
- Shoes: No flip-flops, sandals, sandal-like shoes, Crocs, Birkenstocks, or moccasins. Shoes must be kept in good condition. If the shoe has laces, they must be tied at all times and shoes must completely cover the heel of the foot. Canvas, fabric or suede shoes are allowed. The upper heel of the shoe may not be flattened down or bent under the heel of the foot creating a slip-on or moccasin effect. Shoes are to be worn with school appropriate socks.

### **Cold weather**

These are recommendations as anything non school approved will be issued a detention:

Girls: leggings or school approved pants. Also thermal underwear for an extra layer.

Boys: Pants and thermal underwear

NO SWEAT PANTS.

### **P.E. Uniforms**

It is mandatory for a student to change for Weights/P.E. class. The P.E. uniform consists of school emblem t-shirts and athletic shorts. The student must be in complete school uniform when he/she leaves the P.E. class. To purchase P.E uniforms, please go to the J-mart.

### **Assemblies and Field Trips**

Students are required to be in uniform for all assemblies and field trips.

### **Saint Joseph Team Pride/Dress up Days**

On the days when there is a home game/event: students participating on the competing athletic team or organization that is hosting the event may wear their team jersey or team sport polo. All will adhere to regular uniform standards regarding pants/skirts.

### **Outerwear**

Approved outerwear bearing the school emblem is permitted (must be worn over a uniform shirt). All other coats and outerwear must remain in the student's locker at all times during the school day. **No hooded jackets are permitted.**

Athletic and club hoodies can be worn **on Friday**. Sweatshirts that have the Saint Joseph Catholic High School logo (includes team sweatshirts and jackets approved by the administration), letter jackets and letter sweaters can be worn throughout the week. To purchase approved school sweatshirts and jackets, please visit [www.sjchsjayhawks.com](http://www.sjchsjayhawks.com) or at the Jmart.

### **Inappropriate Dress**

- Students will not wear slacks more than two sizes greater than their waist size. If a student's waist size is 32, he/she may not wear any slacks larger than a 34. Slacks/shorts are worn from the waist.
- Students will not be allowed to fray the cuff or split the seam of their slacks.
- Military style belts, web belts, sashes, and customized belt buckles are prohibited.
- Students may not write on or customize any article of uniform clothing.
- Skirts or dresses with hems above the knee are not allowed.
- No short shorts
- No spandex or leggings without a covering (leggings must be of a solid color, can be black, dark green,

navy blue or white). No fishnet hose, ripped tights, or any holes in leg wear.

- No spikes, dog collars, or excessive body jewelry (including nose, lip, eyebrow, or body rings).
- Jewelry - No more than 2 modest necklaces, earrings, or rings.
- No hats - not even on free dress days.
- No tank tops, sleeveless or torn clothing.
- No necklines below the collarbone or blouses that expose the midriff.
- No clothing and/or accessories bearing advertising of a sexual, violent, anti-religious, or racial nature.
- No clothing pertaining to tobacco, alcohol, illegal substances or profanity.
- No open toed shoes. No heel over 2" whether on a boot or high heel. Are crocs allowed?
- No sweatpants allowed under skirts.

### **Friday's spirit day**

Only on Friday, clubs, teams, and organizations are allowed to wear spirit gear approved and sold by Saint Joseph CHS Website and Jaymark. The spirit gear must show the school colors and logos. All will adhere to regular uniform standards regarding pants/skirts or students may wear modest jeans.

### **Appropriate Free Dress**

Free dress shall be appropriate. The Principal or the Principal's designee shall determine whether or not free dress is appropriate.

### **Personal Grooming**

If the personal grooming habits of a student become a distraction to the education process or make a statement contrary to the mission and philosophy of the school, the administration will take the necessary measures to end the distraction or contrary statement.

*The following is a minimal list as examples and should not be considered exhaustive:*

- **School attire will be neat, clean and properly worn.**
- Apparel will not be altered or allowed to appear unkempt.
- Shirts will be tucked in completely.
- Polo shirts will have the bottom button fastened; Oxford shirts may have the top button unbuttoned.
- Colored, print, or plaid undergarments will not be visible.
- Makeup and jewelry will be modest and appropriate to the academic setting.
- Large, numerous, or distracting rings, earrings, bracelets, pins, and necklaces are not permitted.
- For female/male students: Eyebrow, lip and tongue rings, or any other type of body piercing are forbidden, *except* ears for female students. If a female student has a nose piercing, they must wear a clear plug. If a male student has ear piercings, they must wear a clear plug. Male or female students are not allowed to use any other form of piercing.
- Tattoos (including temporary ones), jewelry worn through pierced noses, eyebrows, lips, cheeks, etc. or other body markings deemed inappropriate by the school administration are not permitted.
- Hair Styles/Grooming: Hair must be neat and clean. Extreme steps, layers, designs, and or long loose strands of hair are not permitted. Distracting style is not allowed. Hair may not be adorned with feathers, beads, dreadlocks or other accouterments. **ONLY one natural color.** Students who violate the above code will be suspended until style and/or color is corrected.

### **Athletic teams**

Dressing in team apparel as a team on a game day is a long held tradition at Saint Joseph Catholic High School. It serves to remind non-participants that it is a game day, it instills a sense of pride in the team members, and our players look good when they walk onto the court, field, or into the locker-rooms. To ensure that our students

maintain an appropriate level of dress, the following (home) game day dress code will be put in place for this athletic year.

Sports teams and extracurricular activities are allowed to wear their jerseys or team/club shirt/polo **on game or performance days**.

Athletic and club hoodies can be worn on Friday. Sweatshirts that have the Saint Joseph Catholic High School logo (includes team sweatshirts and jackets approved by the administration), letter jackets, letter sweaters and team polo can be worn throughout the week. To purchase approved school sweatshirts, jackets or polos, please visit the school website ([www.sjchsjayhawks.com](http://www.sjchsjayhawks.com)) or visit Jaymart.

**Administration's Determination**

The determination of appropriateness, and or compliance, with regard to all uniform and grooming issues is made at the discretion of the school administration (or the administration's designee). Students who are deemed to be out of uniform will be subject to discipline at the discretion of the school administration or designee.

*Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 3500*

## ACADEMIC POLICIES

Saint Joseph Catholic High School graduates are:

### INTELLECTUALLY INTEGRATED

1. Striving for excellence with high expectations for themselves and others;
2. Thinking logically, critically and creatively while appreciating and exploring general knowledge in all subject areas;
3. Developing the skills necessary for continued learning.

## Graduation Requirements

### Required Course of Study

To graduate from the school, all students must take 32 credits, with 30 credits passed in the subject areas specified below.

- Theology: 1 credit per year for 4 years
- English: 1 credit per year for 4 years
- Social Studies: 1 credit per year for 3 years. World Civilization or AP Human Geography must be taken in grade 9; US History must be taken in grade 11; Government/Financial Literacy must be taken in grade 12
- Mathematics: 1 credit per year for 3 years to include algebra II (2 credits must be in USOE Foundation courses)
- Foreign Language: 2 credits Spanish
- Physical Education and Health: 2 credits divided as follows:
  1. 1/2 credit in grade 9
  2. 1 credit Health/Fitness for Life in grade 9
  3. 1/2 credit in grade 11 or 12
  4. 1/2 credit can be given for 2 consecutive years of a team sport
- Science: 1 credit per year for 3 years (2 credits must be in USOE Foundation courses)
- Computer Literacy: 1/2 credit in grade 9. In addition a 2<sup>nd</sup> year of Multimedia-Yearbook or TV production II may count as full computer credit.
- The Arts: 2 credits divided as follows:
  1. 2 credit in Performing Arts, Visual Arts, Yearbook, or Television Arts
- Vocational: 1 credit
- 6 electives (when not counted above)

*Alternative requirements may be allowed in extraordinary circumstances at the discretion of the Principal.*

Students who have not met the graduation requirements may participate in the Graduation Exercises. However, the diploma will be withheld until official confirmation is received of credit completion. A student has until **August 1** of the graduation year to complete any missing/ recovery credits and have transcripts available to the SJCHS registrar. Beyond that, students must seek other avenues of showing high school completion.

### Minimal Competencies for Graduation

Students must successfully demonstrate they have met the standards for completion of course requirements.

### Graduation Exercises

While participation in graduation exercises is a privilege and not a right, it is to be presumed that all students who successfully complete the prescribed course of study as required by the Diocese of Salt Lake City and the

State of Utah, and meet the other general requirements of a Catholic school, will participate in the ceremony. Only for the most serious reasons may a student be excluded from graduation ceremonies. This decision may be made only by the school Principal after consultation with the superintendent. Parent(s)/guardian(s) and student will be informed of the decision.

## **Class Changes, Student Records, Testing, and Final Exams**

### **Class Changes and Drops**

Changes must be submitted **no later than two weeks** after the beginning of the first and third quarter. Changes must be approved by the Principal, designee, and the teachers who are involved. Under certain circumstances a teacher may initiate a change/s at any time.

### **Religion Curriculum**

All students must take formal classes in religion as it is an integral part of the academic program of Saint Joseph Catholic. When a student enrolls in a Catholic school; that student automatically commits himself/herself to participate in the school's theology program. Although Catholic schools do not compel students to profess any religious ideology, it is expected that all students, regardless of their beliefs, will participate fully in the religious education program at the school by attending scheduled liturgies, prayer service, class retreats, reconciliation, mass and other opportunities for faith formation. Students are committing to wearing the appropriate uniforms as required for these days (best dress). Students will conduct themselves with the proper respect and demeanor when participating in all activities most especially if it is a religious one.

### **AP Courses and Exams**

Students enrolled in an AP (Advanced Placement) course are required to pay the AP exam fee to Saint Joseph Catholic and take the AP exam at the end of the year.

These exams, although provided by the college board, are administered on campus following their guidelines and administration date. Each exam requires the payment of a fee and may not be waived, as it is a charge imposed by the College Board. The cost of each AP exam is the responsibility of the student/parent. AP exam fees are published and payment is coordinated through the Finance Department Office. AP Exams are taken in lieu of final exams.

Students enrolled in AP courses will miss other classes during the time of a scheduled AP exam. It is the student responsibility to inform his/her teacher when he/she will be missing class and make any necessary arrangements required in order to comply with personal class responsibilities.

Students are permitted to leave campus after their AP exam and should follow normal check-out procedures with the Main Office. Students may attend classes if they opt to as well.

### **Student Transfer**

When a parent requests to transfer a student, as a professional courtesy the Principal of the admitting school is to communicate with the Principal of the sending school regarding the student transfer. The needs of the student and the parents' right to choose the school and/or program best fitted to the student(s) must be respected. At the same time, consideration must be given to the effect that accepting the student(s) might have on the school from which the transfer is being made, especially if a large number are asking to transfer. If the Principal feels

justified in accepting the student(s), the acceptance may be made on a probationary basis. Once the transfer is approved, school records must be sent in a reasonable amount of time. If there is an outstanding debt, the student should not be accepted without approval of the previous Principal.

### **Student Withdrawal**

Parents who wish to withdraw a student from Saint Joseph should contact the Principal who will facilitate the process. All financial obligations, including the tuition balance for the year, must be met before official transcripts will be sent. An unofficial transcript will be sent with school records when an unmet financial obligation exists.

### **Academic Honors**

At the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarter and the end of the 1<sup>st</sup> and 2<sup>nd</sup> Semester a student may achieve distinction if he/she satisfies the following requirements:

- a. Principal's Honors: A student must have earned all A's.
- b. High Honor: A student must have a weighted grade point average of at least 3.75 with no grade less than C.
- c. Honors: A student must have a weighted grade point average of at least a 3.5 with no grade less than C.

### **Testing**

During all-school test day in October, students in grades 9—11 take standardized achievement tests. The school has adopted the PSAT test. The PSAT is the first digital, longitudinal assessment system to fully connect student performance with readiness benchmarks from elementary grades through early high school.

*Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 3460*

### **Final Exams**

All teachers are required to give a cumulative exam and/or assessment at the end of each semester. Some form of evaluation of the student's progress will take place during the quarter. To be eligible to take any final exam, all fines, lunch balances, fees, and tuition must be paid in full, all detention must be served, and all books must be returned to the library (applies to semester finals only).

Please note: Only under extreme circumstances may students take a final exam(s) early or late.

All final exams must be taken at the regularly scheduled times. Semester exams represent 20% of a student's final grade. Parents should check the school calendar for dates to make sure no vacations are scheduled during the exams. Students who miss a regularly scheduled semester exam will receive a "0" for that exam.

### **Final Exams (in December and May):**

**All final exams must be taken at the regularly scheduled times. Parents should check the school calendar for exam dates to make sure no vacations or other events are scheduled during the exams. Students who miss a regularly scheduled semester exam will receive a "0" for that exam.**



## **Grade Reports**

### **Homework**

Homework is vital to success. Teachers should assign homework with great care and for the purpose of fostering habits of independent study. Homework is not busy work, but enhances in-class work and discussions. Carefully planned assignments are very beneficial to students. The nature and duration of assignments will depend on the particular student's academic program and the professional judgment of the instructor in keeping with the policies of the school.

### **Report Cards**

Report cards are issued four times a year, with the second and fourth quarters as semester grades (most subjects are taught in semester classes.) Teachers are to provide students and parents a clear understanding of his/her grading criteria.

### **RenWeb**

Saint Joseph Catholic High School provides instant access to the grades of enrolled students. At a minimum, teachers update grades at least once a week. Passwords to access this website are given to the students and parents at the beginning of the school year. To access the website, please go to <https://login.renweb.com/>

### **Semester Grades**

Semester grades in a subject are determined by equal weight for each quarter grade, and by a required semester exam, which may carry a maximum weight of 20% of the semester grade. Transfer student's grades and credits are subject to the same determination given to Saint Joseph students and to Saint Joseph requirements.

*Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policies 4100 and 3600.*

### **Student Cumulative Records**

Full and accurate cumulative records of each student's attendance and academic progress are permanently kept on file. Only authorized personnel have access to these records.

*Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 3700.*

## **ACADEMIC PROBATION POLICY**

A student is placed on academic probation if any of the following conditions exists:

- The student has failed one or more subjects during the marking period (quarter)
- The student has a cumulative GPA below 2.0

### **Semester Failure**

Semester failures in classes required for graduation must be made up before a student may begin the following academic year. A student will be subject to academic dismissal should credit deficiencies develop during his/her senior year.

### **Academic Probation**

The school counselor will closely monitor the progress of these students. If at the next quarter report period the student again fails two classes, or maintains a GPA of 2.0 or lower, the student is subject to academic dismissal. Any student placed on academic probation for a third time during his/her high school career at Saint Joseph may be subject to academic dismissal.

**Recovery Credit** will need to be completed prior to student enrolling in the next school year.

### **Academic Integrity/cheating/Plagiarism**

Academic integrity is the moral and ethical code for authentic scholarship. This includes the avoidance of plagiarism, cheating, and any representation of work that is not the student's own. Students at Saint Joseph Catholic High School are expected to have an obligation to intellectual honesty in commitment to the mission of the school. There will be a commitment to honesty, fairness, trust, respect, and responsibility.

As a community that affirms traditions and values of Christianity and the Catholic faith, Saint Joseph Catholic High School expects academic integrity and ethical conduct in all areas of school life. Students, parents, teachers, staff, and administrators work together to maintain and enforce an atmosphere of honesty and respect for individual work and ideas in all areas of campus life in all areas of campus life. Personal integrity is effective for building community and promoting social justice. Behavior that reflects a disregard for the importance of ethical conduct in connection with academic work will be addressed in such a way that students will be made aware of the moral implications of this behavior and violations will be cumulative for the direction of the student's attendance at SJCHS.

Cheating or plagiarism will not be tolerated in any form at Saint Joseph Catholic High School. Should it be determined by the teacher, he./she will communicate to the Dean of Students regarding all situations of cheating. Infractions of this policy can prevent a student from being admitted to and or removed from honor society. Cheating is defined as the act of deceiving. This would include (but is not limited to) any of the following behaviors:

- Copying another person's test answers
- Allowing someone else to copy test answers
- Divulging test questions and answers to other students
- Copying another person's homework
- Allowing someone else to copy homework
- Using electronic devices to capture, send, or retrieve data, images, or voice/video information during assessments
- Any form of AI resources.
- Using "cheat sheets" of any kind
- Copying portions of written work (including reports in books, encyclopedias, and magazines, those written by other students, or from Internet (online sources). without giving credit to the author. It is unacceptable to borrow any work (or pay another person to do one's work) and then hand in that work as one's own.

**Consequences may include, but are not limited to:**

- **Students receive no credit (zero) on the assignment but may still be required to re-do the assignment or an equivalent: credit may be given at the discretion of the teacher.**

- A note is entered in RENWEB for documentation purposes
- Student may complete an activity that is designed to create a reflection on the moral dimensions of violating the integrity policy
- Student may be placed on academic or disciplinary probation
- Student may be suspended or expelled
- Other consequences may apply as deemed appropriate by the Administration

### **Make-Up Classes**

Any required class that is failed or not been taken may be made up through an evening class, summer school at a public high school or other accredited school, a university extension course, an approved online course, or an individual contract with a teacher. Such a contract must be signed and approved by the teacher and Principal. The minimum time to make up a quarter credit will be four weeks. **The fee for a Saint Joseph contract class is \$100 for a quarter credit and \$200 for a semester credit.**

Recovery Credit will need to be completed prior to student enrolling in the next school year.

## **Course Selection and Scheduling**

### **Ninth grade and new students**

Students entering ninth grade will select courses after they have been accepted for admission. Students will be assigned an appointment time and will be asked to come into school to meet with an administrator or counselor to select a course. The course catalog and prerequisites are available on the school website so that they can prepare for this meeting.

Students will be placed in courses as dictated by their standardized test scores and/or their 7th and 8th grade reports if they are new students to our systems. SJCES 8th graders don't need a standardized test and it will be placed on the continuation courses.

### **Report Cards**

Progress reports are generated at the midpoint of each quarter.

The year is divided into four marking periods. Report cards are generated electronically each semester and can be accessed by parents/guardians at any time in RENWEB.

### **Grades - Incomplete at the end of Quarter/Semester**

- Earning an "I" is discouraged during any grading period of the year as it is difficult for students to make up work that has passed and at the same time sustain good grades on current work.
- Incomplete work must be completed by the end of the 2nd week of the next grading period unless other arrangements have been made with the school administration. Students who fail to complete work in the expected timeframe will earn and F. Exceptions to this policy must be cleared with administration.

- When a plan is developed for a student, it is the student's responsibility to follow it in order to close the grades in a reasonable timeframe.

### **Learning Center**

Saint Joseph Catholic High School offers a Learning Center opportunity to those students who are struggling or needs additional help with class work. Teacher recommendations for additional enrichment must be approved by the Principal. No teacher may accept pay for tutoring a pupil from his/her class during the academic year. In rare instances an exception may be approved by the Principal.

*Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 4110.*

## **CODE OF CONDUCT**

**Saint Joseph Catholic High School graduates are:**

### **PERSONALLY MATURED**

1. Integrating Catholic-Christian values along with mature decision-making skills when making appropriate moral and ethical choices;
2. Developing life skills of stress and conflict management, goal setting, self-discipline and moral development;
3. Respecting and caring for oneself as well as for all persons and all of creation;
4. Preparing themselves to take on leadership roles and responsibilities within the community;
5. Leading by word and action even when it is difficult or unpopular;
6. Respecting and welcoming diversity;
7. Embracing the future with hope.

Saint Joseph Catholic High School exists to provide quality secondary academic education within a Christian atmosphere. Education at Saint Joseph is designed to promote the spiritual, moral, emotional, intellectual, and physical growth of students. Respect for one another as well as for the school environment should be the hallmarks of all who form the Saint Joseph's family.

Following the Gospel mandate to create a Christian community of justice and charity, Saint Joseph Catholic High School recognizes that students are to receive fair and impartial treatment as well as clear and honest explanations for actions taken in their regard. By responding to students in violation of rules clearly, consistently, justly and without undue delay, we hope to help them understand that we will not condone inappropriate behavior and will, at the same time, respect their rights. Whenever a problem arises, the policies of the school are followed in conjunction with the directives of the Catholic Schools' Office.

The school's code of conduct is intended to provide a minimum framework for Catholic school discipline. No list of rules and regulations can be exhaustive in listing all possible infractions. Other situations may arise in the course of a year that require disciplinary action. These will be handled as circumstances required by the administration. The purpose of any disciplinary action is not so much to punish as it is to assure that the goal of

quality Catholic education is not jeopardized by inappropriate attitudes or actions of a few. In addition, it allows students to understand how their actions have consequences.

### **Reverence, Respect, Responsibility**

All behavior should be guided by reverence for faith and life, respect for self, others and property, and taking responsibility for one's actions. Behavioral standards encourage self-discipline, create an atmosphere based on love, respect and cooperation, and provide a safe, positive and well-ordered environment.

### **Excessive Infractions**

Students who accumulate more than 10 detentions (tardies, uniform violations, cell phones violations, etc) per quarter have an unsatisfactory discipline record and are subject to disciplinary probation and/or in-school suspension. Failing disciplinary probation in the subsequent quarter may result in dismissal, as will having three or more non-consecutive quarters of excessive infractions.

### **Fighting or Violence**

Fighting or violence of any kind, whether at school or school-related activities or in the community, will result in suspension for all involved students and may result in law enforcement referral and immediate dismissal from school.

### **Gang Associations**

Involvement or identification with a gang, defined as a group involved in the commission of crime, will result in a range of consequences including possible expulsion from school.

### **Harassment, Hazing & Bullying**

The Catholic Schools of the Diocese of Salt Lake City recognize that harassment of any kind has a negative effect on school climate. Students who are isolated, intimidated, and fearful cannot give their education the single-minded attention they need for success. Harassment can lead to more serious violence. Every student has a right to an education and to be safe around school. Hope Squad is a resource for students to address concerns regarding any inappropriate behavior.

Because of the Christian climate and Catholic culture in our schools, harassment of any kind will not be tolerated. Occurrence can be on or off campus, within and outside the school day, during a school activity, or on free time. Immediate and appropriate disciplinary action will be taken whenever it is determined that a violation of this policy has taken place. The intervention and consequences will be according to the nature and severity of the incident or situation.

#### ***Definitions***

Harassment of a student is a pattern of habitual abuse by another student or students. It can be physical, emotional, or sexual. Physical harassment includes physical intimidation or assault. Emotional harassment includes extortion, oral or written threats; taunting; put-downs; name-calling; threatening gestures or actions; cruel rumors; false accusations; and social isolation. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature. Hazing is an initiation process involving harassment.

### **Faculty/Staff Intervention**

It is expected that faculty and staff members who observe or become aware of harassment take immediate and appropriate steps according to this policy.

### **Reporting Harassment**

The Catholic schools of the Diocese of Salt Lake City expect students and parents or guardians who become aware of harassment to report it to the school Principal for investigation. Any student, parent or guardian who retaliates against another for reporting harassment may be subject to the consequences listed below.

Any Catholic school employee who becomes aware of any apparent occurrence of student harassment must report this to the Principal who begins intervention and corrective action. When a Principal believes that a criminal offense may have occurred, the Principal will report the known facts to the appropriate criminal investigative agency.

Bad faith allegations of a violation of this policy will subject the accuser to disciplinary action.

### **Investigation Procedures**

All allegations will be taken seriously and promptly investigated. Concern for confidentiality will be adhered to throughout the investigative process. This investigation may include interviews with students, parents, and school faculty and staff; review of school records; and identification of parent and family issues.

### **Student Intervention and Consequences**

Intervention and consequences for students who harass others shall depend on the results of the investigation and may include: counseling, a parent or guardian conference, detention, suspension and/or expulsion, or involuntary transfer to another school. Depending on the severity of the incident, the Principal may also take appropriate steps to ensure student safety. Procedures may include: implementing a safety plan, separating and supervising the students involved, providing staff support for students as necessary, reporting incidents to law enforcement if appropriate, and developing a supervision plan with the parent/guardians.

### **Retaliation**

Any form of retaliation against a student who alleges student harassment is strictly forbidden. Students who believe they have experienced retaliation will report the occurrence to the Principal. The Principal will take disciplinary action warranted.

*Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 3320.*

### **Illegal Actions**

Illegal actions on or off campus may be cause for administrative or police investigation and a student's dismissal from Saint Joseph Catholic High School.

### **Insubordination**

Any student who insults a faculty or staff member by gesture, speech, or writing or is openly and persistently defiant of the authority of a faculty or staff member will be sent to the dean's office and placed on out of school suspension until a conference with a parent or guardian can be arranged. Students who do not report to the dean's office when sent by a faculty or staff member are subject to suspension. Serious or repeated incidents of insubordination can result in dismissal.

### **Parental/Guardian Dishonesty**

Parents who falsify student information or fabricate excuses as to a student's absence or behavior fail to support the basic trust on which the relationship with the school is built. Such parent/guardian subject students to possible dismissal.

## **Parties**

Saint Joseph has the right to dismiss from school students who serve or students whose parents serve, allow to be served, provide or dispense knowingly or by neglect, alcohol or illegal drugs to Saint Joseph students.

## **Sexual Harassment**

Sexual harassment and sexual violence are contrary to the philosophy of Saint Joseph Catholic High School and can result in dismissal. Sexual harassment and violence is sex discrimination. Any form of sexual harassment or violence is prohibited, and any accusation will be handled in a confidential, serious manner. Sexual harassment and sexual violence may include but are not limited to:

- Verbal harassment or abuse;
- Subtle pressure for sexual activity;
- Inappropriate patting or pinching;
- Intentional brushing against someone's body;
- Demanding sexual favors accompanied by implied or overt threats;
- Demanding sexual favors accompanied by implied or overt preferential treatment;
- Any unwelcome touching.

## **Reporting**

Any student who alleges sexual harassment by anyone at the school should report it to the Principal or dean immediately. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school's legal obligations, and with the necessity to investigate allegations and to take corrective action as necessary.

## **Stealing & Vandalism**

Theft by a student either at or outside of school will result in a range of consequences including law enforcement referral and possible dismissal from school. Vandalism of any kind will be investigated by the administration and maybe reported to law enforcement. In certain circumstances, law enforcement may be asked to assist the school administration.

## **Maintaining a Safe Environment**

All Saint Joseph Catholic High School students should be assured a safe learning environment. The use of drugs and alcohol creates an unpredictable environment that is dangerous for all. Our policies assist us in creating an environment where students, faculty, and staff can attend classes and school-sponsored activities without concern for their physical and emotional safety. In an effort to do this, the following policies will be enforced:

### **1. *Disciplinary Probation***

The school will inform a parent in writing when a student is put on disciplinary probation. The letter will indicate the infraction, the discipline, and the steps to be taken by the student to remove probation within the allowed time frame, and the consequences if the steps are not taken within the time frame. A written record will be maintained of any student probation.

### **2. *In-School Suspension***

Parents will be informed when their students are required to serve In-School Suspension.

### **3. *Suspension***

Suspension is a disciplinary punishment to be invoked at the discretion of the Principal or designee for less serious infractions of rules. A pupil shall be suspended for no more than five (5) consecutive school days, absent mitigating circumstances. Failure to correct behavior can become grounds for expulsion.

*Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 3600.*

### **Other Actions**

Civil authorities may be called to assist school administrators in the investigation of suspected alcohol, illegal drug use and vandalism where Saint Joseph students are involved, whether on school property, at school-related activities, or private parties. For cause, i.e. when a student exhibits behavior that suggests possible use of alcohol or other illegal drugs, Saint Joseph reserves the right to require medical or psychological assessments of the student at the expense of the parents, to determine whether or not that student is using, under the influence of, or dependent on alcohol or other illegal drugs.

### **Weapons & Flammables**

Any student possessing a weapon or using any object as a weapon at school or at a school activity is subject to law enforcement referral and dismissal from school. Any student who is in possession of the means to make fire, or uses the school's means to create fire outside supervised circumstances such as labs, liturgies, or art studios, is subject to discipline including law enforcement and dismissal.

## **Discipline Options: Serious infractions**

### **DISCIPLINE**

Discipline in the Catholic school is an aspect of moral guidance and refers to those reasonable controls which promote the individual student's development and self-discipline. Discipline also promotes a Christian environment in which the rights and responsibilities of students and teachers are recognized and upheld. It is important to constructively maintain discipline in order to further the student's growth in Christian virtue and to create a safe and peaceful atmosphere to advance the educational process.

It is in this spirit that the following are unacceptable:

1. Corporal punishment.
2. Language which will ridicule the student, parent/guardian, or family background.
3. Withholding or altering rightfully earned academic marks.

### **Detention/Service to the School**

Parents will be informed through RenWeb when their students are required to serve detention. Detention will be served within the next **two available detention/service days**. Detention will occur on Fridays from 1:00 to 3:00 pm. Failure to serve detention will result in either in/out of school suspension. An email will be sent on the day the detention is assigned and students are required to follow up with the Dean of Students to schedule it.

When a student violates any of the school policies outlined in our handbook, the student will be asked to write down the policy exactly as stated in the handbook. The student is to bring the written copy to the Dean of Students the morning after the detention is given before school begins.

### **In-School Suspensions**

Students will be in-school suspension all school day and he/she will not be allowed to complete assignments, homework, testing, or any classwork for that day. Students will not be allowed to participate in extracurricular activities after school on an in-school suspension. Students may be required to perform community service at school.



## **Suspension**

Suspension is a disciplinary punishment to be invoked at the discretion of the Principal or designee for less serious infractions of rules. A pupil shall be suspended for no more than five (5) consecutive school days, absent mitigating circumstances. Failure to correct behavior can become grounds for expulsion.

## **Out-of-School Suspension**

Students who commit serious violations of the code of conduct may be placed on out-of-school suspension until consequences for the violations are determined. When a student is suspended from school, a parent or guardian is notified immediately. The suspension is in effect until a conference is held with the student, parent(s) and administration. During an out-of-school suspension, the student cannot attend any classes or any school sponsored activity. The student is not to be in or on school property. In such cases the administration will determine in what instances the work can be made up. Suspensions are considered by the administration to be serious and are not to be taken lightly by any of the people involved.

## **Disciplinary Probation**

The school will inform a parent in writing when a student is put on disciplinary probation. The letter will indicate the infraction, the discipline, and the steps to be taken by the student to remove probation within the allowed time frame. The letter will clearly state the consequences if steps are not taken to resolve the situation within the time frame. A written record will be maintained of any student probation. Students may be placed on a probationary contract for disciplinary reasons, when there is reason to think that probation will be effective in obtaining a student's adherence to the Code of Conduct. Students who break the probationary contract will be liable for dismissal from school.

*Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 3600*

## **What are the different types of disciplinary actions at Saint Joseph Catholic?**

- Reprimand/Warning – disciplinary Conference
- After-School Detention
- In-School Suspension – daily credit will not be granted (i.e., in-class work and participation points, etc.) Credit may be allowed for major tests, quizzes, projects, and assignments (i.e., assignments that were assigned prior to the day of suspension).
- Out-of-school Suspension – students are the responsibility of the parents or guardian and are not to appear on campus or at any school-sponsored event during the suspension. Students will not receive any credit nor be allowed to make anything up for the day(s) they have missed.
- Extracurricular Activities/Events Suspension – the student may be suspended from attendance or participation in extracurricular activities or/and events. These activities are seen as a privilege for students.
- Probation – the student will be put on a Behavioral Probationary Plan. If a parent and student refuse to sign within 5 school days it will constitute an agreement for dismissal.
- Dismissal

The Principal, designee has the power and authority to treat each student individually in determining the appropriate disciplinary action in the most effective manner. The Principal or designee has a responsibility to protect the health and welfare of all students, employees, or visitors. The Principal or designee must take into consideration all factors present at a particular situation, including, but not limited to, the intent, degree of actual or potential endangerment or damage, degree of intimidation or fear, and the age of the student.

Whenever possible, the Principal, designee will:

- Involve the parent/guardian; and
- Choose a discipline option that is aimed at improving behavior and enhancing academic achievement while maintaining a safe and secure learning environment.

## **Disciplinary offenses categories**

Student offenses at Saint Joseph Catholic High School are divided into three categories according to severity. Offenses will be handled by administrative personnel and may result in a combination of possible consequences. If the student has multiple offenses, the more serious offense will take precedence. The severity of the incident and offenses not listed will be assessed at the discretion of the administration.

### **Prohibited Student Behavior**

The following list is a guideline regarding potential offenses and which category they would be assigned. It should not be considered all-inclusive. Final judgment as to the offense and its severity lies with the administration.

#### **Category 1 Offenses**

- Littering
- Electronic Device Infraction
- Inappropriate Display of Affection
- Dress Code Violation
- Driving-Parking Infraction
- Class Disturbance

Consequences for Category 1 offenses may include After-School Detention or after school service on the same day of infraction.

#### **Category 2 Offenses**

- Use/Possession of Tobacco
- Inappropriate Behavior at Mass or an Assembly
- Unacceptable Use of Technology
- Inappropriate Language
- Academic Integrity
- Dance Policy Violation
- Fighting
- Graffiti
- Harassment/Bullying
- Out of Class without Permission
- Truancy/Off Campus without Permission
- 

Consequences for Category 2 offenses may include After- School Detention, In-school/Out-of-school Suspension, Extracurricular Activities Suspension, or Probation.

#### **Category 3 Offenses**

- Alcohol/Drugs Consumption/Possession

- Violation of Substance Abuse Policy
- Theft/Possession of Stolen Property
- Vandalism
- Insubordination
- Unacceptable Use of Technology
- Repeat Academic Integrity Violation

Consequences for Category 3 offenses may include In-school/Out-of-school Suspension, Extracurricular Activities Suspension, Probation or Dismissal.

## Wellness Program

Saint Joseph Catholic High School (SJCHS) is committed to fostering a safe, positive, and empowered student culture. The illegal use of drugs, other substances, and alcohol conflicts with our commitment to shape a healthy student environment. For this reason, school policy states that SJCHS students are to refrain from using or possessing illegal drugs, other substances, or alcohol. To help ensure a drug-free environment for students, SJCHS has adopted a mandatory drug testing policy for all students. The goal of this program is to encourage students to make positive choices and to avoid drugs and alcohol.

SJCHS will conduct a program of random and for-cause urinalysis and/or hair follicle testing for drug use. All students are subject to testing. Positive results from these tests are evidence of drug or alcohol use over the past 24 hours to 3 months time and may be cause for dismissal or other forms of discipline (see consequences section).

### Testing Procedures

1. Students will be randomly selected through Abbott Laboratories online portal or identified for cause.
2. Testing will be done either on-site or offsite (determined by the school administration):
  - a. Onsite: The school will hire a company to do the onsite hair follicle testing by a trained technician, a female staff member, and administrator; the urinalysis testing, however, could be done by the Vice Principal, Dean of Student, and assistants.
  - b. Offsite: SJCHS will inform the parents which test (urinalysis and/or hair follicle) the individual student will be required to do. Parents will be notified of the test if the student is required to do it at the outside testing facility. Students accompanied by a parent or guardian will have up to 2 hours to be picked up and travel to the testing facility to provide a random and/or for-cause urinalysis and/or hair follicle test for drugs and nicotine.

### ***How will students be tested off campus***

Students will be tested at an off-campus site **accompanied by a parent or guardian.**

J.A.G. Exam Services  
952 Chambers St Ste 5, So. Ogden, Utah 84403  
801-399-9686  
Hours: 8:00 am to 5:00 pm (M-F)

**Cost:** SJCHS will pay for the cost of the **first** random test. **If follow up testing is necessary due to a positive test, then the parents are responsible for the cost of follow-up exams. Parents will be charged by the facility.**

3. Communication of Test Results:

**Negative results:** The testing facility will report negative results to the Principal and Vice-Principal, or such other person as SJCHS may designate. SJCHS shall communicate the results confidentially upon request to the student and parents.

**Positive results:** The testing facility will confirm all positive test results with a lab. If the confirmation test is positive, the following procedure will be followed:

The testing laboratory will report positive test results to the Principal and Vice-Principal. The Vice-Principal will then communicate the results to the parents and a meeting will be scheduled.

**Students who fail to provide a hair or/and urine sample within the required period of time will be assumed positive and immediately suspended until the school administration meets with parents and decides**

**the disciplinary consequences for not showing up or providing a sample to the testing facility or school administration.**

**For Cause**

A student must submit to an immediate drug/substance/alcohol test, if there is reasonable suspicion. This is when any faculty, administration, or staff finds evidence or makes observations indicating a student is under the influence of drugs/substances/alcohol in their system.

Reasonable suspicion may be based upon, among other things:

1. Conduct that indicates the presence of drugs/substances/alcohol in an individual's system, including affected behavior, speech, and/or body odors.
2. Other circumstances that would indicate that an individual is in something other than a sober and reliable state.
3. Information the school has obtained that a student may have had recent drug/substance/alcohol usage.

**Additional clarification:**

- All students are a part of the random testing pool. SJCHS also tests for cause.
- Hair samples will be tested, as this collection method is the most accurate. Hair samples will be collected from the head or body (non-private) by a trained technician and samples will be screened for drugs by an accredited lab.
- Hair follicle collection is approximately a 100-milligram sample of hair, roughly 100-120 strands from the crown of the hair, about the diameter of a pencil.
- If a student is randomly chosen for a drug test, (s)he will be re-entered into the random pool of test participants for future testing.
- The drug testing policy is intended to provide a legitimate reason for students to refuse to use illegal substances and to encourage students who have used illegal substances to participate in treatment programs. Drug-free students are more likely to do well in school and less likely to struggle with mental health. Providing opportunities to turn down substances in high school will help them to continue the practice into adulthood.
- A student will be assumed positive if he/she refuses to get tested.
- Parents who would like to be present for the test on site will be notified and have 30 minutes to arrive after the phone call from the school. The Vice Principal or designee will ask the student(s) if they would like the school to make a phone call to her/his parents before the test.
- How is the process of collecting hair follicles done? Watch this video:  
[Hair Drug Testing - Video](#)

***Scope of the test***

SJCHS utilizes the services of fully accredited testing locations for urine and/or hair analysis to determine the presence or absence of a broad range of drugs including, but not limited to, alcohol, nicotine, amphetamines/methamphetamines, cocaine, opiates, phencyclidine, cannabinoids (marijuana, hashish), barbiturates, benzodiazepines (Valium, Librium, Xanax, and other tranquilizers), methadone, propoxyphene, and volatiles.

**Consequences**

**1st offense:**

- Parents/students meet with the school administration.
- Parents and students sign a wellness contract.

- Student take an online course or courses (fees must be paid by parents/student)  
Link: [North American Learning Institute](#)
- Student will be required to attend a substance abuse evaluation by a licensed therapist and is required to comply with the therapist's recommendations.
- Student will submit to regular testing, with financial responsibility for subsequent test resting with the student and parent/guardian(s)

**2nd offense:**

- Parents/students meet with the school administration.
- When a student is identified with a second positive, the appropriateness of her/his continued enrollment at SJCHS will be determined.

Any student who has been arrested and charged with any felony or any misdemeanor involving assault or drug use and/or sale shall not be permitted to attend classes pending the disposition of the charge. The student shall receive materials that will allow the student to maintain class progress from home. Upon disposition of the charge, the school shall make a final determination regarding the student's continued enrollment.

**Temporary restraining orders**

Any student who is the subject of a temporary restraining order which prevents the student from having contact with another student enrolled at the same school or teacher or other employee of the school, and which cannot be reasonably complied with if the student continues attending school, shall not be permitted to attend classes pending the adjudication of the restraining order. Instead, over the duration of the temporary restraining order, the student shall receive materials that will allow the student to maintain class progress from home. Should a permanent injunction be issued, the school may begin expulsion procedures for the student in accordance with [Diocese Administrative Handbook] Policy 3500.

**Student Withdrawal on Grounds of Parent Behavior**

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, in the instance where parents detrimentally impact the school's ability to effectively serve its students, parents may be requested to remove their students from the school for ANY of the following reasons:

1. Refusal to cooperate with school personnel; or
2. Refusal to adhere to diocesan or local policies and regulations; or
3. Interference in matters of school administration or discipline.

In all cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented. The Principal must verify that parents were informed to terminate the inappropriate behavior and begin cooperation with the school or Administrative Handbook Policy 3340 would be enforced. If such effort does not correct the situation, then after consultation with the Superintendent, the Principal may require the parents to withdraw the child. Documentation signed by the Principal and parents as well as any other information or evidence of consultation with the parents on the matter must be retained on file.

*Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 3340.*

**Termination of Enrollment**

Respect for the individual student, belief in opportunities for his/her growth and forgiveness for wrong choices underlies all corrective action taken by the administration in dealing with serious student misconduct.

## **Expulsion**

*The permanent dismissal of a student from school is an extreme measure to be taken only as a last resort:*

1. When other efforts of motivation and counseling have failed or
2. When circumstances of time and/or infraction render a probation unenforceable
3. Where attendant circumstances of crime, scandal, immorality or disruption constitute a threat to the physical
4. Moral welfare of other persons or as set forth in [Administrative Handbook] Policy 3520 regarding student withdrawal on grounds of parental/guardian behavior.

The following offenses committed by students are potential reasons for expulsion (*this list shall not be considered exhaustive*):

1. Disobedience, insubordination, or disrespect for authority.
2. Language or behavior which is immoral, profane, vulgar, or obscene.
3. Use, sale, distribution, or possession of drugs, alcohol, or other legally controlled substance.
4. Injury or harm to persons or property or serious threat of same.
5. Unauthorized absence or continued tardiness.
6. Assault with, or possession of, a lethal instrument or weapon.
7. Theft or dishonesty.
8. Outrageous, scandalous, or serious disruptive behavior.
9. Habitual lack of effort leading to academic failure in classroom work.
10. Conduct at school or elsewhere which would reflect adversely on the Catholic school and the Church.
11. Consistent disrespect for other students such as sexual harassment of another student.

*Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 3330.*

## **Procedure for Expulsion**

**Transfer to Another School:** the school decides a transfer is appropriate action when:

1. When the school has determined that a transfer is appropriate, the Principal will discuss the student's condition with the parent's or guardian's and inform them of alternative facilities, if any are found available. He/she will review the recommendations and conditions with the superintendent.

## **RELEASE OF STUDENTS FROM SCHOOL**

Parents presume their child is under the care of the school during school hours. Consequently, a student should never be released early without the explicit written permission of the parent. These requests are kept on file.

## **SEARCH AND STUDENT'S RIGHT TO PRIVACY**

School personnel are charged with protecting the health and safety of all students and promoting the effective operation of the school. Fulfillment of these duties may conflict with a student's right to and need for privacy. The interest of individual students in securing personal privacy must be balanced against the interest of society in protecting students against disruptive or illegal conduct by other students. School officials, while carrying out their duties, will preserve a student's reasonable expectation of privacy.

Since lockers, desks and other storage areas are provided to students by the school, they remain the property of the school. These areas are assigned to students for their use on the condition that they will be used in a manner consistent with the law and school rules. School personnel may conduct inspections of these areas and the contents thereof at any time, with or without the student present, in order to fulfill their responsibility of maintaining proper control and management of the school.

### **Search of School Property**

All property of the school, including students' desks and lockers, as well as their contents may be searched or

inspected at any time without notice. Authorized school personnel have an unrestricted right to search these structures as well as any containers, bookbags, purses, or articles of clothing that are left unattended on school property.

#### **Searches of Student Person and Personal Property**

The search of a student's person or personal property upon the student's person or in his/her possession is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, shall be defined as any weapon, illegal drug paraphernalia, or other item, the possession of which is prohibited by law or by school policy.

#### **Vehicle Search**

The school administration regulates the use of school property and may also regulate vehicles brought onto school property. School personnel may undertake surveillance of school property and of vehicles located on the property.

*Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 3410*

#### **Electronic and Voice Media**

All members of the faculty and staff have school email addresses at which they can be reached. The e-mail address directory can be accessed on the school's website.

#### **RenWeb**

As part of our electronic grade book system, the parent/guardian can check their individual student's performance in each class through a password secure mailbox. You will receive your password at the beginning of the new school year.

#### **Website**

General information, the current newsletter, calendar, photos, and departmental links are available at the school's website [www.stjosephutah.org](http://www.stjosephutah.org)



## **ATTENDANCE POLICY**

### **Rationale**

In order for a student to grow academically, socially, emotionally, and spiritually he/she should make every effort to attend/fully participate in school every day.

Regular attendance/participation is essential. Academic achievement is a result of various contributing factors, not the least of which is regular school attendance. Much more is learned in the classroom than is contained in a textbook, and a student profits most from his/her education when he/she plays an active and involved role in the learning process.

If a student is to make satisfactory progress and receive credit for his/her year's work, parents must be sure that their children are absent only when absolutely necessary because excessive absenteeism can result in a failing grade. There is a high correlation between consistent attendance, academic achievement, and future academic success.

It is imperative that attendance regulations are understood and adhered to by all Saint Joseph Catholic students and parents as it serves to set guidelines and expectations for attendance along with consequences for poor attendance.

Students who do not comply with the school's published attendance policy may lose class credits, lose extra-curricular privileges, be suspended, or be asked to withdraw or be expelled from SJCHS. Students who receive financial aid from the school and who are out of compliance with the attendance policy risk the loss of the financial aid.

### **Absences**

#### a. No questions ask TWO personal absences per school year

Students can be absent from school and allowed to do makeup work. The parent needs to report to the school that their son/daughter will be absent. The absent will be marked as unexcused, but will not count toward the 4 absents limit per quarter and the parent doesn't need to tell the reason, just that is using the personal absent day. Personal absences don't count toward the four limit rule per quarter.

#### b. Planned absences

Permission may be obtained for planned absences from school for special occasions up to a maximum of **five days per year**, including for the following, non-school sponsored athletic contest, college visits (over the limit that the school allows) or other special circumstances. Absences of more than five days will be considered unexcused unless otherwise excused by the Principal. All planned absences request should be made at least 48 hours in advance to the main office. Parents and students must contact the teacher before the planned absence to request work that will be missing during the absence(s). Students who don't follow procedures will need to meet missed obligations upon return. Students who follow procedures and contact their teachers before leaving for the planned absence will be given 24 hours to submit work or take a test.

#### c. Unexcused absences

Unexcused absences, with the consent of the parent but not necessarily with the consent or approval from the school, include anything that can be attended to while school is out of session. This may include, but is

certainly not limited to, extended vacations and/or family events (non emergency). If It is unexcused, **teachers are not obligated** to provide the student with make-up work. These absences count toward the **4 absences** limit per quarter.

d. Excused absences

Excused absences will not count toward the four absences limit per quarter and need to be verified. These absences are for family emergencies, medical reasons (doctor notes are required within 24 hours), court appearances, or school sponsored events/meetings/activities. Students are **allowed to make-up work** and the students will be given 24 hours to submit work or take a test. All excused absences need documentation to be approved, the parents/student has **24 hours** to submit documentation upon return to classes.

e. Unforeseen extended absences

Although we realize that there may be times when a student has a legitimate reason for missing school (illness, family circumstances beyond his or her control) be assured that in cases of a prolonged absence due to illness or accident and documentation was provided to the school within 24 hours of the student return, teachers will always give the student every opportunity to keep pace with his or her classes by providing assignments and giving the extra help needed when the student return to school. Students **will be allowed to make up work**, the student will be given the same number of days the student has been absent to submit work or take a test.

f. Semester Final Exams absences

Attendance to semester final exams **is mandatory** and the school will not excuse or approve any kind of non-emergency absences. Parents must submit documentation to the school administration and communicate the emergency to the school as soon as the emergency happens. Students/parents who don't follow this procedure will receive a zero on the semester final exam.

g. Four absences limit per quarter

Each student is allowed a maximum of four (4) missed class periods per subject per quarter. A student who is absent more than 4 class periods per subject per quarter will receive a failing grade for that quarter. If the student's class grade was greater than 60% at the time of the seventh (5th) absence, the student's grade will automatically change to a 59% (F). Failure to complete work in the class for the remainder of the quarter will result in the grade dropping below 59%.

h. Verified absence

Absence from school with the knowledge and approval of the parent/guardian. Written, oral, or electronic communication required with the explanation of the absence. If a student is sick, the school will request a doctor's note from any illness **after two days** of the sickness to convert the verified absence to a medical absence. Dr. notes must be submitted to the main office no later than 24 hours upon return. Students **will be allowed to make up work**, the student will be given 24 hours upon return to make up work or take a test.

Students who miss more than two school Masses, prayer services, advisories, or liturgies will receive consequences regardless of whether parents excuse the absence.

### Attendance Codes and explanation

The following Absences count toward the four absences attendance rule:

Code	Type	Description
VA	Verified Absence	Absence from school with the knowledge and approval of the parent/guardian. Written, oral, or electronic communication required with the explanation of the absence. If a student is sick, the school will request a doctor's note from any illness of three days or more of the illness to convert the verified absence to a medical absence. Dr. notes must be submitted to the main office no later than 24 hours upon return.
AU	Unexcused Absence	Absence from school without parent/guardian permission within 24 hours.
PA	Planned Absence	Occurs when a student knows in advance that they will be absent for two or more days and follow proper procedures.
TR	Truant	Absence without the consent of the student's parent/guardian or school officials. Missed work may not be made up for credit.
SA	Suspension Absence	Includes absences due to in-school or out-of-school suspension.
ISS	In-School Suspension	Students are on campus serving their suspension.
OSS	Out-of-School Suspension	Students are off campus serving their suspension.

The following Absences **do not count** toward the four absences attendance rule.

Code	Type	Description
IA	In-School Absence	Occur during the school day that pulls a student from class to another area within the school.
PA	Personal Absence	Students are allowed twice per semester two days of personal absences (No questions asked). Parents need to report the personal absence(s).
AE	Activity Absence	An absence for school-sponsored programs in which classes will be missed.
DR	Doctor Excused	An absence due to medical reasons that is confirmed with documentation by medical professional personnel. Documents were sent between 24 hours of the return of the student to school.
BR	Bereavement	Absence taken due to a death in the family.

SC	School Excused	Include absences for college visits, or extenuating circumstances. College visits beyond two days need to be approved by the administration prior to the absence. A college letter was presented upon return to verify the visit. Seniors are allowed 4 days and juniors 2 days per year. If student goes over the limit then will count toward the four absences per quarter
CV	College Visit	An absence for a student meeting with recruiters on Saint Joseph Catholic campus.
CA	Court Appearance	Absences used for students having legal obligations.

### Tardiness

Students who are not in their classrooms or assigned area when the bell rings are tardy and may be excused with a validated pass from the main office. Students who are tardy to the building must report to the main office and sign in. Upon signing in, students will receive a tardy pass from the main office. Excessive tardies will result in an appropriate progression of after school detentions, suspension from extra curricular activities and school events, and more severe discipline. A parent phone call does not automatically excuse a tardy. **Students who are more than 15 minutes late are considered absent instead of tardy and they can not participate in any extracurricular or student activities that day or on the weekend if the tardy was on a Friday.**

There are three types of tardies at Saint Joseph Catholic High School:

- a. Unexcused Tardy (TU): No verifiable written, electronic or verbal notification by 9:30 am of the tardy
- b. Verified Tardy (TV): Tardy occurs with the knowledge and approval of the student's parents/guardian. Parents are required to call the school as soon as they are aware of a situation that will make students late to school or class. Written, oral, or electronic communication from the parent/guardian is expected before the end of the school day.
- c. Excused Tardy (TE): Tardy is excused due to confirmed (documented) medical reasons, in-school (with counselor, college recruiter, etc) or school-sponsored activity.

### Consequences:

- A detention will be assigned for their **fifth (5th)** unexcused tardy in any given quarter.  
EX: the student could accumulate eight tardies on a day if the student was late to each class that day.
- Two hours of detention will be assigned to the student for their **seventh** and any after any unexcused tardies in any given quarter. A follow up call or email will be made to the parents/guardian by the administration to address the infractions.
- If a student reaches **10 tardies** within a given quarter, the student will lose the privileges to participate in the next school sponsored event (dance, sporting event or other activity). Detentions will continue accumulating.
- If a student reaches **15 tardies** during a quarter, the student will be in-school suspension for one day and lose privileges to participate in the next two school sponsored events or activities. Detentions still accumulate. A meeting with the school administrator will be scheduled and an attendance contract will be required.

### **Make-Up Work**

If you miss class for any reason, it's your responsibility to discuss missing assignments and lessons with your teachers. Oftentimes, you will have access to any missed work through canvas or RenWeb, so utilize that option whenever possible. All make-up work must be turned in 24 hours upon return to school.

If your absence has been an excused absence, then you will be allowed to make-up work (Please, check the attendance policy).The School administration grants teachers to make exceptions to this policy in cases of term papers or long-range projects as long as students are informed of the different requirements at the beginning of the assignment.

It's actually possible to lose credit for classes for being late (**more than 15 minutes late is deemed an absence**) too often or for being absent too many times (six absences).

Lastly, it should go without saying that you are expected to be in class unless you have permission to be elsewhere. Skipping class or leaving without permission is akin to not showing up for work without an excuse which is never a good idea. Credit for make-up work is not allowed for an Unexcused Absence (AU ) or Truancy (TR). Leaving school without a Permit to Leave from the Main Office is also a Truancy. We are a closed campus, and parents must provide permission to the Main Office for you to leave.

### **Off Campus Privileges**

Seniors may apply for the privilege to leave campus during lunch (twice per year). They must check out at the main office, with an approved application on file. The application, obtained from the dean's office, must be completed and signed by the student, parent or guardian, counselor, and dean.

Requirements:

- a. Perfect attendance during the prior quarter
- b. Quarter GPA of 3.0 or better during the previous quarter
- c. No disciplinary records on file

### **Students becoming ill at school**

- a. If a student becomes ill during the school day, **he/she is only permitted to contact a parent/guardian by use of the phone in the main office.** A student must obtain a hall pass from her/his teacher and must immediately report to the Main Office. The student is ordinarily permitted to remain in the school infirmary for 30 minutes.
- b. If a student is unable to return to class, the parent or guardian will be called to pick up the student. If the student drives to school, the student will be sent home after the parent or guardian is called and grants permission for the student to drive.

### **Field Trips**

Students wishing to attend a field trip must present a completed official permission form to the sponsoring teacher before the posted deadline. The permission form must be signed by the parent or guardian.

Parental/guardian permission to attend off-campus events will not be accepted over the telephone or via email.

### **Lunch Policy**

To maximize student safety and the opportunity for students to relate in an informal setting, it is the goal of Saint Joseph Catholic High School to provide a closed campus and to leave campus for lunch is not sanctioned by the

school administration. Leaving for lunch qualifies as an unapproved absence, disqualifying students for after school extracurricular activities. The absence will count toward the eight absences limitation. The student will receive an hour of detention for the incident.

### **Visitors**

Only students enrolled at SJCHS are permitted on campus during instructional hours. All student visitors must first have the permission of the principal to visit the school and this visit must be approved in advance. The visitor requires a pre-approved visitor form to be on campus and every visitor must check in at the front office upon arrival on campus.

### **Motor Vehicles Regulations**

1. All students driving to school must have a valid Saint Joseph Catholic Parking Permit to park on campus. These are available from the Registrar's office. Students will be assigned a parking spot by the registrar.
2. Speeding, reckless driving or making excessive noise on school property may result in loss of driving privileges. The speed limit on school property is 10 mph.
3. Loitering in parking lots before, during, or after school is not permitted.
4. Students may not go to their vehicles or be in the parking lot during the school day without permission from an Administrator.
5. Students who drive to school must park on school property. Students must park in spaces designated for student parking (North parking lot by the soccer field). South parking lot is for faculty, staff, student body officers and visitors only.
6. Vehicles parked in an unauthorized manner will be towed away at owner's expenses.

Student parking on campus is considered a privilege and may be revoked by the Administration anytime.

## **MISCELLANEOUS POLICIES**

### **Closed Campus**

Saint Joseph Catholic High School's beautiful campus covers 18 acres on Ogden's east bench and is closed to the public during the academic day. Students do not leave the campus during the school day without the permission of the Principal as described in the Absence Notification procedures. Visitors and guests to the campus must have a clear purpose for visiting, be cleared with the administration, wear a visitor badge, and sign in and out of the office.

### **Custody**

This school abides by the Buckley Amendment and Utah law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding their child. If there is a court order specifying that is to be no information, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order. This is kept in the cumulative record.

### **Field Trips**

A field trip is recognized as a valuable extension of the classroom experience. The educational value of the trip should support and reinforce diocesan curriculum guidelines and justify the time, distance, and expense

involved. The Principal must give approval and sanction all field trips. Since field trips are a privilege, conditions for participation in an activity should be established and communicated to parents/guardians and students. No children other than those enrolled in the class or in an activity of an approved school sanctioned organization may participate in the field trip.

*Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 4500.*

### **Gym Use**

Students may not use the gym before, during, or after school where there is no assigned supervision.

### **Halls**

In order to provide security and supervision for all students, the halls are to be kept clear of students' personal items. Students are not to be in the halls for any reason during class time.

### **Extracurricular Activities**

Extracurricular activities provide important learning experiences and personal challenges that complement the basic school curriculum. Catholic schools will strive to provide extracurricular activities that enhance Catholic school education such as clubs, dance and musical performing groups, drama, forensics, government, social activities, student publications, school team sports, etc. At the high school level, all activities will be conducted in compliance with diocesan directives as well as the standards and guidelines of the Utah High School Activities Association.

*Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 4510*

### **Lockers, Purses, and Backpacks -**

Each student is assigned a locker for the year and is responsible for its upkeep. Students may supply locks for their lockers, but must register the combination with or give a key to the dean of students. Students may not change lockers without permission from the dean of students. Students should not open any locker other than their own. If it is discovered that a student has damaged or vandalized his/her locker or that of another student at any time during the school year, he/she will be subject to restitution and school discipline. The school cannot be responsible for the security of any item stored in lockers. For this reason, students should not bring items of value to school nor should they leave wallets, purses, or money in their lockers. When an item is missing from the locker, the student should report it immediately to the Dean of Students.

### **Prescribing and Administering Medication to students**

No teacher or member of the staff shall prescribe and/or administer medicine to a student. Students should not have any prescription and over-the-counter medications including Ibuprofen and Tylenol in his or her possession. Students may be authorized by a physician to carry Epinephrine Auto Injector (EAI) medication. Students may also be authorized by a physician to carry and self-administer diabetes medication and inhaled asthma medication. Documentation signed by the parent/guardian must be on file in the school office.

In the few instances in which medicine must be taken by students during the school day, the Principal shall designate a person to be responsible for administering it. Written consent from both the parent/guardian and doctor shall be obtained. The doctor's name, the name of the medicine, any adverse effects, the amount to be administered, the specific time of administering, and the expected duration of the treatment shall be marked clearly on the medicine container or doctor's permission to administer. A log/journal showing the date and time of administration of medication shall be maintained. The school is responsible for assuring that students within

the school receive their medication during school hours.

*Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 5120.*

### **First Aid Training**

The school is required to have a minimum of two staff members trained in first aid techniques, including CPR and dealing with exposure to Bloodborne Pathogens. The list of trained individuals should be highly visible at all times and well known to the entire school community. First aid kits should be taken on all field trips.

*Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 5120.*

### **Parent Organization**

Saint Joseph Catholic High School has a parent organization with a Constitution and By-Laws that follows the national guidelines from the National Catholic Educational Association. (NCEA) The primary purpose of this parent organization is to support the school's mission. This is done primarily by:

1. Volunteering helps in school programs and activities and supporting all volunteer efforts needed in the school.
2. Organizing and supporting fundraising efforts to financially support the school and its programs.
3. Supporting the school by giving positive feedback to the public.

*Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 1510.*

### **USE OF TECHNOLOGY AND SOCIAL MEDIA**

Technology is a valuable and real world educational tool. Catholic schools are committed to teaching their students, faculty, administrators, staff, and school community to work and to learn effectively with technology and to ensure responsible use of technology. The Internet is a tremendous resource for our children and staff and connects them to the rest of the world and to a vast information system. At the same time we recognize that the Internet can provide access to some material that may be inappropriate, offensive, or obscene. We believe that our children need to, and can learn to use this resource in an appropriate manner. The policy outlined below applies to all technology use including but not limited to Internet use. The Acceptable Use Policy for Technology applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources.

#### **Responsibilities of User**

The Catholic schools will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

The following conditions or facets of being a digital citizen:

- Respect One's self. Users will select online names that are appropriate and will carefully consider the information about themselves and images of themselves that are posted online.
- Respect Others. Users will not use technologies to bully, tease or harass other people
- Protect One's self and others. Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- Respect Intellectual Property. Users will suitably cite any and all use of websites, books, media, etc.
- Protect Intellectual Property. Users will request to use the software and media others produce and



protect license agreements for all software and resources.

### **Acceptable Use**

- All students will be actively supervised by a teacher, designated para professional or administrator when using online resources in the classroom.
- E-mail is restricted to school communications between students, faculty, and staff.
- The use of the Internet will be consistent with the educational objectives of the school.
- When teachers are using a specific web site, they will preview it for content before allowing students to access the site.
- Students who are allowed to search for information will be actively supervised in the classroom.
- No personal information (names, phone numbers, pictures, etc.) will be given out over the internet.

*Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 4300*

### **Unacceptable Use**

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material.
- Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly/recklessly post false information about any persons, students, staff or any other organization.
- Attempt to circumvent system security or use another individual's password.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher direction.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or system employees.
- Harm the goodwill and reputation of the school or system in the community.
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to, copyrighted material, licensed material and threatening or obscene material.

### **Electronic and Mobile Devices, Air Pods, Cell phones, and Apple watches**

A student is allowed to have a cell phone in his/her possession on campus. During the school day, students will ONLY be allowed to use their cell phones before the warning bell at the beginning of the day, lunch, and after school. The phone must be turned off and cannot be visible during classes and breaks. If a student needs to contact his/her parents, he/she will need to go to the front office and call parents from the school's phone. Chromebooks, tablets, and laptops may be permitted within the classroom under the supervision and permission of the teacher and are to be used for educational purposes. The school administration and/or teacher will provide parameters for this use. Students may use Personal Electronic Devices (PED), such as iPhones, Personal tablets, iPads, Laptops, or any other cellular device as permitted during Lunch. Use of a PED is permitted on Campus under the following conditions:

- No phone calls.
- No photography/videography.
- Must be in compliance with the school handbook.
- May not emit any audible sounds.

**The only reasons for school personnel to ask a student to surrender a cell phone would be:**

- a. If the cell phone rang or vibrated (which mean that the phone was turned on) or
- b. If a teacher saw the cell phone (which means that the phone was visible) or on the student's person.

**Policy Violations:** Violation of the above rules will be dealt with by the administration of the school and will result in the following:

1st Violation:

- a. Students are given one hour of detention.
- b. Student cannot have his/her phone available during the entire day during school for an entire week (5 days)
- c. Student is responsible to bring his/her cell phone to the front office at the beginning of the school day and retrieves cell phone at the end of the day for all 5 days

Note: If a student fails to bring his cell phone at the beginning of the school day to the front office, he will receive an additional day on top of the 5 days.

2nd Violation

- a. Student is given two hours of detention, he/she cannot have his/her cell phone available during the entire school day for an entire week (5 days)
- b. and the student brings his/her cell phone to the main office at the beginning of the school day and retrieves cell phone at the end of the day for all 5 days

3rd. Violation

- a. Students loses his/her rights to carry a cell phone in the school for the remainder of the quarter and use of the school network, computers and software, including Internet access. If a student carries a cell phone during a 3rd offense, a student will be given suspension.

### **Administrative Rights**

The Principal has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of technology, Catholic school administrators reserve the right to amend or add to this policy at any time without notice.

### **Personal Use of Social Media**

When teachers and students use personal or social media sites such as, but not limited to Facebook, Twitter, YouTube, etc. they may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections. Friending of current students by teachers and vice versa is forbidden on a teacher's personal social networking site. **Personal posts' must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.**

### **Communications**

Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employ only school sanctioned means of communication, such as:

- Teacher school web pages, wiki or LMS sites like, but not limited to, Moodle or Teacher Web.
- Teacher school email address.
- Teacher school phone number.
- Teacher created, educationally focused networking sites.
- No employee or volunteer is permitted to 1-on-1 SMS/text message any student and likewise no student is permitted to 1-on-1 SMS/text message any employee or volunteer.

*Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 4300*

### **Release of Data**

Federal, state and private agencies frequently request educational data from schools and parishes. This data affects eligibility for participation in numerous programs. Once the data is released, it not only must be substantiated but must be consistent with statistical data of other years.

In light of the complexity of issues, such as eligibility for federal program benefits, accreditation, certification, etc., ALL PARISHES AND SCHOOLS ARE ADVISED THAT NO EDUCATIONAL DATA OR STATISTICS ARE TO BE RELEASED TO ANY AGENCY OR INSTITUTION UNLESS THE REQUEST IS FORWARDED FROM THE CATHOLIC SCHOOLS OFFICE OR EXPLICIT APPROVAL FOR RELEASE OF SUCH DATA HAS BEEN GIVEN BY THE OFFICE.

This policy applies to the completion of forms, surveys or questionnaires sent from federal, state or other agencies.

NO STATEMENTS OF "NON-PARTICIPATION," IN FEDERAL OR STATE PROGRAMS, ARE TO BE SIGNED WITHOUT AUTHORIZATION FROM THE CATHOLIC SCHOOLS OFFICE.

Faculty or students are not to be made subjects of surveys or studies without prior approval of the Catholic Schools Office nor are school records to be made available for such surveys. Schools participating in the federal/state breakfast, lunch, or milk programs should release the data required for participation in those programs.

### **Release of information to Media**

Before the use of name, likeness, whether in still, motion pictures, audio or video tape, photograph and/or other reproduction of a student, including voice and features with or without name of student for any promotional purposes involving the Diocese of Salt Lake City parish/school, news or feature stories in any media or other purpose whatsoever, written permission for publication of this information must be secured from appropriate parents/guardians. This permission shall be kept on file for the length of the time the student is at the school.

### **Release of Student Directory Information**

Before printing student directories, written permission for publication of this information must be secured from parents/guardians. Names and addresses of students and faculty shall not be made available to anyone outside the school. This permission shall be kept on file for the school year.

*Please reference Administrative Handbook of Catholic Schools, Diocese of Salt Lake City, Policy 1700*

## **Student Body Officers and Class Officers**

### **Requirements:**

To run for office, you must be a current student with a cumulative 2.5 grade point average (as of the designated date related to the submission of election forms). It is recommended that anyone running for a Student Body Office have one year of previous leadership experience. If you have been placed on disciplinary probation or suspension during the school year in which you wish to run for office, you must write a letter of appeal to the Principal in order to be considered eligible for an office. You may not currently be on academic probation. If you are a current class officer on probation from your office, your ability to run for student council office will be at the discretion of the Principal. You must have been a student of Saint Joseph Catholic High School for at least one academic year before the election. Newly elected SBOs are required to attend a leadership conference with the Principal in late May or July.

All Student Body Officers and class officers should possess the following qualities:

- Friendliness
- Courage
- Model good behavior at all times
- Hold themselves to high ethical standards
- Be a voice for their school mates
- Model servant leadership
- Inclusiveness
- Ability to work cooperatively
- Balance academic course load with demanding school leadership responsibilities
- Work with a variety of personality types
- Ability to compromise with other leaders
- Challenge themselves to make Saint Joseph Catholic a positive experience for all

Any student officer violating these qualities may have to relinquish their title. Student body officers are held to a higher standard.

## **Dance Guidelines**

School dances are a great way to socialize with peers at SJCHS. Every year our school hosts a few dances: Back to School Dance, Homecoming, Sadie Hawkin and Prom. All grade levels can attend Back to School Dance, Homecoming, and Sadie Hawkin Dance. Prom is strictly for Juniors and Seniors unless an underclassman is asked by a Junior or Senior. Please feel encouraged to attend because students always have a great time!

### **1. Admission and Attendance**

- a. To ensure the success of the dance, safety of all participants and justify the time, effort, and money expended for each dance, those participating are expected to attend for at least two hours. No one will be allowed to enter the dance any later than 30 minutes after the dance has begun nor leave any earlier than 30 minutes before the dance ends.
- b. Unusual circumstances that would necessitate an exception in the arrival or departure time must be cleared through the Principal or Vice Principal.
- c. Once a student leaves the school premises, the school is no longer responsible for his/her safety or

whereabouts. Once someone leaves the dance, he/she may not return.

d. No dance will last beyond midnight.

e. Only SJCHS students and their dates may attend as long as they both enter at the same time.

f. Students who want to bring an out-of-school date must submit a completed "Dance Permission Form" to the administration by the deadline indicated on the form. Failure to meet the deadline will negate your privilege of bringing an out-of-school date.

g. In particular, girls' apparel at dances should reflect modesty. Any outfit that is considered lacking in modesty will result in that student being asked to leave the dance.

## **2. Conduct Before and During the Dance**

a. The possession and/or use of alcoholic beverages or illicit drugs is strictly forbidden. Anyone suspected of violating this rule will be expelled from the dance. The students involved will be subject to expulsion. If not an SJCHS student, they will be excluded from future functions. Parents will be notified. All Students are subject to a breathalyzer test before they enter the dance. Students who test positive will be denied entry to the dance and parents will be contacted.

b. Students are to uphold Christian conduct in the way that they dance. Any vulgar or elicited dance styles are not acceptable. We must not forget our call to honor each individual with respect in the way that we celebrate during dances.

## **RIGHT TO AMEND**

The Principal is the final recourse and retains the sole right to amend the Parent/Student Handbook.

Parents and students will be given prompt notification if changes are made. The Principal reserves the right to deviate from the handbook for specific circumstances.

This edition supersedes all previous handbooks. To the extent that the policies of the Handbook conflict with any provision of the Administrative Handbook, Diocese of Salt Lake City or with the Pastoral Directives of the Diocese of Salt Lake City, the provisions of those publications shall control.

Students and parents should realize that the regulations listed in the Code of Conduct are not inclusive. The administration reserves the right to determine the severity of the situation and appropriate repercussions at the time an incident occurs.