



NEW PARENT

SURVIVAL

GUIDE

The Faculty, Staff and Parents of St. Joseph Catholic High School would like to welcome you to our family! We know that starting a new school can be intimidating and sometimes it's harder for the adults than it is for the students. After all, you're the one who makes sure the kids get to school on time, in uniform, right?

We have all been the new guy before and remember how overwhelming it can be. For this reason, we have created our New Parent Survival Guide! This guide will help address questions you may have and even some you don't know yet. We've done our best to compile all things St. Joe related, but please reach out if there is something that you need further clarification on. Also note, this document does not contain our official policies and procedures. Please refer to our Parent & Student Handbook found on our website at https://www.stjosephutah.com/images/hsdocuments/2019-Student_Handbook.doc.pdf

This book is not intended to be read cover to cover, but rather as an index of information for reference and help to answer commonly asked questions. Our friendly staff is always willing to help and if they don't know the answer, they can direct you as needed.

Good luck in the year to come! We hope you'll love our school as much as we do. We encourage you to get involved, volunteer and get onto campus! Your highschooler may say they don't want you around, but don't hesitate to stop by for lunch or just embarrass them! We can't wait for the chance to work with your family.

The Faculty, Staff and Parents Of St. Joseph Catholic High School

Like our Social Media Pages

Instagram: StJosephUtah

Facebook: St. Joseph Catholic High School, Home Of The Jayhawks

Twitter: @stjosephutah

Linked In: St. Joseph High School Utah

Website: www.stjosephutah.org

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ACRE Testing

ACT Testing

The ACT Test is a college admissions exam. Every year our school counseling department will provide testing dates for our students needing to take the ACT. This generally applies to our Juniors and Seniors. The school will not register your student for the test, the parent must complete this registration.

Helpful Link:

www.act.org

Advancement Office

This office is in charge of fundraising, communication, marketing, social media, and enrollment. The Advancement Director helps manage school events, identify and cultivate donors, manage donor data, work with volunteers, write grants, enrollment, marketing and communication efforts to advance the mission of the school. This department is always looking for volunteers, especially on event coordination! If that appeals to you, consider helping our advancement team.

POC: Advancement Director
801-394-1515

Alumni Association

Our Alumni Association is a group of Alumni that plan on-campus reunions every year. They are also responsible for an All Alumni BBQ each year, usually hosted in June.

POC: Advancement Director
801-394-1515

Ambassadors

The student ambassadors are often the first impression many receive of St. Joseph. The ambassadors represent St. Joseph particularly at events we serve on campus, Diocesan events, or community events. They also serve at Baccalaureate, Graduation and Freshman/New Student orientation.

POC: Cindy White, Director of Student Government
cwhite@stjosephutah.com

Athletics

Our athletic program offers a 'no cut' policy for sports teams. All students make it on the team of their choice if they meet the UHSAA requirements. Having a no cut policy in sports allows all of our students to have an experience in high school athletics.

Sports offered at Saint Joseph High School include the following:

Fall Sports (August through October):

Volleyball (girls)

Soccer (girls)

Tennis (girls)

Baseball (boys)

Golf (boys)

Cross Country (girls & boys)

Mountain Biking (girls & boys)

**All fall sports begin before school starts

Winter Sports: (November through mid-February):

Basketball (boys & girls)

Swimming (boys & girls)

Cheer (girls & boys)

Spring Sports (end of February through May):

Soccer (boys)

Tennis (boys)

Softball (girls)

Golf (girls)

Track & Field (boys & girls)

POC: <https://sjchsjayhawks.olinesports.com/>

Alex Salvo, Athletic Director, asalvo@stjosephutah.com

Cindy White, Assistant Athletic Director, cwhite@stjosephutah.com

Attendance

Attendance at St. Joe's is taken for EVERY class period. This is done with the teacher assigned to the class period and is reported at the beginning of each course. If you need to report an absence, please call the front office. Any student late for class, or arriving late in the morning, will be required to report to the front office for a tardy slip. Should your student need to leave for an appointment, you will need to come to the front office to sign out your student. Our complete attendance/absence policy is in our Parent/Student Handbook. A physician's note is required for permission to be granted.

POC: Tami Snell, Office Manager

tsnell@stjosephutah.com 801-394-1515 ext 1

Helpful Link:

https://www.stjosephutah.com/images/hsdocuments/2019- Student_Handbook.doc.pdf

Aquinas Institute

GET DESCRIPTION ONLINE

Athletic Banquet

This awards ceremony is held at the end of the school year. This ceremony will encompass ALL sports awards for the entire school year. Varsity pins are given at this time.

Helpful Link: <https://stjosephutah.com/welcome-1>

Awards

We love to celebrate the success of our students! We do this in several capacities.

Parents are invited to attend all of our award ceremonies.

1. Student of the Month - Awarded to our students that exemplify our school's charisms. These students are recognized during our daily prayer.
2. Athletic awards for Academics, and Athletic accomplishments. Our school will host an award ceremony at the end of every year for our athletes. Varsity letters are not given, but can be ordered through our supplier of Letterman jackets, Coleman Knitting.

3. The St. Joseph Award - This award given to a Senior is our most prestigious award on campus. These students have shown over the course of their four years, that they have exemplified the characteristics of St. Joseph.
4. Valedictorian
5. Salutatorian
6. The Father Herrlich Award
7. End of Year Department Awards

Baccalaureate Mass

SJCHS commemorates our seniors with this beautiful ceremony held at the Cathedral of the Madeleine. Generally the day before graduation, the entire senior class and their families gather for this special mass, hosted by the Bishop. Dates will be provided during the school year.

Helpful Link:

<https://stjosephutah.com/welcome-1>

Back To School Night

This SJPA hosted event is not just for new families, but for everyone involved on campus! This event is generally held after the first week of school. We begin by gathering in our Black Box Theatre for an introduction by our Principal. You will be introduced to our faculty and staff, SJPA President and our Booster President. You will learn about our mission and philosophy, activities, events, and parent expectations. After the general meeting, you will follow your students schedule for all 8 periods of the day! This is your chance to meet with your student's teachers, see the syllabus and ask questions. Once the schedule is complete, please join us for a potluck garden party in front of our Fine Arts Building.

Helpful Link:

School Calendar

<https://stjosephutah.com/welcome-1>

Bite And Beer

This Boosters hosted event occurs every July 24th. This event is a social and fundraiser to support our Athletic Department. Enjoy live music, drawings, duck races, axe throwing, silent auction and great beer and food. Tickets can be purchased in advance, or just show up! More information is available on our website.

POC: Boosters, sjchsboosters@gmail.com

Black Box Theatre

Our Black Box theatre is located in the Fine Arts Building. See MAPS for the exact location. Resurrected in ____ this facility was meant to be a gathering space on campus for our students and the community at large. The theatre is referred to as Black Box, because it is indeed solid black; floor, ceiling, walls. We can change it into anything we need for the type of event we are hosting. We host several events in this space. Drama productions, SJPA events, School Mass, Uncorked, just to name a few.

Helpful Link:

School Calendar <https://stjosephutah.com/welcome-1>

Boosters

The Boosters is a decades-old group consisting mainly of parents, grandparents, alumni, and parents of alumni. The Boosters organization organizes social events throughout the year and every dollar raised goes back to St. Joseph Athletics. Every spring at the Athletic Awards Banquet one senior girl and one senior boy who has exhibited outstanding sportsmanship on teams receives an engraved watch presented by the Booster Club. The events are the Fall Steak Fry, Mardi Gras and Spring Steak Fry. Any adult can get involved by becoming a member of the Boosters or just attending events.

POC: Boosters, sjchsboosters@gmail.com.

Booster Steak Fry

Booster Steak Fry's are held semi-annually. These events are open to anyone over the age of 21 that wants to support our athletic department. They are held on a Sunday and include raffle, steak and chicken dinner with all the fixin's, and social gathering. Generally our athletic coaches attend.

POC: Boosters, sjchsboosters@gmail.com

Calendar Updates

Our calendar is updated throughout the school year. The newsletter will go out digitally every Thursday, any current calendar information can be found there. In addition, our updated calendar is always located on our website under our WELCOME tab.

Helpful Link:

<https://stjosephutah.com/welcome-1>

Catholic Schools Week

Catholic Schools Week is a celebration of Catholic education. The National Catholic Education Association (NCEA) selects a theme and each school plans activities around this theme. The annual observance starts the Last Sunday in January and runs through the week. As a school, we will host our Jayweek. This week includes student games, spirit dress up days, and a pep rally, and generally ends with our basketball homecoming game.

POC: Pep Club Advisor
801-394-1515

Christmas Giving

SJPA, our parent association, will send a letter out to all families asking for donations to teachers. The monies are collected and checks are cut to each one of our faculty and staff for the holidays.

POC: SJPA President, sjpa@stjosephutah.com
Kim Schmeling

College & Career Planning

Throughout the SJCHS students' high school experiences, the Counseling Team takes great care guiding them and their families through their personal college and career search process. As a department we believe that the search process should be primarily focused on discovering universities that offer the student an education and experience that will enable them to pursue their future aspirations. Counselors work collaboratively with families to discern their goals and financial needs and to define their expectations. Through this collaborative partnership, a well-balanced list of universities will be developed. After admission decisions are received, counselors will support students throughout the final college decision-making process.

POC: Rose Ybaben, College Counselor
rybaben@stjosephutah.com

Communication

Communication is the key to a successful relationship. We do our best to provide many avenues for open communication with our parents.

Principal's Weekly Message (via email and website)	Main Source of Information
School Website www.stjosephutah.com	Main Source of Information

Social Media Facebook: St. Joseph Catholic High School, Home Of the Jayhawks Instagram: Stjosephutah Linked In: Stjosephutah Twitter: @stjosephutah #wearestjoes	Promote school activities, meeting reminders, awards and recognitions, deadlines, and overall happenings on campus
Email from Teacher	Specific class information will come from your students teacher
Phone and Email	Communication between school and parents
FACTS/RenWeb Parent Alert	Delivers emergency messages regarding weather advisories or other critical messages

Due to the various ways we communicate with your family, it is critical that we have updated contact information (particularly email and phone). If you do not have computer/internet access at home, the office can help send hard copy with your student.

Should you have any concerns with a teacher, please email them directly. Teachers will respond within a 24 hour period.

POC: Tami Snell, Office Manager
tsnell@stjosephutah.com

Community Socials

SJCHS will host several socials throughout the school year. Some are also identified as fundraisers. You can find the description of each event listed below in the content of this guide. They include:

- Back To School Night
- Golf Tournament
- Booster Steak Fry
- Mardi Gras
- Uncorked
- SPREE
- Senior Night for all Athletics
- Athletic Banquet

Counseling & Guidance

The Saint. Joseph Catholic High School counseling team is dedicated to the care and development of each student. The counseling department supports students and

families in three main areas

Academic Counseling
College & Career Counseling

Social/Emotional Counseling & Referrals

POC: Rose Ybaben, rybaben@stjosephutah.com ; Jason Miller,
jasonmiller@stjosephutah.com

Dances

SJCHS will host 5 dances throughout the course of the school year. Each dance description can be found under their name in this guide. They include:

STOMP
Sadie Hawkins
MORP
Homecoming
PROM

Helpful Link:

School Calendar <https://stjosephutah.com/welcome-1>

Documents & Forms

Can't find the form for basketball registration, or how to re-enroll for the next school year? Don't fret, you can usually find what you need on our website. Or contact our Office Manager for all information.

POC: Tami Snell, Office Manager
tsnell@stjosephutah.com

Extra-Curricular Activities

From mountain biking to guitar and piano, we offer a variety of opportunities for your students to participate in. Some of these programs are fee based. Visit our website under Student Pages for a list of our extra-curricular activities and club opportunities.

Helpful Link: www.stjosephutah.com

FACTS/RenWeb

FACTS/RenWeb is an administrative student information management system that we use for grades, report cards, attendance, directory/contact information, communication,

emergency notification, and more. This system is being used by all schools within the Diocese of Salt Lake City.

Parents will set up an account and password that will allow them access to Parents Web, which is a private and secure website to allow parents to see complete information specific to your student(s). This includes grades, assignments, absences, and conduct. In addition, should you need to make address or contact information changes, this is the place to get those done.

POC: Enrollment
801-394-1515

Fine Arts Building

SJCHS Fine Arts Building is located behind the gym on the North End of campus. This building includes our Black Box Theatre, our art, music, and TV production departments, as well as our computer lab. A map is located in this guide.

Free Ways to Give

There are many ways to give to SJCHS that won't cost you a dime. Get your friends and family members involved, it's easy!

1. Smith's Earn & Learn -
Pick up a Smith's Fresh Values card and designate SJCHS to earn money for your school. Every time you shop, .5% will be donated back to us.
2. AmazonSmile Program
AmazonSmile is a simple and automatic way for you to support our school every time you shop. There is no sign up involved, simply go to smile.amazon.com and select "Saint Joseph Catholic High School", then start shopping! AmazonSmile is the same Amazon you know, but with the added bonus of .5% of your eligible purchases coming back to the school.
3. Employer Matching Programs
Many employers sponsor matching donation programs (even for service hours) to charitable organizations. Most of these programs match your contribution dollar-for-dollar, doubling your gift-giving opportunity.

Golf Tournament

This golf social is held the second Sunday, in September. The funds raised during this event are split between both schools and are used for tuition assistance. This event includes mass on the grass, breakfast, lunch, drinks, and licorice, raffle and prizes! This is a great event to meet new and old families as well as see all of our amazing community supporters.

Helpful Link:

<https://stjosephutah.com/welcome-1>

Graduation

Our annual Graduation ceremony is held at St. Joseph Catholic Church in Ogden. Our parents are made aware of all pertinent dates at the beginning of the year. All students and families are welcome to join us for this momentous occasion.

Helpful Link:

<https://stjosephutah.com/welcome-1>

Homecoming

Homecoming includes a basketball game and dance that culminates after Jayweek. The dance is a semi-formal dance open to all students. Dance rules from the handbook apply.

Helpful Link:

<https://stjosephutah.com/welcome-1>

Hope Squad

The Hope Squad is a national organization with a chapter here at St. Joseph Schools. HOPE SQUAD is a student led organization that works as the eyes and ears of the student body to help identify students at risk of harming themselves. Our students' safety and happiness is a crucial part of the educational experience here at Saint Joseph Catholic High School. The issue of teen suicide is a major concern in the state of Utah, and we want to be motivated in creating proactive measures and protections for our students.

<https://hopesquad.com/>

POC: Rose Ybaben, rybaben@stjosephutah.com

Jennifer Hughes, jhughes@stjosephutah.com

Jayweek

Jayweek is the most fun week on campus! This week includes spirit dress up days, hallway decorating with your classmates, homecoming basketball games, pep rally and the homecoming dance.

POC: Pep Club Adviser & Faculty Advisers

Lost & Found

As you can imagine, with over 180 students we get a lot of Lost and Found! Our lost and found is located in the Jaymart, across from the front office. This room is open during school hours. If your student is missing anything, please have them check here first.

Lucky Locker

We are proud to host a Lucky Locker on campus! This is a FREE school uniform exchange area. Have an old uniform that doesn't fit anymore? Or need a new shirt after you just spilled spaghetti sauce on it? Come to the lucky locker! Donate your used uniforms and pick up someone's hand me down. All items are totally FREE and are done on a first come first serve basis. The locker is located across from the front office and open during school business hours.

Lunch Program

Our hot lunch program is provided by the school. We host a different restaurant every day through a pre-order lunch menu. The lunch menu is sent out 6 weeks in advance. This includes Chik-Fil-A, Javiers, Panda Express, and Taboo Pizza. In addition, we offer a full salad bar, soup, grilled cheese, cheeseburgers, and snacks everyday. You are not required to order your daily items ahead of time. These items can be purchased with any debit or credit card the day of. We do not accept cash in our cafeteria. For a lunch menu or to purchase pre-paid lunch cards, please see our office manager.

POC: Tami Snell, Office Manager
tsnell@stjosephutah.com

MORP

Our semi-formal winter dance is held in December, and open to students in all grades. This dance is held on campus. All dance rules noted in the student handbook apply.

Helpful Link: <https://stjosephutah.com/welcome-1>

Naviance

Naviance is a comprehensive college, career and life readiness tool that helps Saint Joseph Catholic School align our students' strengths and interests to postsecondary goals, improving student outcomes and connecting learning to life.

This is also the tool we use to assist our students in the process of college applications, transcript requests, letters of recommendation, and so much more.

POC: Rose Ybaben, rybaben@stjosephutah.com

Jason Miller, jasonmiller@stjosephutah.com

Newsletter

Our weekly newsletter is emailed every Thursday, before the end of the business day. This is the best place to review our weekly schedule, hear from our Principal, look at updates and messages related to your student. PLEASE make sure your most current email address is in the system as this is a very important source of communication.

POC: Tami Snell, Office Manager

tsnell@stjosephutah.com

Parent-Teacher Conferences

Our faculty are happy to schedule a parent-teacher conference any time you have a question or concern about your student. We will officially hold two conferences scheduled school wide throughout the school year. Teacher conferences are scheduled in 15 minute blocks and take place in the students classroom. Scheduling for these conferences will be done a few weeks in advance. Visit our calendar for conference dates, and refer to the newsletter for updates and information on scheduling.

Helpful Link: <https://stjosephutah.com/welcome-1>

Parking/Drop Off/Pick Up Procedures

We have several students that drive on campus. Student drivers must park in our student lot, located in the north east side of campus. Students must see our Registrar in order to obtain a parking pass. This is free, however, the permit must be visible in the car.

Parent parking is located off of the Lake Street side of campus. We can also use Lake Street frontage for before and after school parking as well. When visiting during the day, please use our designated visitor parking spaces, located on the east side of the front office.

Pep Club

Pep Club is our spirit squad on campus. This is a voluntary group on campus. Pep club runs our Homecoming dance, Jayweek, and all spirit activities on campus. We support our athletic teams and cheer from the stands! It's all about keeping school spirit alive!

POC: Pep Club Adviser, Faculty Advisers

PIP Hours

Each family with a student enrolled at Saint Joseph Catholic High School is required to volunteer Twenty (20) PIP hours each year with an additional four (4) hours per additional student also attending the school. PIP may be completed any time between June 1st and May 31st for a particular school year. The hours total can be served at the elementary or high school.

PIP hours must be completed no later than the last week of May each year with PIP Logs turned in to the school on or before that time. Parents and extended family, who are 18 years of age and older, may volunteer PIP hours for the family.

POC: Tami Snell
tsnell@stjosephutah.com

Principal's Message

Our Principal's Message can be viewed weekly in our newsletter. This is where he will personally address any issues that need to be discussed school wide.

POC: Clay Jones, Principal
clayjones@stjosephutah.com

PROM

This dance is held in the spring and is only open to our Junior and Senior class. (Students may bring a student from another school) This dance is formal and includes dinner and dancing. The Prom is run by our Junior class officers. All other dance rules and regulations found in our handbook apply.

Raise.Me

This is another opportunity for scholarships. We encourage our students to get on within their Freshman year. This will be facilitated by our college career counseling department.

POC: Rose Ybaben, rybaben@stjosephutah.com

Sadie Hawkins

This dance, typically held in the winter, is open to all students. This is a "girls choice" dance. This is a casual dance where students wear matching t-shirts.

SBO Acronym - Student Body Officer

School Board

Saint Joseph Catholic Schools have a combined school board for the elementary school and the high school. The Saint Joseph Catholic Schools Board acts in an advisory capacity to the schools Principals. This school board gives generously of their time and talents to support our students. Parents who are not board members are welcome to attend any school board meeting. Please email our Principal a week ahead of time to schedule. At the beginning of each board meeting, there is an open invitation for any concerns, questions and/or other issues to be voiced by attending parents.

School Mass

SJCHS will participate in a school wide mass, once a month. These dates are listed on our calendar. Parents and family members are welcome to attend! During these days, we require best dress for our students. This is a white shirt and tie with slacks for boys, and the plaid skirt and white oxford for girls. Please see the handbook for further policies.

Helpful Link:

<https://stjosephutah.com/welcome-1>

School Schedule

We operate Monday through Thursday, 7:51am, and ends at 3:00pm. Fridays are 7:51am to 12:15pm. Our office is open Monday through Friday, 7:30am to 4:00pm. All special dates and events are listed on our high school calendar.

Helpful Link:

<https://stjosephutah.com/welcome-1>

Sign-Up Genius

Sign Up Genius is our volunteering website. You will receive invitations throughout the year to volunteer for various events. This is the platform we use to make sure all positions are filled and reminders are emailed out.

SJCHS - Acronym for Saint Joseph Catholic High School

SJPA

The Saint Joseph Parent Association (SJPA) exists to support our students, faculty, staff and community. Upon enrollment of your high school student(s) every parent is considered a member of SJPA. The SJPA board meets the second Tuesday of every

month at 6 p.m. in the conference room next to the Evans Theater, but with a few exceptions--consult school calendar for exact dates. Parents are always invited and encouraged to attend.

POC:

President: Ann Wakefield

Vice President: Kim Schmeling

Secretary: Bridget Ortiz

Treasurer: Jill Bergovoy

Social Media

SJCHS has a very extensive social media presence. Please follow one of our platforms for updated information on sporting events, student accolades, award ceremonies, achievements, and general school happenings.

Facebook: St. Joseph Catholic High School, Home Of The Jayhawks

Instagram: StJosephUtah

Twitter: @stjosephutah #wearestjoes

Linked In: St Joseph Catholic Utah

If you'd like to see us post something, please send your request to

POC: Kari Lane - Media Director, klane@stjosephutah.com

SPREE

SPREE is our annual gala event and our largest fundraiser of the year. This semi-formal, adults only event is held the last Saturday, in April. The event includes silent and live auction, opportunity drawings, seated dinner, drinks, and lots of fun! Events like this don't happen without tons of support, time, donations, attendance, and let's not forget the generous and enthusiastic bidding! Please plan to participate in any (or all) ways possible. This fundraiser sponsors both the high school and St. Joseph Elementary.

POC:

Co-Chair, Christa Windsor

Co-Chair, Gina DeSantis

STAFF

Our staff are the non-faculty component of our school. This includes administration, advancement, and enrollment.

STOMP

Stomp is our first school dance of the year. This casual dance is usually held after the first full week of school, and is open to all students.

Helpful Link:

<https://stjosephutah.com/welcome-1>

Student Government

Student Government consists of Student Body Officers and Class Officers elected by their peers. Student Body Officers are for seniors only and elected by the entire student body. Class Officers are elected by the respective members of each class.

POC: Cindy White, Director of Student Government

cwhite@stjosephutah.com

Student Leadership Program

The Student Leadership Program consists of the Student Body Officers, Class Officers and Student Ambassadors. While each of these Student Leadership programs have their specific responsibilities, we also function as a broad inclusive leadership group for the entire campus.

POC: Cindy White, Director of Student Government

cwhite@stjosephutah.com

UHSAA

Saint Joseph High School is a member of Region 17 in the 2A classification of the Utah High School Activities Association (UHSAA). The UHSAA sanctions and regulates activity programs in sports, drama and music. St. Joseph adopts all UHSAA rules and regulations as its own.

Helpful link: uhsaa.org

Uncorked

Uncorked is our fall fundraiser held at St. Joseph High School. This wine and food station event, is a casual, adults only evening. The event will sponsor both schools and funds raised go directly towards our tuition assistance needs on campus. The evening includes opportunity drawings, silent auction, and class project auction. Typically held in November, be sure to put this one on your calendar.

POC:

Kim Miller, St. Joseph Elementary Advancement Director

kimmiller@stjosephutah.com

Uniform

We utilize Lands End for our uniform needs on campus. To order, simply log in through LandsEnd.com/school and use our school code 900044223.

To order by phone: Call 1-800-469-2222 and reference your student's Preferred School Number 900044223, grade level and gender. Our team of consultants are available 24/7 for assistance. For additional policy guidelines please refer to our student handbook.

Helpful Link:

<https://stjosephutah.com/student-life>

Volunteer Hours - Please see PIP

Weather Alert

We utilize the RenWeb platform for all parent alerts for weather. Should you need to receive any information regarding delays or school cancellations, please check your email and text messages.

Yearbook

This annual journal, The Artizan, will be given to each student on the last day of school. We commemorate this by hosting an outside party in our parking lot for our students. Yearbooks are handed out once your students locker has been cleared, and all books and materials have been returned to the classrooms.

POC:

Shane Reinhard, Yearbook Adviser
sreinhard@stjosephutah.com