



## **MISSION STATEMENT**

### **VISION**

Saint Joseph High School strives to be the premier college preparatory school in Southern Connecticut. The school provides a learning environment that embraces the Gospel values of the Roman Catholic faith and promotes a commitment to family and community. The school prepares our young women and young men to realize their potential, helps them excel in higher education and provides a foundation to guide them throughout their lives.

### **VALUES**

To support the vision, Saint Joseph High School will continue to focus on all the following:

- Providing an environment where the faculty, administration, support organizations, and students, by example and program, actively promote
  - Roman Catholic teaching and values (faith, morals, ethics and responsibility)
  - Family values
  - Community responsibility
  - Respect and diversity
- Developing educated and creative thinkers who exhibit superior intellectual and communication skills
- Instilling passion for learning and teaching in a safe and secure environment
- Providing a strong, holistic foundation to enable all students to enter and succeed in competitive higher learning institutions
- Providing a strong program for social and physical development in an atmosphere of healthy competition.

***THIS HANDBOOK BELONGS TO:***

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*Be it known to all who enter here that  
Christ is the reason for this school.  
He is the unseen but ever present teacher in its classes.*

***He is the model of its faculty and  
the inspiration of its students.***

*~ author unknown*

**Web site: [www.sjcadets.org](http://www.sjcadets.org)**

Our website is intended to be a mirror of the day to day life of the community on our campus. All communications can be found on our website along with special services for informing parents of grades, homework student progress( ED-line), and community service messaging, student absence notification, school cancellation, and school emergency notification ( Connect-ED).

|                           |                            |                          |
|---------------------------|----------------------------|--------------------------|
| <b>Main Office</b>        | <b>Phone: 203-378-9378</b> | <b>Fax: 203-378 7306</b> |
| <b>Guidance Office</b>    | <b>Phone: 203-378-9370</b> | <b>Fax: 203-375-7922</b> |
| <b>Advancement Office</b> | <b>Phone: 203-377-0350</b> | <b>Fax: 203-375-0675</b> |
| <b>Athletic Office</b>    | <b>Phone: 203-380-1239</b> | <b>Fax: 203-378 7306</b> |

|  |   |
|--|---|
| President                                      | William Fitzgerald, PhD.                      |
| Principal                                      | Mr. Kenneth A. Mayo                           |
| Assistant Principal<br>for Academic Affairs    | Mrs. Laurene Collins                          |
| Assistant Principal<br>for Student Affairs     | Mrs. Patricia T. Hayes                        |
| Dean of Students                               | Mr. Martin Dempsey '98                        |
| Spiritual Director                             | Rev. Christopher Samele                       |
| Director of Campus Ministry                    | Sr. Florencia Silva                           |
| Director of College and<br>Guidance Counseling | Mrs. Suzanne B. Siano                         |
| Director of Admissions                         | Mrs. Margaret Kuhar Marino '71                |
| Director of Athletics                          | Mr. James N. Olayos '76                       |
| Director of Advancement                        | TBA   |
| Business/Finance Manager                       | Mrs. Patricia Metz                            |
| Bursar   | Mrs. Joanne Rodgerson                         |
| Director of Special Ed Services                | Mrs. Donna Karagus                            |
| Director of Health Services                    | Mrs. Susan Tomey, R.N.                        |
| Director of Alumni                             | Mrs. Lynn Dalton Mallon '75                   |
| Technology Coordinator                         | Mrs. Angelica Abelson                         |
| Student Activities Coordinator                 | Mrs. Maureen Anderson                         |
| Parent Association Presidents                  | Mrs. .Karen Corcoran<br>Mrs. Betsy Campanelli |

## CLASS SCHEDULES

### Regular School Day

|       |                             |                 |
|-------|-----------------------------|-----------------|
| 7:40  |                             | Classrooms Open |
| 7:57  |                             | Warning Bell    |
| 8:00  | - 8:10 (8:20 extended H.R.) | Homeroom        |
|       | 8:05 activity bell          |                 |
| 8:13  | - 9:06                      | First Class     |
| 9:09  | - 9:52                      | Second Class    |
| 9:55  | - 10:38                     | Third Class     |
| 10:38 | - 10:42                     | Announcements   |
| 10:45 | - 12:28                     | Fourth Class    |
| 12:31 | - 1:14                      | Fifth Class     |
| 1:17  | - 2:00                      | Sixth Class/    |

### Half-Day and Early Dismissal Day

|       |                             |                         |
|-------|-----------------------------|-------------------------|
| 7:57  |                             | Warning Bell            |
| 8:00  | - 8:10 (8:20 extended H.R.) | Homeroom                |
|       | 8:05 activity bell          |                         |
| 8:13  | - 8:42                      | First Class             |
| 8:45  | - 9:14                      | Second Class            |
| 9:17  | - 9:46                      | Third Class             |
| 9:49  | - 10:18                     | Fourth Class            |
| 10:21 | - 10:50                     | Fifth Class             |
| 10:53 | - 11:22                     | Sixth Class             |
| 11:25 | - 12:00                     | Seventh Class/Announce. |

### Delayed Opening Day

|       |                    |                           |
|-------|--------------------|---------------------------|
| 9:25  |                    | Warning Bell              |
| 9:30  | - 9:40             | Homeroom                  |
|       | 9:35 activity bell |                           |
| 9:43  | - 10:10            | First Class               |
| 10:13 | - 10:40            | Second Class              |
| 10:43 | - 11:10            | Third Class               |
| 11:15 | - 12:55            | Fourth Class              |
| 12:58 | - 1:25             | Fifth Class               |
| 1:28  | - 2:00             | Sixth Class/Announcements |

## **Saint Joseph High School Parent Association**

### **Our Mission:**

- ◆ to provide an open forum to **ALL** members of the school Community to identify any issues related to the Saint Joseph High School community
- ◆ to recommend procedures, policies, and practices as they relate to administrative, academic, athletic, social and spiritual development
- ◆ to promote communication among and for the benefit of the Saint Joseph High School community.

### **2009-2010 Board of Officers**

|                 |                                    |                      |
|-----------------|------------------------------------|----------------------|
| Presidents:     | Karen Corcoran<br>Betsy Campanelli | 377-7769<br>874-0071 |
| Vice President: | Robin Julian                       | 377-6509             |
| Secretary:      | Joe DiLorenzo                      | 452-1830             |

On behalf of the Parent Association, welcome to the Saint Joseph High School family. We applaud your decision to enroll your child at Saint Joseph and assure you of our support during the next four years. The Parent Association is an energetic group of parents, who in conjunction with the faculty, staff, and administration, work hard for the benefit of the students and school community. If you have any questions throughout the year, we encourage you to contact any of the board members, committee chairpersons, or class representatives and request direction. The parent club normally meets the first Wed. of each month at 7 p.m. in the school library. Please email questions to [parents@sjcadets.org](mailto:parents@sjcadets.org).

# St. Joseph

HIGH SCHOOL



*Choose Life*  
*Don't Choose Drugs*

**All of the rules in this handbook have been formulated for the good of the entire school community, and every student in our school community must observe them. The administration reserves the right to establish new or revised policies as deemed necessary, or to take necessary action for the good/safety of the community.**

**The principal will be the final interpreter of any school rule**

## **STUDENT HANDBOOK**

### **I. SPIRITUAL LIFE**

As a Roman Catholic High School, Saint Joseph provides prayerful opportunities and experiences rooted in Catholic belief. Traditional and contemporary services are afforded each student in order to participate in the rich fullness of Catholic life and devotion. Among the religious experiences are daily liturgies, reconciliation, prayer/Bible services, daily morning prayer, retreats, and opportunities to perform community service. Saint Joseph High School requires that students attend religious exercises and refrain from actions that are contrary to the teaching of the Catholic Church. Attendance at class retreats is mandatory.

### **II. CUSTODIAL ISSUES**

Saint Joseph High School assumes in all cases of separation or divorce that there are joint custodial rights for all parents and guardians. If there is a court order specifying that no information (e.g. copies of report cards) is to be given to one of the parents/guardians, or that the student is not to be permitted to leave campus with a parent/guardian, it is the responsibility of the custodial parent to provide the school with a certified copy of that court order. The school will not be responsible for any court order which has not been provided to it.

### **III. ACADEMIC POLICIES**

#### **A. Graduation Requirements**

The Saint Joseph High School diploma is not exclusively an indication of the

successful completion of academic requirements. Since we educate the whole person, we expect and require the student to exhibit, by his or her own behavior, an appreciation for and acceptance of the values and ideals on which the school was founded and which we continue to teach, as a prerequisite for the awarding of a Saint Joseph High School diploma.

|                                       |  |
|---------------------------------------|--|
| Religion                              | 4 credits (1 credit each year)   |
| English                               | 4 credits (1 credit each year)   |
| Science                               | 2 credits for the classes of 2009-2010; 3 credits for the class of 2011 and following  |
| Mathematics                           | 3 credits  |
| Social Studies                        | 3 credits (including 1 credit of American History)<br>3 credits for the class of 2011 and following (including 1.5 credits of American History).<br>In addition, Civics (.50 credit) is required in senior year for the class of 2011 and following. |
| World Language                        | 2 credits (of same language)   |
| Phys. Ed. /Health                     | 1 credit   |
| Electives                             | 6 credits for the classes of 2009-2010; 4.5 credits for class of 2011 and following.   |
| One credit earned from the following: |  |
| Freshman Computer                     | .50 credit   |
| Sophomore Computer                    | .25 credit   |
| Art Appreciation                      | .25 credit   |
| Band or Chorus                        | .50 credits  |

Total Credits: 26

A senior who fails more than two full credits will not receive a diploma from Saint Joseph High School. Seniors must complete their required fifteen hours of community service and be in compliance with school disciplinary, attendance policies in order to receive a diploma. The service form with all proper signatures will be collected at the end of the third quarter. The criteria for acceptable service are explained in the summer mailing.

Transfer student credit requirements will be determined on a case by case basis.

Noncompliance with the Community Handbook policies and regulations may result in the denial of a Saint Joseph High School diploma.

**B. Promotion to the next grade level**

Any academic failure will require the student to attend summer school for the purpose of recovering credits in the subjects failed. A student who fails more than two full credits must withdraw from Saint Joseph High School.

Chronic noncompliance with the Community Handbook policies and regulations may result in expulsion from Saint Joseph High School. If parent(s) fail to cooperate with school policies, the school may require that the parent withdraw their student from Saint Joseph High School.

All students are required to complete fifteen hours of community service each year. The service form with all proper signatures will be collected at the end of the third quarter. The criteria for acceptable service is explained in the summer mailing. Students must complete these hours and be in compliance with school attendance policies in order to be eligible to advance to the next grade level.

**C. The Marking System**

Interim Reports indicate the student's progress to date: **S**/Satisfactory, **U**/Unsatisfactory, **F**/Failure

A numerical marking system is used for quarter, exam, and final grades. A passing grade is 65 and above. A failing grade is 64 and below.

To determine the final average for courses, the following formula will be used:

1. Year long courses: Each marking period will count 20% of the final grade and the midyear exam and final exam will count 10% each.
2. Semester courses: Each marking period will count 40% of the final grade and the final exam will count 20%.

A senior who fails more than two full credits will not receive a diploma from Saint Joseph High School.

Grades reported on the report cards reflect additional quality points for honors level courses. The additional weighting factors (quality points) for honors level courses are:

|                      |      |
|----------------------|------|
| College/A.P. Courses | +8.0 |
| Honors I Courses     | +5.0 |
| Honors II Courses    | +3.0 |

Quality points will not be awarded to unweighted grades below 65. The student career cumulative grade point average is available on the final report card. Summer school grades are not included in these calculations.

**D. Academic Review Board**

The purpose of the Academic Review Board is to assess the reason(s) for a student's academic difficulty so to offer constructive help. The board may be convened by the administration for the purpose of evaluating a student's academic progress when the student is demonstrating poor academic

performance. The board will consist of an administrator, the student's guidance counselor and may include a teacher chosen by the administration. The student and parents will be requested to attend the academic review. The review board may reconvene on a periodic basis for review of student progress. Non-compliance with the recommendations of the Academic Review Board may result in dismissal from Saint Joseph High School.

#### **E. Close of Quarters/Reports**

The close of each academic quarter is listed in the community handbook. All student work is expected to be completed by the end of each quarter. Any extension of these deadlines for the purpose of accepting late work is at the sole discretion of the administration.

1. Report Cards - These are mailed home to parents approximately one week after the close of each marking period. (See calendar for dates) and posted to Edline.
2. Interim Reports - These reports, indicating academic performance at the mid-point of each marking period, are mailed home to parents. (See calendar for dates) and posted to Edline.
3. A record of any disciplinary referral will accompany the quarterly report card.

Parents requesting a duplicate mailing must do so in writing with the main office.

#### **F. Honors**

At the end of each marking period, students who achieve the required average are recognized for their scholastic accomplishments. Honors are awarded as follows:

**President's Honor Roll:** A weighted grade point average of 95 or higher with no individual mark under an 80.

**Principal's Honor Roll:** A weighted grade point average of 85 or higher with no individual mark under an 80.

Students who make the honor roll the first three marking periods, two of which must be the President's honor roll, will be honored at the Academic Awards Banquet in the spring.

#### **G. National Honor Society**

Eligibility is open to any eleventh or twelfth grade student who has a scholastic weighted career average of 90, and has been enrolled in the school for at least one semester. Other evaluated criteria for membership are leadership, service, and character. Once accepted into the Society, it is expected that all criteria for membership be maintained throughout the student's high school career. Details of the selection process are available from the NHS advisor.

#### **H. Eligibility**

Participation in sports, student activities, or field trips is a privilege, and students may be denied participation if they fail to meet academic, attendance, or behavioral expectations. In order to participate in clubs, athletic teams, field trips, special class trips, or events, a student must maintain academic eligibility. If a student received two failing marks in a marking period, the student becomes ineligible until the conclusion of the next marking period and/or until the grades are posted.

Two incompletes or one incomplete and one failure will also result in ineligibility until the incompletes are successfully resolved.

In addition to academic eligibility, if a student wishes to represent Saint Joseph High School in extracurricular activities, his/her school conduct and attitude, as well as out of school behavior, must be beyond reproach. Any student with unfulfilled disciplinary obligations will not be able to participate in any extracurricular activities. Students who fail to submit a proper permission form may not be permitted to participate in a field trip. Telephone calls may not be accepted in lieu of proper forms.

#### **I. Incompletes**

At the Principal's discretion, a student may be allowed a maximum of ten school days to resolve any incompletes (daily, quarterly, etc). After this time has elapsed the student will receive a zero for the missing assignment

#### **J. Homework**

Students cannot hope to attain full potential unless they are willing to study. Class work and study periods during the day are not sufficient to master today's complex subject matter and must be supplemented by homework. Students must be prepared for an average of at least two hours of homework each night. Assignments should be done with care and all written work should be neat. It would be a mistake to think that written work is the only homework necessary. Reviewing notes, preparing reports, reviewing and previewing the text, reading and independent work are important also.

#### **K. Mid-Term/Final/AP Exams**

These exams are administered at scheduled times at the end of each semester (See calendar). All students are expected to be present, punctual, and in proper school uniform, for all of their scheduled exam sessions.

If a student is registered in an AP course, the student is required to take the AP exam. Payment for the AP exam fee is the responsibility of the family and will be collected at the start of the course.

Make-ups are not arranged as a matter of convenience or preference. *No student may miss an exam except with a physicians note or at the discretion of the principal. Any other exam absence may result in a zero for the missed examination.*

**L. Testing Days**

In order to avoid an unfair number of assessments on the same day, we use the following test day assignments as a guide:

|           |   |
|-----------|---|
| Monday    | Language, Business/Computer             |
| Tuesday   | English, 'Senior only' Electives        |
| Wednesday | Social Studies, 'Senior only' Electives |
| Thursday  | Math, Fine Arts                         |
| Friday    | Science, Religion                       |

*Two full period assessments given on one day are not unreasonable.*

**M. Class Participation**

Teachers are required to incorporate a "class participation" grade up to 10% in each quarter grade. Attendance and tardiness to class will impact the grade along with the usual measurements.

**N. Scheduling**

Every reasonable attempt will be made to honor course requests. Due to the complexity of scheduling, not every course request can be accommodated. Students may not request an alternate teacher if they have not had the assigned teacher before.

**O. Academic Integrity**

Academic integrity violations encompass any act that compromises or subverts the integrity of the educational or research process. These offenses include, but are not limited to: cheating, plagiarism, misrepresentation, fabrication, and facilitation. All work submitted by students is subject to and governed by the Academic Integrity Policy. Please refer to the school website or the Academic Integrity Booklet for additional details.

**P. Summer Reading**

Teachers are required to incorporate a "summer reading" grade that is 10% of the first quarter grade.

**Q. Edline**

Students and parents are asked to make use of their edline accounts for the purpose of staying informed of current course assignments and deadlines.

**IV. DAILY ATTENDANCE****A. Philosophy**

The learning experiences that take place in the classroom are a meaningful and essential part of a student's education. Time lost from class is intrinsically irretrievable, in terms of opportunity for interaction and exchange of ideas between students and teachers. Therefore, classroom attendance is an integral part of the student's course of study. Regular

attendance and punctuality are required of all students at Saint Joseph High School. Consequently, the following schedule will be in effect for the 2008-2009 academic year:

### **ABSENCES**

10<sup>th</sup> absence = Warning letter to parents advising them of the following actions:

15<sup>th</sup> absence = Attendance Review Board

20<sup>th</sup> absence = Subject to dismissal from Saint Joseph High School

### **TARDINESS/EARLY DISMISSAL**

10<sup>th</sup> incident = Warning letter advising parents of the following penalties:

15<sup>th</sup> incident = Saturday Detention

20<sup>th</sup> incident = Attendance Review Board; Subject to dismissal from St. Joseph High School

### **B. Definition**

A full school day consists of a minimum of four hours, and every student is expected to be present each day. Any student not present for the minimum four hours will be considered absent for the day and ineligible to participate in any activities until the student is reinstated on the next school day.

### **C. Attendance Review Board**

The Attendance Review Board is convened by the administration. Its purpose is to implement a plan of action to ensure student attendance and when appropriate, to recommend sanctions on chronic violations of the school's attendance policy. The Board will be chaired by the Assistant Principal for Student Affairs and will consist of a Dean of students, the school nurse and the student's guidance counselor. The student and parents will be requested to attend the review board. **Students may not participate in any school activities until the review board is held.**

All absences, along with the record of lateness, are placed on the student's transcript and, consequently, may have serious implications for the future.

Individual cases will be reviewed as necessary.

### **D. Procedures**

#### 1. Absence:

- a. On each day of absence, a parent or guardian must call the school between 7:45 A.M. and 9:00 A.M., extension 454
- b. A formal written note from a parent or guardian must be presented to the School Nurse before homeroom on the day the student returns. The note should state the reason for the absence and the number of days missed. Failure to do so will result in disciplinary action.
- c. An absent student will not be allowed in the school or be permitted to attend school activities until the student has been formally

readmitted to school on the next day school is in session. Any exceptions will be resolved by the Dean of Students or an administrator.

- d. In case of prolonged illness or injury, a physician's note will be necessary for readmission. Chronic illnesses should be proactively managed so that all student absences fall within the acceptable limits.
- e. Absence does not excuse a student from assignments, tests, or quizzes, which were given, and it is the student's personal responsibility to arrange with the teacher to make up the work that was missed.
- f. Saint Joseph High School support of homebound status will not continue indefinitely and is subject to review.
- g. Students should not take vacation at times other than the scheduled school vacation, written notification must be submitted in advance to the Assistant Principal for Student Affairs. Teachers are under no obligation to provide individual tutoring, although the student is responsible for all material missed.

#### 2. Lateness:

- A student who is late to school must report to the School Nurse's office to obtain a late slip, and present their student identification card for admission. **I.D. cards must be carried at all times.**
- Students who arrive to school after 8:20 A.M. will be required to present a parent's note upon arrival.
- The school allows adequate time between classes. If a student is late to class without a pass, she/he will be admitted and given a school detention.
- Work missed due to lateness is the full responsibility of the student.

#### 3. Early dismissal:

- Early dismissals should be avoided and only requested due to serious complications.
- Before 8:00 A.M., the student must present to the **Nurse's Office** a written parental request stating the reason and time of dismissal.
- If approved, a special pass will be issued to the student to be presented to the teacher affected.
- Such approvals will be granted by the Nurse at the discretion of the Principal, Assistant Principals, or the Dean of Students. **Students may not independently request early dismissals.**
- Reminder: Routine personal appointments, including doctor's appointments, should not require early dismissal.
- Work missed due to early dismissal is the full responsibility of the student.

## V. DRESS POLICY

#### **A. Philosophy**

The dress code at Saint Joseph High School is based on our belief that learning is a serious enterprise. Our dress code is an important part of the school's tradition. The dress code is not based upon fad or current modern fashion. All students are obliged to dress for school in accordance with the dress code, following both the letter and spirit of the dress code.

#### **B. Dress Code- All Students**

A short or long sleeve polo shirt for boys and girls bearing the Saint Joseph High School insignia in our school colors may be worn throughout the academic school year. They are available for purchase from Blake's Uniform Store ([www.blakeschooluniform.com](http://www.blakeschooluniform.com)). **Students who have purchased approved club, activity or team polos may wear their shirts on Fridays only. Approved team jerseys may be worn on Friday only when the sport is in season.**

Students may choose to wear the approved oxford shirt in solid blue, white, yellow, pink or lavender. Boys must wear a tie with the oxford shirt. All shirts both polo and oxford, must be buttoned to the neckline and properly tucked into the skirt or slacks. A navy blue or maroon crew, V-neck or cardigan sweater with the school logo, may be worn as needed. Sweatshirts, jackets, and nonuniform sweaters or vests are not permissible.

All skirts, polo shirts and sweaters, must be purchased from the Blake's Uniform Company.

Students who have earned a varsity letter may wear a white letter sweater.

A traditional, **solid, short sleeve crew neck t-shirt or solid color tank top** is the only shirt acceptable for wear under the uniform shirt/blouse/polo.

The **only acceptable** footwear for all students is: closed toe, **solid dark brown or black dress shoes**, below the ankle with a full back and rigid heel and sole. Any slipper like footwear or mocassins will not be permitted. Passes for lost or misplaced shoes will not be given.

Hairstyles must meet conventional standards appropriate for work in a professional business office setting in order to participate in any function or activity of the school. Extremes of length, style, cut, or color are not permitted. Also prohibited are any designs cut, shaved, dyed into one's hair, or beads woven into the hair.

Tattoos which are visible while the student is acting as a member of the Saint Joseph High School community are prohibited. Body piercings (except for girls' earrings in the lobe) are prohibited. The student will be required to remove the offending item prior to being allowed to participate in any function or activity of the school.

Hats are not permitted.

Torn, marked or soiled uniforms will not be permitted.

All attire and accessories (including jewelry) must be consistent with the values and expectations of Saint Joseph High School. Any spiked or studded clothing or accessories will not be permitted.

### **C. Boys Dress Code**

In addition to the rules for all students, the following are also required of all boys.

A coordinating dress tie must be properly worn with the oxford shirt.

Traditional style (no external pockets), navy blue or tan dress slacks are required of boys that can be purchased from Blake's Uniform Company. The slacks are to be hemmed, properly fitted and worn at the waist **with a belt**.

Socks must be worn at all times.

All boys must be **clean-shaven** (no facial hair) while acting as a member of the Saint Joseph High School community. The length of the side burns may not extend past the bottom of the ear.

Hair length must not be beyond the top of the shirt collar. See "Hairstyles" in ALL STUDENTS section: "Extremes of length" include, **but are not limited to**, shaved heads, etc.

### **D. Girls Dress Code**

In addition to the rules for all students, the following are also required of all girls.

Ankle socks, knee socks, or solid colored tights or nylons **must** be worn.

Girls may wear a blue or gray plaid, or blue or gray herringbone uniform skirt, which must be purchased from Blake's Uniform Company. All skirts must be worn **to the knee**, a length considered to be modest by the administration.

Girls also have the option of wearing traditional style (no external pockets or low rise), dark navy blue or tan dress slacks that can be purchased from Blake's Uniform Company. The slacks are to be hemmed, properly fitted and worn at the waist with a belt.

Hairstyles, hair color, makeup and jewelry, must suitable for professional office wear.

### **E. Non Uniform Attire**

All attire worn by students at any Saint Joseph function or event, and dress down days, shall be modest and in compliance with the expectations of Saint Joseph High School. Flip-flops or other unsafe footwear are never permitted.

#### **F. Dress Code Violations**

The need to comply with the dress code policy is crucial; otherwise, further restrictions will become necessary. Since violations affect the entire community, we believe it is the responsibility of students, parents, and teachers to be vigilant in this regard.

1. Professional staff members will issue school detentions for dress code violations.
2. Chronic dress code violations may make a student subject to suspension.
3. Additional detentions for dress code violations after a suspension for non-compliance has been served may necessitate the convening of a disciplinary review board the outcome of which may make a student liable for expulsion from Saint Joseph High School.
4. On a daily basis, the Dean of Students is the final interpreter of the school dress code. "Legalistic" word games over interpretations will not be entertained.

### **VI. PROCEDURAL POLICIES**

There are certain norms that must be observed in order to promote the welfare of all in the school community. All teachers on the staff have the authority and the responsibility to enforce these rules:

#### **A. Off-Campus Conduct**

The conduct of students attending Saint Joseph is to be above reproach. All are expected to be courteous, polite, and respectful and all students are held responsible for their off-campus behavior. In addition, any conduct which is detrimental to the reputation of the school (including arrest) will be subject to disciplinary action.

#### **B. Use of the name of Saint Joseph High School**

Use of the name of Saint Joseph High School without proper authorization is prohibited.

#### **C. Bus Travel**

All school rules will be strictly enforced on all school buses and all other means of transportation.

#### **D. I.D. Card**

Picture I.D. cards are distributed every other year. **I.D. cards must be carried at all times**, and are used to process students who arrive late to school.

### **E. Lockers**

Students are assigned a school locker for the care and protection of their possessions. Students should keep the locker contents and the combination of the lock confidential, and the locker should be locked at all times. **Going to lockers between classes IS NOT an excuse for lateness.** Lockers should be clean and neat. For reasonable cause, the administration has the right to search a school locker. Food or candy left in a locker overnight is not permitted

Students may not write on the locker doors, affix pictures inside of lockers or in any way deface or damage any locker. (See also **Security.**)

### **F. Guidance and Counseling**

The College and Guidance Counseling Department at Saint Joseph High School consists of a professional staff of experienced counselors dedicated to the college search and personal needs of our students. Counselors also work closely with administration, faculty, and parents to provide a supportive environment for all students. Formal meetings between students and counselors take place throughout the school year in small group and one-on-one settings. In addition, students are encouraged to make appointments with their counselors as they need according to the following guidelines:

1. Appointments should be made to correspond with the student's study period or before or after school, unless there is an emergency. Students make appointments with the guidance secretary.
2. Students will obtain a hall pass from the guidance secretary and must first report to their study hall to be excused prior to the appointment with their counselor. At the conclusion of the appointment, the student must report back to the study hall.

### **G. Library**

If a student wishes to use the library:

1. The student must obtain a pass from a subject area teacher.
2. This pass must be presented to the study hall proctor.
3. The study proctor will dismiss the student to the library.
4. The student must sign in and remain in the library for the entire period or until dismissed by the librarian.

### **H. Cafeteria**

1. Students must report to their assigned lunch periods.
2. All food and beverages should be eaten in the cafeteria. **No food or drink is to be taken from the cafeteria into the school building.**
3. If a student must leave the cafeteria, permission must be obtained from the proctor.
4. At the end of the lunch period, students will be asked to clean the tables. Students must comply with the requests of the proctors.
5. It is expected that all students will behave properly and use correct table manners at all times.

6. Students in need of lunch money may request a loan from the main office. Loans must be repaid promptly.
7. Cafeteria personnel provide essential services for the school community. Proper respect must be afforded our staff at all times.
8. As beverage machines and water fountains are readily available to students, containers for water and beverages are restricted for use in the cafeteria only. Students may not carry beverages or water to class at any time.
9. Breakfast is available each day from 7:00 A.M. to 10:00 A.M.

#### **I. Telephones**

1. Students are permitted to use the office telephone during school hours with the permission of the Office and a pass from their teacher.
2. Students will only be summoned to the telephone for emergency notifications by parents or guardians.
3. **All cell phone use including text messaging is prohibited during the school day.** All cell phones must be shut off and secured in student lockers. Failure to comply will result in the confiscation of the phone and possible disciplinary action.

#### **J. The Campus**

1. Once arriving on campus, no student is to leave before dismissal time.
2. Due to the possibility of injury, and in deference to our neighbors, students are asked not to stand on Huntington Turnpike.
3. If a student is being picked up by a parent after school, arrangements should be made to meet behind the school and not on Huntington Turnpike.

#### **K. Study Halls**

Periods for student study are built into our regular daily schedule, and they should be viewed by our students as a time for study and school work.

When scheduled for a study period, students must:

1. Be on time and ready for study.
2. Bring the books and notebooks necessary to have a productive period of study.
3. Be prepared to be quiet and orderly throughout the period of study.
4. Cards, audio devices, game playing, etc. are not allowed in study hall or at any other time.

Reminders:

5. All students must report and sign in to their scheduled studies at the start of the period regardless of other appointments.
6. Students may leave study hall only with written permission of their proctor.

7. Upon completion of the appointment and/or at the end of the study period, the student must return immediately to study with the signed pass and sign back in to study.
8. Failure to abide by these policies may result in the loss of study hall privileges.

#### **L. Respect for Property**

All students must assume the responsibility of keeping the school building and campus free of vandalism in any form. Many people make considerable personal sacrifice to build, maintain, and equip our school. Everyone must assist in the care and maintenance of our school property.

Students may have cameras and other equipment owned by Saint Joseph High School available to them for school use but will be required to sign a loan contract before the equipment may be used. Students will be liable for the condition and timely return of the borrowed equipment. In addition, the teacher who has assigned the project that requires using the equipment must sign a permission slip authorizing the student to borrow it.

The school must be reimbursed for the cost of repairing or replacing anything damaged or lost by a student. Any act of vandalism, including computer tampering, will result in suspension with the possibility of expulsion from Saint Joseph High School, as well as any other legal action that might be deemed appropriate.

#### **M. School Textbooks**

All textbooks are the property of Saint Joseph High School and are loaned to the students for the academic year.

Students are responsible for the care of books issued to them.

1. The student's name and homeroom should be written in ink on the inside front cover.
2. School books must be covered at all times.
3. Students are not allowed to mark or deface their books.
4. Lost, missing, or damaged textbooks must be paid for by the student. Failure to do so will result in an outstanding financial obligation and the student may not be permitted to take midterm or final exams.

#### **N. Automobile Parking Regulations**

Students wishing to park on school grounds must present a valid driver's license and make formal application to the main office for this privilege. Applications will be processed on a first come, first served basis. The fee for parking is \$35.00. Available parking on campus is limited.

The following rules **must** be adhered to:

1. The permit tag must be clearly displayed at all times from the rear-view mirror. The permit will be given to a specific student for a particular car and is not transferable.
2. Cars should be kept locked at all times.
3. Lost permit tags must be replaced by payment of the full fee.

4. No motorcycles, motor-scooters, mopeds, etc., or heavy trucks are to be parked on school grounds.
5. Student parking places are clearly marked and only those are to be used.
6. No loitering in or around cars.
7. No smoking in cars.
8. No reckless driving or fooling in or around cars will be tolerated.
9. Speed limit on campus is 5 MPH.
10. Students may not go to cars for any reason during the school day without permission from the Dean of Students or an administrator.
11. In special situations a student may be given a one day permit based on prior arrangements made by a parent.

#### **Penalties**

12. Students violating speed limits or behaving carelessly or recklessly with cars may have permits revoked and be suspended from school.
13. Drivers who park illegally or without permission will be issued school detentions. Repeat violations will risk suspension from school and loss of permit.
14. Cars parked in Fire Lanes, Handicap spots or in violation of town laws will be subject to ticketing and towing in addition to school penalties.
15. Vehicles parked on school grounds or a school sponsored event are subject to search for reasonable cause.

#### **Required Student Drop-Off and Pick-up Area**

16. Parents who drive students to and from school are required to drop off and pick up behind the school building in the designated drop-off area. The front circle is reserved for buses only. The faculty parking area in front of the school is not to be used as a student drop off area. To avoid congestion, we suggest that drop-offs be done before 7:45 A.M. and pick-ups after 2:15 P.M. in the back of the school.
17. There should be no parking in the driveway, the entrance to and from Huntington Turnpike, or in the Fire Lanes.

#### **O. School Dance Regulations**

School dances generally are held from 7:30 – 10:30 P.M. Special class dances, Senior Prom, Junior Ring Dance, and the Sophomore Spring Fling hours are listed in our school calendar.

1. Tickets are sold during the week of the dance.
2. No one will be admitted to the dance after 9:00 P.M. unless permission has been obtained from the Student Council Advisor prior to the dance.
3. No one is allowed to leave the dance before 10:00 P.M.
4. Any guest from outside schools must be signed in and the ticket purchased during the week prior to the dance. The guest must be accompanied to the dance by the student who signed him/her up. Saint Joseph students and their guests will be required to show ID to enter the dance.

5. For formal dances such as the senior prom, junior ring dance and spring fling, students may be accompanied by a date of the opposite sex or may choose to attend as a single.
6. Anyone who comes to the dance without acceptable attire will not be admitted.
7. Immodest or inappropriate clothing or dancing as interpreted by the chaperones or administration is not permitted.
8. If a student's conduct is not appropriate, the student will be required to leave. Every guest who comes to a school function must understand that his/her conduct must conform to the guidelines that students from Saint Joseph are asked to follow.
9. **Rides should be at the school by 10:30 P.M..** Any student not picked up within one half hour will be referred to the local police.
10. The use of alcohol, drugs, or other illegal substances is prohibited by anyone attending a school function. Such violations are subject to strict disciplinary actions, including expulsion.
11. Back packs and bags will be checked at the door and are subject to inspection.

**P. Health Services**

1. Students receiving a pass for the Nurse during class must report immediately to the Nurse.
2. Any and all medication, whether prescription or not, must be brought to the Nurse's Office upon arrival to school and accompanied by a physician's written authorization and parent's signature. Medication may be taken only in the Nurse's Office.
3. Students who become ill should notify the supervising teacher and then report immediately to the Nurse.
4. All students in grade nine are required to have a physical health assessment.
5. Saint Joseph High School may require professional psychological and/or medical assessment and/or services as a condition of continued enrollment.
6. Any requests for exception to school rules due to health considerations must be accompanied by a doctor's note and written permission for school officials to contact the physician.

**Q. Tobacco**

Based on extensive medical testimony and upon advice of the Surgeon General, the American Cancer Society, and American Heart Association, Saint Joseph High School is a smoke-free campus. We ask all visitors to comply with this expectation.

Students are not allowed to carry cigarettes on their person during the school day. Smoking or the use of smokeless tobacco is not permitted on the campus of Saint Joseph High School or at school functions. These rules will be strictly enforced and those who violate them will be subject to disciplinary action.

#### **R. Alcohol and Drug Policy**

A student who uses, is under the influence of, or is in possession of alcohol, drugs, or drug paraphernalia in the school, on the school grounds, at a school function, or outside of school will be subject to suspension and/or expulsion from Saint Joseph High School. In order to ensure the safety, health and well-being of our entire school community, school and local law enforcement officials will work together to help students and parents understand and accept responsibility for the serious legal, social, medical, and spiritual consequences of, and if necessary, to overcome alcohol and drug abuse. "Non-alcoholic" beer and wine are also not permitted. In addition the following sanctions will be imposed:

- The Principal reserves the right to convene a Disciplinary Review Board for any offense involving drugs or alcohol
- For first offense possession or use of alcohol on or off campus, attending a school related function, under the influence of alcohol, or for remaining in the presence of others who are in possession of or under the influence of alcohol a student will serve a three day out of school suspension; be prohibited from participating and attending any extracurricular activities or events for a period of 30 days; and be required at parents expense, to undergo an evaluation by a certified Counselor/outside agency to assess the student's risk of dependency.
- A subsequent alcohol related offense will result in the convening of a Disciplinary Review Board. The Board will recommend action to the Principal. Such recommendations may include expulsion
- Any student who possesses or uses drugs, or drug paraphernalia, is found to be distributing, providing ,conveying or selling drugs or drug paraphernalia, whether on or off campus, will be subject to immediate suspension and must appear before a Disciplinary Review Board ( see Article VIII, section E), The Board will recommend action to the Principal. Such recommendations may include expulsion.

#### **S. Weapons**

Any student in possession of a weapon or a facsimile of a weapon in school, on school grounds, at a school function, or unlawfully outside of school, will be subject to suspension and expulsion from Saint Joseph High School. (Fireworks of any type will be dealt with under this policy).

#### **T. Snow Days, Delayed Openings, and Early Dismissal**

Saint Joseph High School will be closed and, if in session, will begin late or dismiss early according to weather conditions. Announcements will be

made by Connect-ED, WICC radio (600) channel 8, WTNH TV, and channel 30, WVIT TV. Saint Joseph High School has its own separate announcement aired. Contingency plans for unexpected early dismissals should be arranged in advance by parents.

#### **U. Lavatories**

There should not be any loitering in the lavatories. Students who consistently loiter in the lavs will be referred to the Dean of Students for appropriate disciplinary action.

#### **V. Fire Drills**

Periodically we will practice leaving the building under emergency conditions, therefore, fire drills are important.

1. Directions for leaving the building are posted in every classroom, and students are expected to familiarize themselves with these instructions.
2. To insure order and the ability to give instruction, absolute silence must prevail during a fire drill.
3. Students should close doors and windows and put out the lights as they leave.
4. Students must exit the building in an orderly manner while maintaining absolute silence.
5. While outside the building, absolute silence is to be observed.
6. Once outside, students must find their homeroom teacher for attendance check at their designated area.
7. Instructions will be given by the administration when the fire drill is concluded.

#### **W. Fire Safety Equipment**

Any student tampering in any way with our fire safety equipment becomes a danger to our entire school community and will be subject to suspension and expulsion from Saint Joseph High School.

#### **X. Emergency Plans**

Saint Joseph High School has developed and tested its crises response plans. In the event of a non-weather emergency, CONNECT-ED parent notification system will be used to report necessary information to you. We also ask you to tune into WICC 600 AM for more detailed information. Contingency plans for unexpected early dismissals should be arranged in advance by parents. Any questions regarding emergency protocols should be directed to an administrator. In the event of a school-wide emergency, parents are requested to refrain from calling students on their cell phones so as to not interfere with emergency communications.

#### **Y. Visitors**

All visitors must enter by the front doors and be admitted into the building. They must report to the Main Office to sign in, and obtain a visitor's pass, and sign out upon leaving. Unscheduled visits should not disrupt class time.

Permission for students from other schools to visit Saint Joseph High School will be granted in advance by the Admissions Director when the following conditions are satisfied:

1. Students in eighth grade who have the permission of their principal and parent; or
2. Students seeking to transfer from their present high school, who have filed a formal application with the Admissions Office of Saint Joseph High School.
3. Extraordinary requests will be determined by the Admissions Director.
4. In all cases, students visiting Saint Joseph High School must be dressed in accordance with the school dress code.

#### **Z. Security**

Any member of the Saint Joseph community who becomes aware of a threat to the safety and well-being of the school community should report it immediately to a school official.

The following security measures are mandated for the good of the entire community:

1. The lockers in the school corridors are to be used for books and clothing only. These lockers are to be secured at all times and the locking mechanisms are not to be tampered with.
2. Students are not to share their locker combinations with others.
3. Students may not change their lockers or switch with another student, without the permission of the Registrar.
4. Athletic lockers may only be used according to the regulations of the Athletic Office. Such lockers are used to contain athletic equipment only.
5. Students are discouraged from wearing expensive jewelry.
6. Students in possession of expensive valuables are encouraged to leave them in the Main Office during the school day. Such valuables must be claimed by 2:30 P.M. of the same day.
7. School books and personal property are not to be left unattended in any area of the school building.
8. Any vandalism done to school property or act of stealing must be reported immediately to an administrator or Dean.
9. Lockers are the property of the school and are subject to search for reasonable cause.
10. Book bags of any kind may not be used during the school day. Any bag brought into school is subject to inspection.
11. Surveillance cameras are in place on school grounds to help ensure community safety.

#### **AA. Financial Policies**

The tuition for the 2009-2010 school year is \$10,700.00

1. Tuition obligations must be paid on time and in full.

2. Students whose tuition accounts are in arrears at mid-term exam time will be prohibited from taking exams and will not be allowed to begin second semester.
3. Students whose tuition accounts are in arrears at final exam time will be prohibited from taking exams and will not be allowed to re-enroll for the following academic year. Seniors will neither be certified nor eligible for exams or graduation.
4. Refunds will be calculated on a **semester** basis. Refunds **do not include** the initial \$1,000 non-refundable deposit paid by the class of 2013. For the purpose of identifying a “start” date for the first semester, the parents and/or guardians of any student registered on July 15, 2009 will be liable for the entire first semester tuition (50%). For purposes of identifying a “start” date for second semester, the parent and/or guardians of any student enrolled on the **first day of the second semester** will be liable for the entire second semester tuition (50%).
5. The appropriate percentage of total tuition will be calculated for late entrants.
6. Financial Aid awards will be deducted from the total tuition bill, but if a student leaves before completing the school year this must be repaid.
7. Any student whose tuition account is seriously delinquent will be disqualified from participation in any activity.
8. Transcripts of students who withdraw owing tuition will be transferred to the Diocesan School Office and must be obtained from that agency.
9. Since Saint Joseph High School is the guarantor of the Union Savings Bank tuition loan accounts, all Saint Joseph High School's financial policies listed above will apply. Saint Joseph High School will not release student records if loan payments are not current. All monthly payment plans must be completed by April 30, 2010.
10. Senior students will be assessed a graduation fee, to cover the cost of graduation, yearbooks, etc. Every effort will be made to keep this cost at a minimum. The payment will be due by December 1, 2010.

**AB. Electronic Devices**

The use of any kind of cell phone or electronic device during the school day is strictly forbidden. Any student in possession of such a device will have it confiscated and be referred to the Dean of Students for further disciplinary action.

**AC. Homeroom**

Homeroom is that time of the school day when legal attendance is registered. It is very important that each student be present and on time for Homeroom. Students must arrive at Homeroom fully prepared for classes and in full uniform. Students are to remain in Homeroom for the entire period and may only leave with an official pass.

**AD. School Hours: 8:00 A.M. - 2:00 P.M.**

A.M. Students may arrive after 7:00 A.M. and must report to the cafeteria. Students may not enter other parts of the building until 7:40 A.M. unless supervised by a professional staff member. All students must enter the school building through the lobby.

P.M. Students should be picked up at dismissal, unless involved in a supervised activity, in which case the student should be picked up promptly at the conclusion of the activity. The school building is off-limits to all unsupervised students after 2:30 P.M. After this time general supervision is not available and all unsupervised students must have transportation home provided.

**AE. Harassment/Bullying/Hazing/Initiations**

Any and all types of actions, including written or verbal, which are intended to or cause intimidation, embarrassment, or discomfort are inconsistent with our mission to protect the dignity of each person, and will not be tolerated. Such actions will result in appropriate sanctions and necessary legal referrals. Examples include, but are not limited to, sexual harassment and racially motivated behavior. Students who feel they are being harassed or bullied should report such immediately to the Dean of Students, Faculty, Staff, or Administrator.

**AF. Sexual Misconduct Policy**

The Diocese of Bridgeport requires that any adult working with any student on behalf of Saint Joseph High School must acknowledge receipt of and agree to comply with the Diocese's Policy Relating to Sexual Misconduct and background checks.

**VII. GENERAL ATHLETIC POLICIES**

All specific athletic department policies are found in the Student-Athlete Handbook. The handbook may be obtained from the Athletic Director.

Participation in athletics as a player or fan is a privilege and may be revoked when deemed appropriate.

**A. Sports Physicals**

Every athlete who participates in any Saint Joseph High School sanctioned tryout, practice and/or contest must be determined to be physically fit. A written physician's consent, renewed annually, must be on file in the Nurse's office.

**B. Use of Facilities**

1. All use of the building and grounds must be authorized by the Assistant Principal for Student Affairs.

2. Athletic teams which are in season are permitted supervised use of the facilities.
3. Students are not permitted to use the facilities for recreational purposes unless a faculty member or coach has the explicit permission of the Athletic Director and supervises the students at all times.
4. Athletic teams not in season are bound by league and CIAC rules and regulations regarding dates when official practices and tryouts may commence.
5. The fitness center is available to all students when properly supervised and authorized by the Athletic Director.
6. Keys are for the expressed use of salaried faculty members and coaches. Keys may never be given to students for any reason.
7. The unauthorized use of school grounds or facilities is prohibited.
8. Facilities are to be left clean and secure at the conclusion of use.

**C. Disqualification**

It is the policy of Saint Joseph High School and the C.I.A.C. that a student who is disqualified during a contest for flagrant and/or unsportsmanlike conduct is ineligible to participate in any contest until withheld from the next contest at that level of play. Depending upon the nature and extent of any misconduct, further disciplinary action will be determined by the Principal in consultation with the Dean of Students, the Athletic Director, and the respective coach.

**D. Hazing/Initiations**

Any action of this type is strictly forbidden and will be disciplined in accordance with section AE (above).

**E. Meeting with College Recruiters**

Formal meetings with college recruiters on the campus of Saint Joseph High School requires written consent of a parent or guardian. Academic transcripts will not be released to recruiters without the written consent of a parent or guardian. Written releases are available from the Assistant Athletic Director or in Guidance.

**VIII. SANCTIONS**

Disciplinary obligations must be completed before a student may participate in, or attend any extracurricular activity.

**A. Detention**

1. Students are to be in school uniform.
2. Students may receive morning or afternoon detention. All school detentions must be served within two weeks of receiving the detention.
3. Lateness to or early dismissal from detention is unacceptable.
4. Failure to serve the detention within the time limit will result in disciplinary probation and may result in suspension.
5. A plan of escalating penalties will result for repeat offenders

6. At the discretion of the Dean of Students, a student may be directed to perform community service for a time period determined by the Dean. This may be in lieu of a scheduled study period.
7. Any student who accumulates 12 school detentions will initiate the convening of a Disciplinary Review Board which may result in dismissal from St. Joseph High School

### **C. Suspension (Internal/External Suspension)**

The following violations will be subject to suspension from school for a period of time determined by the Assistant Principal for Student Affairs or the Dean of Students. This is a representative list of violations and is not exhaustive or exclusive.

1. Disrespect and insubordination.
2. Damaging or defacing school property.
3. Truancy from school or unexcused absence from class.
4. Falsifying a note or absentee phone call.
5. Smoking.
6. Stealing school property or stealing from others.
7. Misbehavior on school buses or during a fire drill.
8. Conduct in school or out of school that is harmful to the reputation or well-being of the school, student body, or an individual member of our school community.
9. Inappropriate and ill-mannered behavior.
10. Fighting.
11. Violation of parking or driving rules.
12. Failure to report to detention.
13. Violation of the school's Alcohol and Drug Policy.
14. Violation of the school's Weapon Policy.
15. Chronic non-compliance with the Community Handbook policies and regulations.

Students who are suspended will be readmitted to school only after their parents have had a conference with the Dean of Students or Assistant Principal for Student Affairs.

A suspended student may not participate in or attend school activities until readmitted to school.

Any student who is suspended externally will be given the opportunity to make-up tests or quizzes missed during the period of suspension. This will be done upon return at the teacher's convenience.

### **D. Probation**

A student who causes disruptions, accumulates disciplinary infractions, commits a serious infraction and/or has problems with being a contributing member of our community may be placed on disciplinary probation.

Probation entails:

1. Parental notification by letter or phone call.

2. The establishment of guidelines, sanctions (including restricted activities) and behavioral parameters.
3. A student will be removed from probation when satisfactory progress is noted and/or the conditions of probation have been fulfilled. A student must obtain a signed release form from the Dean of Students before they can become eligible to participate in any activities.

**E. Disciplinary Review Board**

The Board will be convened by the Principal to review and recommend sanctions on chronic and/or serious violations of the school behavioral code by a member of the student body. The Board will be chaired by the Assistant Principal for Student Affairs or designee. Members will consist of two professional staff members appointed by the administration, and one professional staff member requested by the student. The Dean of Students will also be present for the review. The student and parents will be requested by the Chair to attend the review. The Board will recommend action to the Principal. Such recommendation may include expulsion.

**F. Expulsion**

The following violations on or off campus will subject a student to expulsion. This is a representative list of violations and is not exhaustive or exclusive.

1. Conduct in school or out of school that is harmful to the reputation or well-being of the school, or whose conduct indicates that he or she may present a moral, spiritual, or physical threat.
2. The possession, use, purveyance, or sale of narcotics, drug paraphernalia, drugs, alcohol, or weapons.
3. Vandalism to school property.
4. Tampering with fire alarm, safety and security systems.
5. An evident lack of cooperation or continued inappropriate behavior.

**G. Law Enforcement**

Law enforcement agencies will be notified of and involved in situations as deemed appropriate by administration or required by law.

**H. Non-Discrimination**

Saint Joseph High School does not discriminate on the basis of race, color, national origin, sex, age, or handicap.

**COMPUTER CODE OF ETHICS**

1. **Be Safe.** Do not give out personal information or password. Be sure to log off, disconnect correctly at end of session. Do not transmit credit card information over the network.
2. **Be Honest.** Observe copyright laws. Do not transmit false information, attempt to read or steal anyone else's e-mail or work. Do not transfer commercial software. Not properly citing another person's work is plagiarism.
3. **Be Polite.** Do not insult anyone or use obscene or offensive language in your communications, even e-mail.
4. **Be Considerate.** Do not waste on-line time. Do not send unwanted or unnecessary e-mail to anyone who has not asked you to. It may be considered harassment and against the law.
5. **Be Careful.** Do not download or transmit any file that may have a computer virus. This is a very serious violation and may result in suspension and possible expulsion from S.J.H.S.
6. **Be Alert.** Report any problems or abuses to teacher or system administrator. Never give out your own or another's personal information, name, home address, phone number, or social security number over any computer network.
7. **Be Fair.** Network use is for curriculum projects or school business only. No commercial use or use for partisan politics is permitted.
8. **Be Moral.** Access to any pornographic sites or material that could be considered illegal, or dangerous, or inconsistent with the philosophy of S.J.H.S. as stated in the Community Handbook is strictly prohibited.

### **ACCEPTABLE USE POLICIES FOR INTERNET ACCESS**

1. All use of the Internet and schoolwork must be in support of education and research and consistent with the purposes of Saint Joseph High School. Resources are limited and should not be wasted.
2. Any use of the Internet and network to facilitate illegal activity is prohibited.
3. Use of the network for non-work related communication (e-mail, chat) is permitted only with on-site teacher permission and supervision.
4. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users or misrepresent other users on the network.
5. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
6. All communications and information accessible via the network should be assumed to be private property. No trespassing in other's folders, work or files.
7. Network use shall not disrupt use by others; hardware or software shall not be damaged, modified, or abused in any way.

8. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited. No hacking or introduction of a virus.
9. Hate mail, harassment, threatening material, discriminatory remarks, insulting or obscene language and other antisocial behaviors are prohibited.
10. The illegal installation or downloading of copyrighted software is prohibited.
11. Use of the network to access, send or display obscene or pornographic material is prohibited.
12. Use of the network to transmit material likely to be offensive or objectionable to the recipients is prohibited.
13. Use of the network for commercial purposes is prohibited.
14. From time to time, S.J.H.S. will make determinations on whether specific uses of the network are consistent with the acceptable use practice and Code of Ethics.
15. We reserve the right to log Internet and Intranet usage and to monitor fileserver space utilization by users while respecting the privacy of user accounts.
16. S.J.H.S. reserves the right to deny access to the Internet.
17. S.J.H.S. reserves the right to amend this policy at any time.
18. S.J.H.S. will enact appropriate disciplinary sanctions for serious violation of the above policies. Be aware that misuse of computer resources may result in criminal prosecution
19. The school assumes permission to use photographs in publications and on our website. If you wish to deny permission for the use of photographs, please contact the main office.

**All of the rules in this handbook have been formulated for the good of the entire school community, and every student in our school community must observe them. The administration reserves the right to establish new or revised policies as deemed necessary, or to take necessary action for the good/safety of the community.  
The principal will be the final interpreter of any school rule.**

Keep this page blank intentionally which will be the back side of the tear off on next page. We want this to be the very last page before back cover.

All of the rules in this handbook have been formulated for the good of the entire school community, and every student in our school community must observe them. The administration reserves the right to establish new or revised policies as deemed necessary, or to take necessary action for the good/safety of the community.

The principal will be the final interpreter of any school rule.

|   |            |
|---|------------|
| Student name(s)   | Homeroom # |
| The following statement must be <b>signed</b> by all members of the St. Joseph High School community. It is not a declaration of agreement with all rules; rather, it is a commitment of trust, cooperation and compliance. |            |
| <b><i>“We, the undersigned, have read the 2009-2010 Community Handbook of St. Joseph High School and will abide by the rules and stated therein.”</i></b>   |            |
| <b>Student(s)</b> _____   |            |
| <b>Parent/Guardian</b> _____  |            |
| Students should return these forms to their Homeroom teachers by <b>Wednesday, September 9, 2009</b>  |            |

|   |                   |
|---|-------------------|
| <b>FOR PARENTS OF <u>SENIORS ONLY</u> AT SJHS</b>   |                   |
| Early dismissal is a senior privilege which will begin upon notification by the administration. With your permission, your senior student will be allowed to leave school early when his/her scheduled study period meets during the last call period of the day. Note: There is no early dismissal when: |                   |
| <ul style="list-style-type: none"><li>- student is involved in a sport/activity after school</li><li>- there is a half day of school</li><li>- there is an assembly or school-wide activity during last period</li></ul>  |                   |
| <b>Student Name</b> _____   | <b>HR #</b> _____ |
| <b>Parent/Guardian</b> _____  | <b>Date</b> _____ |
| Students will return these forms to their Homeroom teachers by <b>Wednesday, September 9, 2009</b>  |                   |