

Saint Joseph High School (Lakewood)

Welcome

PARENT-STUDENT HANDBOOK

Principal's Welcome

Dear Parents, Guardians and Students:

When the Sisters of Saint Joseph of Carondelet (CSJ) founded our school 58 years ago, their vision was to establish a quality, Catholic high school that would challenge students to become “all of which woman is capable,” and to be women of heart, women of faith, women of courage in an environment of “excellence tempered by gentleness, peace and joy” (CSJ Constitution).

Over the years, our parents/guardians, faculty/staff, and students have forged a partnership to carry out this mission. Together, we continue to challenge the mind and cultivate the spirit of each young woman in a learning community that embodies our motto of “love, hope and zeal.”

We live in a fast-paced, dynamic world that changes each day. At SJHS, we strive to evolve and modernize at the same pace, while honoring our traditions.

It is with great pride that I, a product of Saint Joseph High School, pass on the 58-year legacy of intellectual pursuit and spiritual development to our current students who are our hope for the future. In the spirit of the CSJ charism—a spirit of unity and reconciliation and service to the dear neighbor.

It is no secret that we are living in challenging times. The pandemic has changed the way we study, work, and play. I am very proud of the SJHS students and faculty, who adapted quickly to a new way of learning and teaching. We completed a very strong 2021-2022 school year and are prepared for this new school year.

I welcome you to another exciting year, a year to remember, renew, and rededicate ourselves to the past as we look forward to a very promising future.

May our God continue to bless you,



Dr. Mendoza '73

Principal

Saint Joseph High School

Joint Statement from Saint Joseph High School and St. John Bosco High School

Saint Joseph High School enjoys a special relationship with St. John Bosco High School, a Catholic all-boys school in Bellflower. Known as our “Brother School,” St. John Bosco students interact with Saint Joseph students throughout the school year as our students gather for numerous special events, dances, activities, and theatrical productions. The cooperation between the schools provides a safe, healthy environment for social development and friendship-building among the students. Such interaction has been a valued tradition for over five decades.

Dear Parents/Guardians,

Over the past several years, the students of our two schools have shared many activities and programs, and the administrations and faculties have also worked together to provide these students with safe, healthy environments in which to develop their abilities and talents to use their gifts. As Catholic schools, we teach the values that Jesus taught in this world, and we stress the value of the human person. As educators, however, we recognize that you, the parents, are primarily and principally responsible for the education of your children. Our place is to reinforce the values you have already taught in your homes.

Consequently, it is very important that we clarify our mutual positions on several issues. Since the society in which we live does not support our mutual values, it is even more important that we mutually support each other. In this letter, we wish to state clearly some of our principles and concerns:

- Students are expected to respect themselves, each other, both campuses, both faculties, and the regulations of both schools.
- Parties that are not chaperoned or that serve alcohol in homes or rented hotel/motel rooms are prohibited.
- Membership or association with gangs is prohibited.
- Social media (Facebook, Twitter, Instagram, Snapchat, etc.) must be used in a manner consistent with the Catholic philosophy of both schools. Using social media for purposes of bullying, harassing, or threatening, or for transmitting inappropriate content (i.e., pictures, videos, language, etc.) is prohibited. We strongly urge you to discuss these concepts with your sons and daughters.

Again, we emphasize that the only effective way we can be of service is in partnership with you as we agree on and stress the same values. It is our sincere hope that, knowing they have the love and support of their parents and their schools, your sons and daughters will make choices that will enable them to reach their full potentials. As we travel together through this school year, it is our hope that the heritage of quality Catholic education from which your sons and daughters have benefited will also be the legacy that they will leave and carry with them from Saint Joseph High School and St. John Bosco High School.

Thank you for your consideration and cooperation on these matters.

Dr. Terri Mendoza
Principal
Saint Joseph High School

Dr. Chris Anderson
Principal
St. John Bosco High School

Chapter-1

INTRODUCTION TO THE HANDBOOK

The 2022-2023 Saint Joseph High School Parent-Student Handbook (PSHB) provides essential information about the policies, procedures and regulations that the school expects parents/guardians and students to understand and follow. By reading this handbook and signing the acknowledgment, parents/guardians and students agree to the SJHS and Los Angeles Archdiocese Code of Conduct and all school policies and regulations.

Parents/guardians are the primary educators of their children. SJHS supports, enhances, and complements the parent/guardian role through formal education. We keep parents/guardians informed about their daughters' grades and progress through the PowerSchool Parent Portal, where your daughter's progress and assessments are updated weekly by teachers. In addition to PowerSchool, report cards, student progress checks, conferences, Back-to-School Night, and carefully prepared programs that demonstrate materials and methods employed in the school are provided.

Section-2-01

Mission Statement and Philosophy

Mission

Founded by the Sisters of St. Joseph of Carondelet and rooted in their rich history and charism, Saint Joseph High School enables each student to develop her intellect, abilities, and gifts through challenging courses and diverse co-curricular opportunities. The Sisters serve the dear neighbor without distinction and work toward a just future for all. Saint Joseph High School is a Catholic four-year college-preparatory high school for young women, a ministry of the Archdiocese of Los Angeles. Rooted in the teachings and traditions of the Catholic Church and the rich history and charism of the Sisters of St. Joseph of Carondelet, Saint Joseph High School prepares young women "to be all of which woman is capable."

Philosophy

Saint Joseph High School affirms the importance of family life as fundamental to teaching and preserving Catholic values, and respects and promotes the parents and guardians as the primary educators of their daughters. To support the family, the Saint Joseph High School community strives to exemplify the gospel values and CSJ philosophy of serving each other and the "dear neighbor without distinction."

Engaging in the holistic formation of our diverse student body, the faculty and staff of Saint Joseph High School are strongly committed to academic excellence built on sound contemporary pedagogy appropriate to each discipline. Through faith formation, academics, service to the dear neighbor, leadership opportunities, and extensive co-curricular, arts, athletics, and wellness programs, the school provides opportunities to further enhance the moral, cultural, physical, emotional, spiritual, and intellectual development of each student.

Saint Joseph High School acknowledges the God-given dignity, value, and uniqueness of each student. The school is committed to enabling each young woman to become "all of which woman is capable" by developing her talents and gifts to become a positive force that contributes to the global community in "a spirit of excellence, tempered by gentleness, peace, and joy."

Section-2-02

Integral Student Outcomes (ISO) / Learning Expectations

Through her Catholic education and by striving to become all of which woman is capable, a Saint Joseph High School graduate is a

Woman of faith who

- maintains a relationship with God
- understands and values Catholic teachings
- applies Gospel values through her actions and choices
- encourages others to continue the mission of Jesus

Woman of heart who

- recognizes and values the diversity and commonality of society
- exhibits compassion toward the dear neighbor
- acts as a responsible member of the global community

Woman of intellect who

- solves problems by using higher-level thinking
- communicates effectively and eloquently
- adapts to emerging technology responsibly

Woman of courage who

- takes initiative in response to problems
- advocates for social justice
- perseveres through challenges and adversity
- maintains integrity, regardless of social consequences

Woman of community who

- works effectively in group settings to foster solidarity
- inspires others to engage the global community
- strives for unity and reconciliation through service





Section-2-03

History of the School

Saint Joseph High School History

Cardinal McIntyre from the Los Angeles Archdiocese asked the Sisters of St. Joseph of Carondelet (CSJ) to establish a high school for girls in Lakewood. Saint Joseph High School officially opened on September 14, 1964 and Cardinal McIntyre dedicated SJHS on May 5, 1967. The pioneer freshman class of 1964 with 103 students began school while construction was still in progress.

An additional class was added each year until the first graduation in 1968. Saint Joseph High School steadily grew to a peak enrollment of 864 in 2006. Presently there are 500 students and over 10,000 alumnae.

SJHS is sponsored by Sisters of St. Joseph of Carondelet and our connection to the Sisters is integral to who we are as a high school for young women. From the beginning until now, the charism of the Sisters has flourished in each of us and in how we educate each of our students--in an Ignatian-Salesian climate in which we strive for "excellence tempered by gentleness, peace and joy" (CSJ Consensus Statement).

The Sisters of St. Joseph of Carondelet, and those who work with them, are called to live the charism of the Sisters—a charism of unity, reconciliation and service to the “dear neighbor without distinction.” Since 1964, Saint Joseph High School has journeyed with the Sisters in this mission. We invite all new members of our school community to join with us as we continue to strive for unity, reconciliation and service to the dear neighbor in the spirit of love, hope and zeal—our school motto.

Sister of St. Joseph of Carondelet History

The Sisters of St. Joseph of Carondelet trace their origin to Le Puy, France, where Fr. Jean Pierre Medaille, SJ, founded them in 1650, under the patronage of Bishop Henri de Maupas. The sisters dedicated their lives to serving the needy, orphans, prisoners, women, the sick, and the destitute. They taught women lace-making, enabling women to be self-sustaining members of society. The community had rapid growth until the French Revolution when convents were suppressed and the sisters were forced to live as lay persons.

Five Sisters of St. Joseph were put to death by the French Revolutionaries, and among those imprisoned was Mother St. John Fontbonne, superior at Monistrol. On July 28, 1794, Mother St. John Fontbonne was to be executed, but was spared when Robespierre’s government fell on July 27th. Thirteen years later Cardinal Fesch, Archbishop of Lyons, requested her to re-establish her religious community in his diocese. Through Mother St. John Fontbonne, the congregation maintains continuity with the community founded by Father Medaille and established in Le Puy by Bishop De Maupas.



The first Sisters of St. Joseph came from Lyons to America in 1836 in response to a request from Bishop Joseph Rosati for a group of religious to open a school for the deaf in St. Louis. Carondelet, a village on the outskirts of St. Louis, was destined to become the cradle of the American congregation. In 1860, provinces were established in St. Louis, Missouri; St. Paul, Minnesota; and Troy, New York. A fourth province was added in 1876 in Tucson and moved to Los Angeles in 1903. Additional foundations were established in Hawaii in 1938, in Japan in 1956, and in Peru in 1962. Sisters of St. Joseph continue to minister all over the world.

The Sisters of St. Joseph of Carondelet, and those who work with them, are called to live the charism of the Sisters—a charism of unity and reconciliation, service to the “dear neighbor without distinction,” and commitment to assist each young woman to become “all of which woman is capable.”

Section-2-04

Accreditation

Saint Joseph High School is fully accredited by the Western Catholic Education Association (WCEA) and the Western Association of Schools and Colleges (WASC).

Section-2-06

School Personnel Lists

Saint Joseph High School personnel are listed on the website [SJHS Personnel List](#)

Section-2-07

School Schedule and Calendar

The yearly calendar is published in the the Student Planner/Agenda available from the SJHS student store.

The calendar is also available on the website: [SJHS 22-23 Calendar](#)

Section-2-08

School Map

SJHS Traditions and Branding

SJHS continues to honor our traditions, while embracing the future.

SJHS Motto

“Love, Hope and Zeal” is the Saint Joseph High School motto, which represents the true spirit of the Saint Joseph High School students, alumnae, families, administration, faculty and staff.

SJHS Colors

Orange and White are the Saint Joseph High School colors and represent the SJ community spirit. They brighten and lighten the students' expression of their zeal (orange) for the school and their hope (white) for the future.

Saint Joseph High School Crest (Seal)

The Saint Joseph High School crest is a shield which represents the strength that comes through knowledge. It contains the initials of Saint Joseph (“St. J”), patron of the school. The cross in the background represents the Catholic faith of the SJHS community. The fleur de lis in the upper left-hand corner represents the founders of SJHS, the Sisters of St. Joseph of Carondelet (CSJ). Below are the various styles of the crest.



SJHS Mascot: The Jester

The symbol of the Court Jester had its origins in Christ's Passion, one who accepts pain and returns only joy, love and light. The fruit of the Resurrection becomes the promise of eternal joy offered to us by One who paid the ultimate price and invites participation by those who discover the clown in their hearts.

The Jester, a clever, happy, friendly, and lively character, spreads kindness and happiness to others, makes work pleasant and encourages students to participate in the curricular and co-curricular activities of the school. The Jester, thus, represents the students of Saint Joseph High School.



Class Colors and Mascots

In addition to our school colors, each class is represented by a unifying color and mascot. For the 2022-2023 school year, the class colors and mascots are:



SJ Logo

The SJ logo was added in 2018 during the new branding campaign. This logo incorporates grey into the color scheme and is used for athletics and marketing. The SJ is also embroidered on the new uniform shirts and polos.



Sisters of Saint Joseph of Carondelet (CSJ) Traditional Coat of Arms

SJHS displays the CSJ Coat of Arms in the Flynn Center and posts the flag at Liturgies.

The traditional Coat of Arms of the Sisters of St. Joseph of Carondelet is rich in the symbolism indicative of the origin, end and identification of the Congregation. The shield acts as a defender and protector to the chief and pale marked thereon. The azure field is symbolic of the protection of heaven over the members whose vows have attached them to the King whose crown occupies the place of highest honor. The circle of black symbolizes their death to the world that they might possess Christ alone. The carpenter's square, symbol of their life of toil in imitation of their patron, Saint Joseph, bears the words Humility and Charity, the two virtues which are at once the foundation and the fruition of their work. The lily proclaims their vow of chastity.

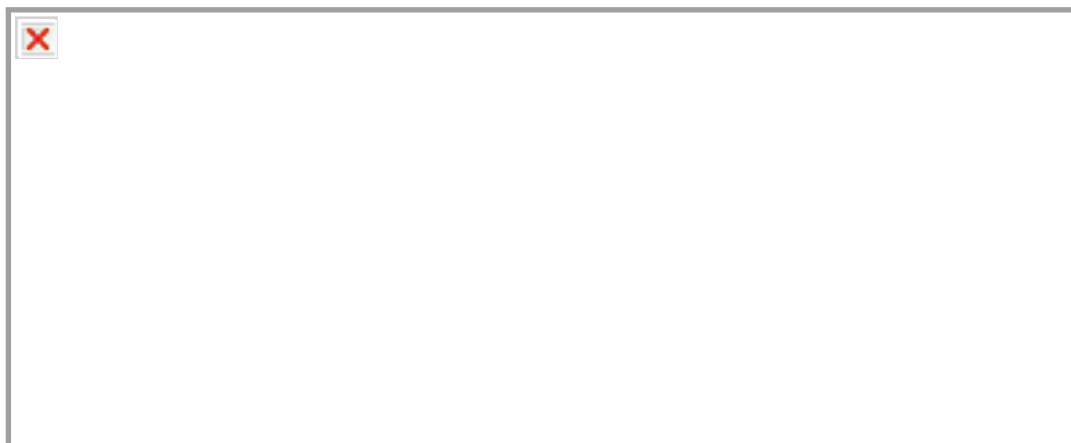
The fleur-de-lis points to the origin of the Congregation in France and the globe surmounted by a cross represents the far-flung activities of the Congregation.

From **Sisters of St. Joseph of Carondelet**, B Herder Book Co, St. Louis and London, 1966.



Modern CSJ Emblem

The CSJ emblem has evolved over time from a traditional coat of arms to today's modern banner style. The azure background is symbolic of heaven, and the cross represents the global, Christ-centered focus of the modern CSJ congregations.



Salute the the Cross

The Salute to the Cross is recited each morning when school starts, along with the Pledge of Allegiance.

"I pledge loyalty unto the King eternal, immortal and invincible to the only God, be honor and glory forever and ever. Amen."

Saint Joseph High School Alma Mater

The Alma Mater was written and composed by alumna Lorena Cash Sweet '68 and Sister Veronica Brutosky CSI

The Alma Mater was written and composed by grandma Lorena Cash Sweet, SS and Sister Veronica Bratosky, CSJ.

*Saint Joseph our patron,
Saint Joseph our aid,
May your dear memory never fade.
Be our beacon: Be our light,
Help us always to do what's right.*

*May our Alma Mater ever stand
As a guide for all the land
A symbol of love and hope and zeal
And a pride that everyone should feel.*

*Saint Joseph our patron,
Saint Joseph our aid,
May your dear memory never fade.
Be our beacon: Be our light,
Help us always to do what's right.*

*Orange and white our colors bright and bold
Will win for us glories untold
So students, raise your hearts to the sky
To our Alma Mater-Saint Joseph High.*

SJHS Campus

The Saint Joseph High School campus is composed of the south and north campus, divided by Jester Field. The south campus is the newest part of the campus - the Sr. Ursula Flynn CSJ Convocation Center.





The north or main campus includes the main office, Jester Learning center and classrooms.





Section-2-09

School website and social media

In alignment with the ADLA Administrative Handbook and policies, Saint Joseph High School must own and control all internet presence including all social media.

- Individuals or groups may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by SJHS.
- Individuals or groups may not host any school website on their own domain or with a web hosting service that does not have a contract with the school itself.
- Those who violate this will be asked to shut down their site or turn it over to the school.
- Failure to comply may result in removal of student from school.

For more information about the SJHS website and the SJHS social media presence, contact the Director of Public Relations.

Section-2-14

Dress/Uniform Code

Student Behavior Policies

Courtesy

Each SJHS student is expected to be courteous and respectful while interacting with her teachers, SJHS administrators, SJHS staff, and her fellow students. Below is a list of expected student behaviors:

- She will enter a classroom quietly when class is in session. This applies to tardy students and students on school business (delivering a message to teacher or student, delivering material to the class, etc.).
- She will report to the teacher before delivering a message to a student during class.
- During morning prayers and Salute to the Cross and Flag, she will stand and assume a proper posture and a respectful attitude

a respectful attitude.

- If she is in the hallway when morning prayers start, she must stop and remain still until prayers and Salute to the Cross and Flag are complete. Student may enter her classroom QUIETLY during morning announcements.
- During morning announcements and other announcements during the day, she will listen quietly and attentively; she should take notes about announcements that concern her.
- She will not perform personal grooming in the classroom or on campus, except in the restrooms, athletic locker room, and backstage during performances. This includes combing hair, applying makeup, etc.
- She will never apply nail polish on campus; she will not bring nail polish and remover to school.
- She will respect the property of SJHS faculty, administrators and staff.
 - She will never open and go into their personal items (purse, backpack).
 - She will not open and go into a teacher's desk or cupboard without permission.
- She will respect the property of other students.
 - She will not use another student's books and materials without permission.
 - She will not look in another student's book bag, backpack or purse without permission.
 - She will not unlock, open and go into another student's locker (combinations should not be shared).
- She will be attentive and respectful to all speakers at assemblies.
- She will respect school property and follow instructions in the use of school equipment.

Lockers

Lockers are SJHS property of and are assigned / loaned to students each year. New students (freshmen and transfer students) will receive a combination lock for their lockers and only school locks are permitted on lockers; other locks will be removed. At the end of each school year, each student cleans out her locker and turns in her lock to be used the following year.

Students must comply with the following locker regulations. If a student violates the locker policy, she is subject to disciplinary action.

- Lockers are to be kept neat and in usable condition.
- Stickers and decals are not permitted on the lockers.
- When decorating lockers, nothing should be placed inside or on the inside/outside surfaces that is not appropriate for a Catholic high school.
- Students are not permitted to share lockers at any time.
- Locker combinations should never be shared with other students / friends.
- If a student enters or attempts to enter a locker that does not belong to her, she will be subject to disciplinary action for attempted theft.

SJHS has the right to access student lockers at any time and inspect lockers to make sure they are not be used for an illegal purpose. The Dean of Student Life or Administrator may remove inappropriate items from the outside or inside of a locker. Students and their parents/guardians are financially responsible for locker damages and irresponsible use.

The Flynn Center locker room is used by physical education students, athletes, and other co-curricular/activity groups. All other students are prohibited from entering the locker room. PE students (usually freshmen) will receive a combination lock for use in the locker room.

Groups that are entitled to use the locker room are restricted from its use unless there is a coach, teacher, or other authorized adult in Flynn Center. At no time should students be in the locker room before school, during break or lunch, or after school unless supervised.

Food is never allowed in the locker room or in the Flynn Center

Dress Code

Students must observe the dress code at all times during school and school-sponsored functions (e.g., field trip, dance, game, etc.). The only exception is if a specific regulation, differing from those listed below, is given by the administration or the Dean of Student Life.

School officials, specifically the Dean of Student Life, reserve the right to determine if a student is in violation of the regulations. If a student violates any regulation, she will be subject to disciplinary action, including being sent home to change.

Parents/guardians and students are expected to cooperate with the uniform policy, dress code, and grooming regulations. If there is a disagreement about acceptable appearance at school, the principal will make the final decision.

Daily Uniform

The SJHS uniform should be worn every day, except when noted on the calendar or announced by administration. The daily uniform and dress code are as follows:

- Skirt or culottes must be no shorter than 3" above the knee OR navy blue uniform pants (from VMU)
- Seniors may wear navy blue uniform shorts (from VMU), no shorter than 3" above the knee
- White or blue SJ oxford blouse with embroidered SJ logo, short or long sleeves OR white SJ polo shirt with embroidered SJ logo
- Grey V-neck, cardigan, or vest with SJ embroidered logo
- Grey half-zip or full-zip sweatshirt with SJ embroidered logo (SJHS Student Store)
- Students on ASB may wear their ASB sweatshirt for the current school year on a daily basis. Formal dress code still applies when applicable.
- SJ Windbreaker (SJHS Student Store)
- If a student has qualified and purchased a letterwoman jacket or sweater, she may wear this outerwear. Refer to the Athletic Handbook for qualification criteria.
- Solid white crew socks (no ankle socks)
- White/Navy Blue Opaque tights may be worn in cold weather
- Navy blue or brown soft leather penny loafers OR navy blue or brown boat shoes

Formal Uniform

For formal assemblies and liturgies, students must be in complete formal uniform, as follows:

- Skirt or culottes must be no shorter than 3" above the knee (no pants or shorts allowed on formal uniform days)
- Formal slacks: Only Vicki Marsha approved formal slacks are allowed on formal uniform days. The everyday navy blue pants are not allowed.
- White or blue SJ oxford blouse with embroidered SJ logo, short or long sleeves, tucked into skirt/culottes (no polo shirts allowed on formal uniform days)
- Navy blue blazer with SJ embroidered logo (no letterwoman jackets/sweaters, grey half-zip, ASB sweatshirts, or SJ windbreakers)
- Blazers must be worn to all assemblies unless an announcement has been made
- Sweaters and vests can be worn under the blazer, but not required on formal uniform day
- Same shoes and socks

Uniform available from VMU and SJHS

Uniforms are purchased from Vicki Marsha Uniforms (VMU), located in Huntington Beach and online at <https://vickimarsha.com/> Some pieces are available in the SJHS Student Store.

The following pieces are available from Vicki Marsha Uniforms:

Skirt, Blue, gray and orange plaid, no higher than 3" above the knee



Short-Sleeved Oxford



Culottes, Blue, gray and orange plaid, no higher than 3" above the knee



Long-Sleeved Oxford



Blouse white or light blue, with embroidered SJ logo
Female-Cut, White Polo Shirt with embroidered SJ logo



Gray Cardigan Sweater with embroidered SJ logo

Gray Sweater Vest with embroidered SJ logo



Blouse white or light blue, with embroidered SJ logo
Male-Cut, White Polo Shirt with embroidered SJ logo



Gray Pullover Sweater with embroidered SJ logo

Navy Blue Blazer with embroidered SJ logo



Navy Blue Long Pants



Navy Blue Walking Shorts
(senior privilege) no higher than 3" above the knee



Class of 2023 Blue Polo
(senior privilege)



The following peices are available from the SJHS Student Store

Grey Half-Zip and Full-Zip Sweatshirt with embroidered SJ logo



Grey and White Wind-Breaker with embroidered SJ logo



The following peices are available from Athletics/The Arts

If a student has qualified and purchased ab athletics or drama letterwoman jacket or sweater, she may wear this outerwear. Refer to the Athletic Handbook or The Arts department for qualification criteria.

**Letterwoman's Jacket
(Athletics)**

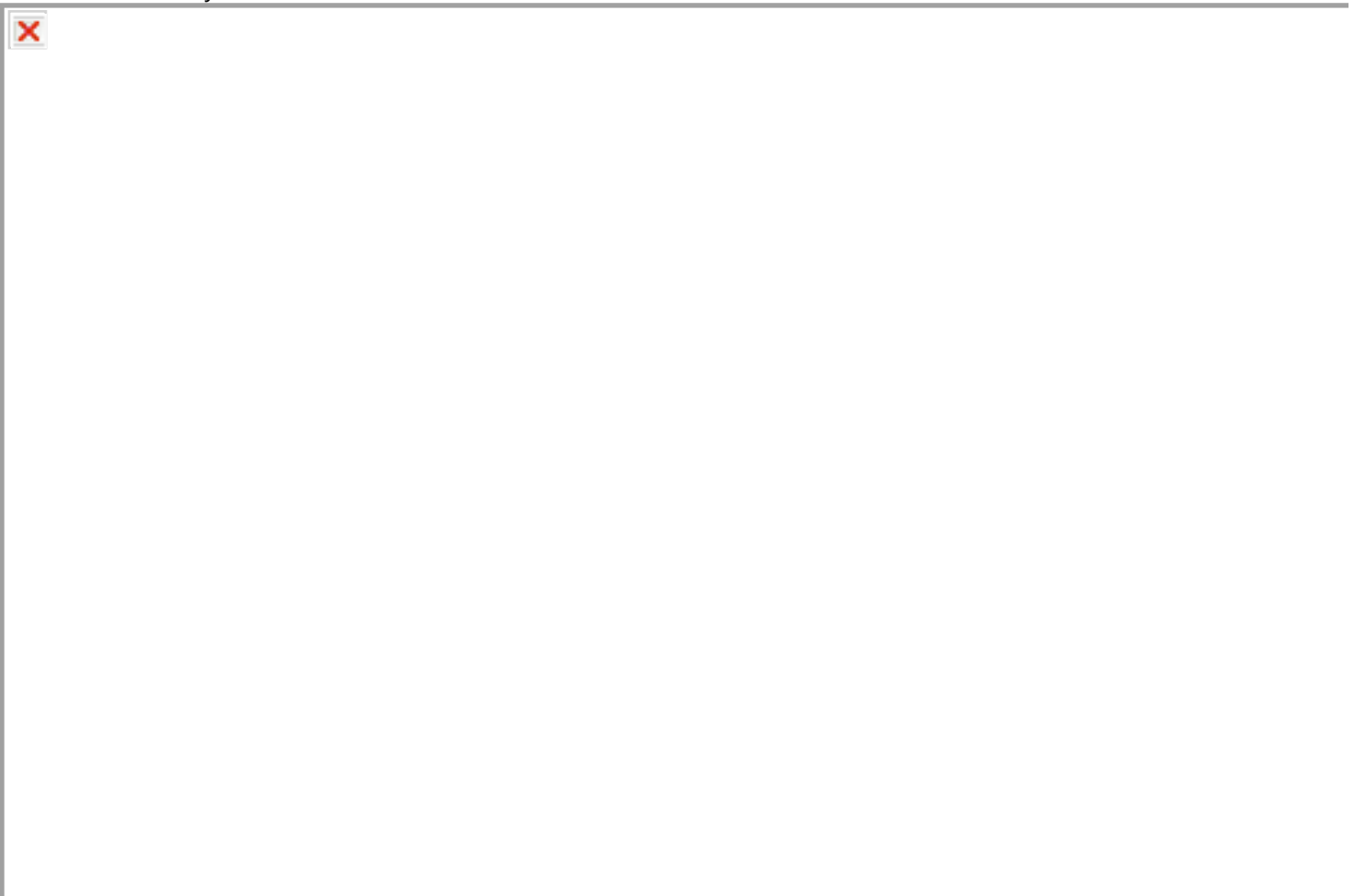


**Letterwoman's Sweater
(for Athletcics and Drama)**



Shoes

Students are to wear navy blue or brown penny loafers OR navy blue or brown boat shoes, which can be purchased at many stores.



Additional Dress Code Regulations

Uniform

- Students ARE NOT allowed to wear old uniform pieces, such as the dark plaid skirt, navy blue crew sweatshirt, navy blue fleece jacket, polo shirts with fleur de lis on the collar, etc.
- Oxford blouses and polo shirts must be tucked into the skirt, culottes, pants or shorts
- Skirts, culottes, and shorts should be no shorter than 3" above the knee

Shoes and Socks

- All shoes must also be clean and free of any marks/writing and must be worn correctly.
- Tennis shoes are not an option for underclassmen. This is a senior privilege.
- If special shoes (including tennis shoes) are needed for medical reasons, the appropriate form must be obtained from the student's Dean of Student Life and filled out and signed by a doctor.
- White socks should not have logos.
- Socks must completely cover the ankle.

Cold Weather Apparel

- White thermals ONLY may be worn under the uniform shirt/polo.
- Any scarf purchased from the SJHS Student store may be worn.
- White/ navy opaque tights may be worn with the uniform. Tights must be in good condition, without holes or runs, may not have designs or logos
- Footless tights may not be worn.
- Socks and tights may not be worn together.
- Leggings are not permitted

Orange Pride

Tuesdays are Orange Pride Days. Students may wear school-branded apparel sold at the Student Store – Tops only. Uniform skirt, culottes or pants must be worn. Orange tennis shoes and white tennis shoes with orange shoelaces or stripes/accents are acceptable on Orange Pride Day. Class colors, Kairos shirts, Bosco apparel, and senioritis attire may not be worn on Orange Pride Days.

Non-Uniform Relaxed Dress Days

Periodic non-uniform relaxed dress days are scheduled. This is a privilege given to those who observe the uniform regulations. Relaxed dress clothing must be clean, neat, and modest at all times. Parents/guardians must ensure that students are dressed in a manner suitable for an SJHS student.

The following are the non-uniform relaxed dress regulations:

- No beach clothing or any clothing that reveals the student's back, midriff, or bare shoulder
- No crop tops, halter tops, tank tops of any width or spaghetti straps
- No shorts
- Shoes must be worn at all times. No flip flops or backless sandals are ever permitted on campus. This includes athletes who change early for athletic contests.
- Appropriate logo shirts may be worn.
- Capri pants (below the knee) may be worn.
- Skintight pants, leather pants or mini-skirts may not be worn.
- Appropriate jeans, sweats, and leggings are acceptable. Jeans with large holes (as shown in the photo) are not allowed. Jeans that are faded or in poor condition may not be worn.



Student Athlete and Pep Squad Uniforms

On game days, student athletes may be given permission to change into their athletic uniforms due to early dismissal for a game. In these cases, students are to wait until the lunch break to change to their athletic uniforms. Pep squad members may also be given permission to change to their pep squad uniforms or to wear their pep squad uniforms on the day of a rally. The Athletic Director or Pep Squad Monitor arranges this privilege for the students. The complete athletic or pep squad uniform (and not just warm-ups) must be worn in lieu of the student uniform, including appropriate closed shoes.

Halloween Dress Code

SJHS would like to continue the tradition of dressing up for Halloween, please BE RESPECTFUL AND RESPONSIBLE! Anyone who does not follow the Halloween dress code will be subject to the dress code violation consequences or further disciplinary action. Please make every effort to keep this day fun and safe for all students.

Students may wear Halloween costumes to school on October 31st only (or Friday before when Halloween falls on the weekend); costumes need to comply with the following guidelines:

- Regular school rules regarding the non-uniform, relaxed dress code must be followed.
- No masks
- No canes, sticks, or weapon-like items of any kind
- No fake blood or other substances that will spill or cause a mess
- Students may not wear anything suggestive or provocative in nature. No visible lingerie as outerwear will be permitted.
- Nothing that promotes the use of illegal substances
- Nothing that promotes illegal activities, derogatory or disrespectful or portrays violence
- Students must show respect to other students by not touching, defacing or insulting other students' costumes.
- Students must show respect for others by not choosing costumes that are insensitive and/or offensive to the diverse backgrounds represented by others at our school.

Additional Grooming / Attire Regulations

- Blankets are not permitted.
- All clothing and shoes should be in good condition.
- Hair rollers, bandanas, or hats are inappropriate for school-wear.
- Natural makeup is appropriate for school and should be worn in moderation.
- Jewelry must be limited and in good taste. Only one ring per hand may be worn, one bracelet (silver or gold), and one necklace (silver or gold). One pair of conservative-sized matched earrings (no larger than the size of a quarter) is permitted. Earrings should not dangle below the top of the jaw bone. More than one earring per ear is not permitted.
- The following is considered inappropriate: exaggerated hair styles (tails, unnatural red/orange/or other colored hair); multi-colored hair, excessive use of gels or sprays; shaved areas; hair that hangs in face; spikes, highlighted hair with stripes, chunks, or distinctive two-tones. Only natural weaves that highlight the hair's natural color are acceptable. Hair must be a natural hair color. Students and their parents will be given two weeks' notice in writing to correct hair code violations. If the hair color is not corrected, students will not be readmitted to school until it has been corrected or until parents provide the dean verification that arrangements and appointments have been made to amend the violation.
- Black fingernail polish is considered inappropriate. Only clear, beige, nude, pink, or cream colors may be worn. Nails should be medium length.
- Tattoos are inappropriate and unacceptable
- Pierced nostrils, eyebrows, tongues, cartilage and other body parts (aside from ears) are inappropriate and unacceptable. If a student has an inappropriate piercing or spacer (whether or not the piercing is new), she will be asked to remove it. If the piercing/spacer is not removed, her parents/guardians will be called, she will be sent home, and she may not return until it is removed and a note confirming its removal is submitted to the attendance office upon the student's return.
- Hair must be the student's natural hair color.
- Modification of eyebrows by slitting, carving, shaving or other means is prohibited.
- Only natural looking eyelash extensions and false eyelashes are acceptable

Senior Dress Code Privileges

Senior dress code privileges are granted to seniors who have cooperated with the school at all levels. Privileges will be revoked if the seniors fail to abide by the rules.

- Polo shirt in senior class color with the SJ embroidered logo provided by VMU;
- Navy blue walking shorts no shorter than 3 inches above the knee provided by VMU
- Class "Senioritis" apparel is permitted on rally days, relaxed dress days, and Fridays after Senioritis is received.
- KAIROS shirts are permitted on Fridays.
- Earrings - two on each ear (maximum), no cartilage piercing
- Any all-white tennis shoes

- Slip-on or lace-up Vans, Keds, Nikes, Adidas or Converse in the senior class color (solid color only)

Other Senior Privileges

Chapel Court is reserved for seniors during the school day breaks and lunch. Music is played at lunch on Tuesday and Thursday; music must be pre-approved by the Senior moderator. Microwaves in Chape Court are reserved for seniors.

As a privilege, seniors are permitted to use their **cell phones** ONLY during morning break and lunch and must adhere to the Acceptable Use Policy regarding appropriate use for electronic devices, including cell phones; times vary based on the block schedule. Cell phone use of any kind is prohibited bell-to-bell EXCEPT during these break times.

Violation of this policy will result in disciplinary action.

Miscellaneous Senior Privileges

- Last name only on Powder Puff jerseys and spelling of names must be approved
- Day off for Grad Nite

Additional Student Behavior Policies

Deliveries

Deliveries for students, including food/lunch, flowers, balloons, etc., are not accepted in the front office from vendors, restaurants, or food delivery services (e.g., Postmates, Door Dash, Grub Hub, etc.). Deliveries are only accepted from a student's parents / guardians.

Friends and/or boyfriends may not drop off student lunches.

Main Office Telephone

Students may not receive phone calls in the front office during school hours. In case of emergency, the front office will take a message and deliver it to the student. A message will only be taken from parents/guardians or anyone listed on emergency information forms.

On some occasions, student may be allowed to make outgoing calls from the front office phone.

Cell Phone Policy (Grades 9,10,11)

For Freshmen, Sophomores, and Juniors, cell phone use of any kind is prohibited bell-to-bell, including during EB, section, breaks lunch and the time between classes.

- On full school days from 8:15 am to 2:15 pm
- On early dismissal days from 8:15 am to 1:15 pm

Violation of this policy will result in disciplinary action.

Cell Phone Policy (Grades 12)

As a privilege, seniors are permitted to use their cell phones during morning break and lunch; the times, vary based on the block schedule. Cell phone use of any kind is prohibited bell-to-bell EXCEPT during these break times.

Violation of this policy will result in disciplinary action.

Book Bags and Backpacks

All book bags should be free of writing on the outside, except for the student name and the company label if there is one. The only allowed pins or patches are those of the school.

Students are responsible for book bags and personal belongings at all times. Book bags and personal items left unattended will be taken to lost and found or the Dean of Students office. This includes any SJHS iPads that are left unattended.

Property Damage

Penalties related to the willful destruction or defacing of school property may include monetary restitution for the damage, police involvement and the possibility of expulsion.

Hallway Behavior

Students are not to loiter in hallways or bathrooms during class time. If a student must leave the classroom during a class period for any reason, the teacher will issue her a hall pass. When the student returns, she will return this pass to the teacher. Any student without a hall pass, who is found on the school grounds when she should be in class, is subject to disciplinary action.

Littering

All students are required to respect the school facility and the school grounds. Littering is unacceptable at any time. Students are to use trash cans that are located throughout the campus when discarding items. This includes all food materials and containers discarded during the break and lunch periods, as well as in the restroom facilities.

Student Behavior Serious Violations

In alignment with the ADLA Administrative Handbook, Saint Joseph High School considers the following behavior to be serious. Any student who is guilty of one of these behaviors will be subject to discipline up to and including expulsion.

Violence

As a Catholic school dedicated to the cultivation of peace and meaningful human relationships, SJHS has a strict non-violence policy and expects all persons to treat one another with respect and compassion at all times. Any use of words, gestures, or behaviors (emotional, mental, and physical) that diminish the human person in any way will not be tolerated and is subject to disciplinary action.

If a student, parent/guardian or family member makes threatening remarks or gestures to other students or parents/guardians, the school may contact the police directly

Substance Abuse

Saint Joseph High School, in alignment with the ADLA Administrative Handbook, <https://handbook.la-archdiocese.org/chapter-13/section-13-8/topic-13-8-4> and state/federal laws prohibits

- the possession, use, consumption, or sale of alcohol, tobacco and controlled substances by students and
- the sale or delivery of alcohol, tobacco and controlled substances to students.

This includes vaping materials and cannabis/cannabis-containing products that could be physically or mentally impairing to students.

Any student who possesses or is affiliated with the use, consumption, sales or delivery of narcotics, alcohol, or tobacco (on or off campus) may be asked to leave the school. Any student aware of use or distribution has an obligation to report this to a member of Administration.

Harassment, Bullying and Hazing Policy

Saint Joseph High School is committed to providing a safe and comfortable learning environment that is free from harassment, bullying, or hazing in any form. Harassment, bullying, or hazing of any student by any other student, lay employee, religious, clergy, school volunteer, or parent/guardian is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate them quickly.

ADLA Administrative Handbook, Section 13.10: <https://handbook.la-archdiocese.org/chapter-13/section-13-10>

Student Threats

Saint Joseph High School, in alignment with the ADLA Administrative Handbook, <http://handbook.la-archdiocese.org/chapter-13/section-13-10/topic-13-10-2> will take all student threats seriously.

Whoever hears or becomes aware of any threat made by a student should immediately report it to a member of Administration.

Topic-2-16-3

Additional School governance information

Topic-2-16-4

School Boards

The **Saint Joseph High School Consultative Board** was established in October 2007 and is an integral subordinate of the Archdiocese of Los Angeles. The Principal, who has been given authority by the Archbishop of Los Angeles, gives the Board its mandate and delegates responsibilities and tasks to the Board.

The Board has been organized and shall operate exclusively to support Saint Joseph High School and its philosophical sponsorship by the Sisters of St. Joseph of Carondelet. The purpose of the Saint Joseph High School Board is to promote broader participation and to invite administrative and financial counsel in formulating policies for the operation of the school, and to assist in devising and maintaining plans designed to assure the successful permanent operation of the school.

Topic-2-16-5

Parent or Parent-Teacher Organizations

The Fleur de Lis Guild is sponsored by the Office of Advancement and is a social group that fosters friendship among SJHS mothers. The guild assists the faculty and administration of the school, when needed.

The fleur-de-lis represents the Congregation of the Sisters of St. Joseph of Carondelet, who founded Saint Joseph High School in 1964. As mothers, the members of the Fleur de Lis Guild stand united with the Sisters in support of their daughters. All mothers/guardians are invited to join the Fleur de Lis Guild any time throughout the school year on the Website Parent Portal: <https://www.sj-jester.org/apps/forms2/?f=14950>. Please call the Office of Advancement for more information.

Topic-3-1-1

Introduction

As part of their Faith Formation, students may experience the Gospel teachings through the following:

- Annual class retreats.

- Daily classes and curriculum,
- Christian Service projects,
- Monthly Mass, attended by the entire SJHS student body,
- Faith Formation Mass, attended by Religion classes twice a semester,
- Monthly Mass, held in the Chapel during Enrichment Block (EB),
- Special Prayer Services (9/11, Thanksgiving, etc.), and
- Rosary in October and May.

Section-3-4

Campus Ministry

The Saint Joseph High School Director of Campus Ministry, appointed and supported by the principal, helps create, promote, and oversee multiple opportunities for prayer, liturgy, celebration of sacraments, retreats, peer ministry, and Christian service programs. This is facilitated by collaborating with local pastors, religious and lay members of our school community, and the Department of Religious Studies.

The Director of Campus Ministry encourages the pastoral, spiritual and moral development of each student on campus. In partnership with the administration, faculty, staff, and students, he endeavors to continue the mission and message of Jesus by creating opportunities for students to experience daily living in a faith community, develop a faith commitment and encourage a desire to serve others.

Campus Ministry plans and manages the following events and activities:

- Once a month, Tuesday Mass in the Chapel during the Enrichment Block;
- School-wide liturgical celebrations and prayer services;
- Eucharistic Adoration (offered after monthly Mass during EB);
- Praying a decade of the Rosary during May and October;
- Training for retreat leadership, liturgical ministry, and service leadership; and
- Facilitating ministerial training (i.e. Eucharistic ministry and altar serving)

Pastoral Outreach

SJHS also serves the pastoral needs of the school community: students and their families, administrators, faculty, staff, and alumnae. These needs may include spiritual guidance and support, prayer, and special responses for illnesses, accidents, and grief. Prayer request forms are available in the school office, and Masses are offered for these intentions. Parents/guardians may call the Main Office to request prayers for their intentions.

Section-3-5

Christian Service Program

Service is a vital component of one's Christian faith. As Disciples of Christ, we are called to build the kingdom of God on earth. In response to this mission, the Saint Joseph High School Christian Service Program requires our students to participate in service learning projects. Through reflection, service and evaluation, students will serve the dear neighbor, without distinction, and learn that service is the best use of their God-given gifts.

SJHS Christian Service is a requirement for graduation. A minimum of 105 hours must be completed over a student's 4-year career (30 hours annually for freshmen, sophomores, and juniors; 15 hours for seniors). All hours must be approved by the Coordinator of Christian Service.

The service projects must be developed in a manner that incorporates the Catholic Church's social teaching so that the service performed gives special emphasis to specific issues of social justice. The service performed must be approved by the student's religion teacher in

accordance with the Christian service guidelines, which specify the gospel values and social teaching focus for each grade level.

The SJHS grade level Gospel values were developed as part of the integrated curriculum program. Each grade level uses its particular Gospel value throughout the year in a variety of learning activities.

Senior	Reconciliation	Senior capstone project (no service project)
Junior	Justice	Dignity of work and rights of workers Solidarity
Sophomores	Hope	The options for the poor and vulnerable Call to family, community, and participation
Freshmen	Faith	Care of God's creation

Section-3-6

Retreats

Senior Class Retreat

KAIROS is a three-day Senior Retreat and is a graduation requirement for all SJHS students. Kairos takes place at the UCLA Lake Arrowhead Conference Center, which is approximately 90 miles from Los Angeles.

Freshman, Sophomore, and Junior Retreats

Participation in the annual, one-day Class Retreat for grades 9-11 is a mandatory graduation requirement. A make-up day will be scheduled each year to hold a twilight retreat for any student who is absent on the day of her class retreat.

Topic-4-03-4

Inoculation requirements of the CA Department of Health

Saint Joseph High School follows the inoculation requirements of the California Department of Health detailed here: <http://www.shotsforschool.org/>

Evidence that each student has received the required vaccines is required when the student registers for the school year.

Students who do not have vaccination records on file will not be able to come to school until their records are up to date.

Topic-4-04-1

Absence

Attendance Policy

The SJHS attendance policy (absence, tardiness, truancy) is aligned with the ADLA Administrative Handbook Section 13.2 Attendance, <https://handbook.la-archdiocese.org/chapter-13/section-13-2>.

Students are required to be present on scheduled school days, which are listed in the SJHS Student Agenda/Website Calendar. It is very important for students to take their attendance seriously, arrive on time to school and to each class, and make every attempt to not be absent. A student whose attendance record shows habitual tardies and absences is subject to disciplinary action and in some cases, course credit may be withheld.

Universal Attendance Form

The universal attendance slip is used by the attendance secretary to track and gather signatures for:

- Excused absence or tardy
- Unexcused absence or tardy
- Class admission slip
- Tardy slip (for class admission)
- Permit to leave campus
- Return to campus (for class admission)

The secretary fills out the form and, if applicable, gives it to the student who must sign and obtain their parents/guardians signature.



Student Return to School after Absence

- Parents/guardians must provide documentation before school starts on the day the student returns to school after an absence. This can be done three ways:
- Hand-written and signed by a parent/guardian
- Email from the parent/guardian
- SJ App notification from the SJ App

It must include the following information:

- Student name,
- Student grade level,
- Date(s) of absence,
- Reason for absence,
- Parent/guardian signature (for hand-written notes), and
- Parent/guardian phone number.

Absence notes are kept in the student's attendance file for the entire school year. If documentation is not provided on the day a student returns to school after her absence, the Attendance Secretary will contact the parents/guardians and request the documentation. If the parents/guardians, are not reachable and documentation cannot be obtained, the Attendance Secretary gives the student an "Unexcused Absence", resulting in disciplinary action. The student is allowed to attend class.

If a student does not bring a note the second day after the absence, she will not be permitted to attend class, and the Attendance Secretary and/or her Dean of Student Life will contact the parents/guardians to discuss next steps. If the Attendance Secretary suspects that an absence note has been forged, she will call the parent/guardian listed on the note for verification. If the note is forged, the student's Dean is notified for disciplinary action.

Funeral Absence Policy

When a student attends funeral services of a member of her immediate family, the absence will be considered excused. Parents/Guardians need to follow the normal procedure to notify the school of the absence and sent a note upon return to school.

Absences Requiring Additional Documentation

Communicable Disease

SJHS is aligned with the ADLA regarding the procedures around communicable diseases, as described in ADLA Administrative Handbook Section Communicable Diseases, <https://handbook.la-archdiocese.org/chapter-8/section-8-12> . This includes Head Lice and COVID 19.

A student who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse before she is readmitted to the school.

The principal may readmit a student who was absent due to a non-reportable communicable disease, such as chicken-pox, German measles, and influenza.

Doctor's Release Order

If a student is absent five or more days due to illness, she must bring in a doctor's release note in order to be re-admitted to class. The school reserves the right to request a doctor's release for a student who reports a health condition that warrants such a release.

Absences with Acceptable Excuse

Excused absences are only issued for the following:

- illness
- medical, dental, or optometry appointments (doctor's note required), court appearance (court note required),
- funeral attendance (parent/guardian approval and note required),
- approved SJHS-sponsored activities, and
- SJHS field study trips.

Teachers, Moderators, Coaches, and the Athletic Director will process pre-arranged absences that are school related (e.g., athletic competitions, field trips, etc.) for students who are attending.

Topic-4-04-3

Extended Absences

Excessive Absences

A student who is habitually absent from school will be subject to disciplinary action

- A student who has 6 unexcused absences in one semester will be notified regarding her excessive absences and risk of being on Disciplinary Probation. Parents/Guardians will be notified via email as well.
- A student who has 9 or more unexcused absences in one semester will be placed on Disciplinary Probation I and will meet with the Dean of Students in order to discuss how to improve her attendance. Parents/ Guardians will be notified and sent a copy of the Probation form for signature. A Student Success Team Meeting (SST) may be held at the discretion of Administration or the request of the student's parents.

Pre-Arranged Extended Absence

Parents / guardians must pre-arrange a long-term absence for their daughter. To do this, the student and her parent/guardians must do the following:

- Parents/Guardians and Student fill out and sign the Personal Prearranged Absence Form, available in Schoology and on the Parent Portal
- Student obtains acknowledgement and signature from her Academic Advisor.
- Student obtains acknowledgement and signature from the Dean of Student Life
- Students submits the form to the Attendance Office at least 3 days before the absence.
- These absences will be counted toward the student's yearly total absences.
- Student identifies the work she will miss so she can complete the work while she is absent.
- The school does not guarantee that the student will be allowed to make up all the work that she misses. No early testing will be provided for families who plan vacations during the week of final exams. Students who miss their final exams may receive a zero.
- The Assistant Principal for Curriculum and Instruction and her Academic Advisor may discuss the effects of a long-term absence with the student and parents/guardians.

Topic-4-04-4

Leaving School Early

No student is permitted to leave campus during school hours, except in the following circumstances:

- Written permission from her parents/guardians to leave early for personal reasons;
- Early dismissal to attend a school-sponsored event (athletic, pep squad, ASB, etc.);
- Student is ill and her parents/guardians are called to pick her up early.

A student may NOT leave campus without proper authorization, or she will be considered truant. If the student is driving her own vehicle, she may not leave campus without authorization from a parent/guardian.

Early Dismissal for Personal Reasons

If a student needs to leave early, her parents/guardians must write a note that includes the following:

- student's name
- grade level
- exact time of dismissal
- reason for dismissal
- name of the adult approved to pick up the student OR indicate that the student drove to school and will transport herself
- parent/guardian signature
- parent/guardian phone number

To receive an Early Dismissal Slip, the student must:

- Submit the note to the Attendance Secretary prior to the first bell and receive an early dismissal slip.
- Show the Early Dismissal Slip to her teacher.
- When it is time to leave, if the student drove a car to school, the student will report to the main office before leaving campus.
- If the student does not drive, the parent/guardian or approved adult must come to the Attendance Office to sign her out.
- Come to the entrance gate and buzz the office for admittance. Proceed to the designated Visitor Parking Spot on the last row of the main parking lot and proceed to the Attendance Office to sign your daughter out.

If the student returns to campus on the same day, the student will report to the Attendance Office to get a Class Admission Slip.

Early Dismissal for School-Sponsored Event

Students who need to leave school early for school-sponsored events do not need to go to the Attendance Office. They should report to their coach or moderator who has arranged the early dismissal.

Illness During the School Day

If a student becomes ill or has an accident during the school day, she should report to the Attendance Office to call her parents / guardians. During class time, she should notify her teacher before going to the Attendance Office. The Attendance Secretary will call the student's parents / guardians and ask that they pick up their daughter. SJHS will make arrangements for her care until she is picked up.

Tardiness

Since SJHS is a closed campus, the entrances are monitored by faculty, staff and security in the mornings. All entrances are closed when the first bell rings. When a student is late (arrives after morning prayers have begun), she must report to the Attendance Office, which is located on the west side of campus outside the Multi-Purpose Building (MPB)

Please follow these instructions:

- Drive up to the main parking lot gate and buzz the front office for admittance.
- Students who drive should park and proceed to the Attendance Office.
- Parents dropping off their students should park in the designated Visitors Parking Spots, located on the last row of the main parking lot and proceed with your daughter to the Attendance Office.
- Attendance Secretary will issue a Tardy/Class Entry Slip

NOTE: Students who are tardy and report to the Attendance Office with beverages or food must finish or discard them before going to class.

Planned Tardy (Excused)

Excused tardies are only issued for the following:

- illness, medical, dental, or optometry appointments (doctor's note required),
- mandated quarantine due to communicable disease (5 days),
- court appearance (court note required),
- funeral attendance (parent/guardian approval and note required),
- approved SJHS-sponsored activities, and
- SJHS field study trips.

The student is given an **Excused Tardy/Admit Slip** (Universal Attendance Form).

Please note that traffic delays, oversleeping, and car trouble are not considered excused tardies.

Unexcused Tardy

The student is issued **Unexcused Tardy/Admit Slip** (Universal Attendance Form) **and infraction**.

If a student is late for a class during the school day, she will receive an **Unexcused Tardy and infraction**. These infractions are treated the same as morning tardy Infractions, and will count toward total tardies for discipline purposes.

Excessive Tardies

A student who is habitually late for the start of school and/or her classes will be subject to further disciplinary action.

- A student who receives three unexcused tardies (infractions) in one semester will receive a Misconduct and must serve a detention.
- If a student receives six unexcused tardies (infractions) in one semester, she must serve a second detention and her Dean of Students will notify both parents and student about her risk of being placed on Disciplinary Probation.
- If a student receives nine or more unexcused tardies in one semester, she will be placed on Disciplinary Probation and will meet with the Dean of Students regarding her Probationary Period. Parents/ Guardians will be notified and sent a copy of the Probation form for signature. A Student Success Team Meeting (SST) may be held at the discretion of Administration or the request of the student's parents.

Truancy

Saint Joseph High School follows the Truancy process and guidelines set forth in the ADLA Administrative Handbook Section 13.2.7 Truancy, <https://handbook.la-archdiocese.org/chapter-13/section-13-2/topic-13-2-7>.

In-House Truancy

When a student is absent from class during the regular school day without a valid excuse, it is considered “In-House Truancy”, and is subject to disciplinary action that may include:

- In-house suspension
- Probation
- Saturday detention
- Discipline Board

The Attendance Secretary will inform the Dean of Student Life if her class absence is unexcused/questionable and the Dean will take further disciplinary action.

Section-4-05

Communications Procedures

Family involvement is the primary factor in each student’s success, so Saint Joseph High School strives to partner with parents/guardians in all aspects of school life. SJHS is committed to effective communication between the school and the students/parents/guardians. We strive for a unified voice among faculty, staff, and administration in all communications. SJHS has established several “formal” communication methods and informal approaches, as described below:

SJHS Parent-Student Handbook

This Parent-Student Handbook is a “living document” and facilitates the smooth day-to-day operation of SJHS. The handbook includes policies and procedures established by the SJHS Principal and Administration. Although the handbook is updated for each school year, if the Principal or LA Archdiocese add or update policies, SJHS updates the handbook so students and parents/guardians have access to the most recent information.

SJHS Student Agenda/Planner

Each year, SJHS Administration publishes a student agenda; a hard copy is available for purchase in the Student Store. The agenda contains the following:

- Daily student Block Schedule
- Holidays and breaks
- SJHS student and parent events
- Key information: Mission Statement, Integral Student Outcomes, etc.

SJ-JESTER.ORG Website

SJHS has a robust website, rehosted in 2019, which includes information that is aligned with the SJHS Parent-Student Handbook. Some parts of the website are referenced by the handbook, and therefore establish policy. We strive to maintain consistent information between the handbook, website and other SJHS information sources. If any member of the SJHS Community identifies a conflict or has a question, please contact the Director of Public Relations.

SJ App

The SJHS App is available from the App store on iPhones and Android phones. The App provides school information; parents/guardians may use the app to report a student absence during the 2022-2023 school year.

Monday Minder

Saint Joseph High School publishes a weekly newsletter/bulletin for current parents/guardians and students. This is the best source of news and current events at SJHS. Service Hour opportunities are also published in the Monday Minder.

The Monday Minder is emailed to parents/guardians the Saturday before each week. Parents/guardians are responsible for providing accurate eMail addresses during registration. If you are not receiving the Monday Minder, please contact the Main Office.

Parent Emails

SJHS administration, business office, and faculty send key emails when needed, above and beyond the Monday Minder. Parents/guardians are responsible for providing accurate eMail addresses during registration. If you are not receiving the eMails or Monday Minder, please contact the Main Office.

Parent/Guardian "Texting"

The Principal uses the Remind application to send group text messages to parent/guardian mobile phones. Remind is also used by coaches and other group leaders to communicate with parents/guardians. This secure application does not reveal phone numbers to the users or recipients.

Section and Section Teacher Program

The students are divided into "Sections", which meet most days of the week. Section is the vehicle for communication from the administration and faculty to the students. Each section is assigned a Section Representative (elected) and a Section Teacher who oversees and communicates pertinent information to the students.

Section is also used for student training and development. For example, when fire drills are practiced, students are in section.

Daily Announcements

The ASB Executive Board opens the school day with prayers and daily announcements. Each student should pay attention and take note of the announcements that apply to her.

If a member of the SJHS Community wants to add something to the Daily Announcements, send an email to PA@SJ-Jester.org. The email will be reviewed and if approved by the Director of Student Activities, it will be by 7am to be included in the Daily Announcements.

If the announcement needs clarification, the Director of Student Activities reserves the right to delay the announcement.

Friday Funnies

At the end of each school week, Dr. Mendoza does a special announcement. She highlights the important topics of the week and wishes the students a good weekend or break.

Teacher Office Hours

Teachers remain in their classrooms 30 minutes after the final bell, except on days when they have faculty meetings after school. Each teacher publishes his/her office hours on each course syllabus. Students can visit their teachers during office hours to ask question and seek help.

Contact 6+1

Faculty communicates directly with families about students' successes and challenges during the time allocated each month to "Contact 6+1" families. Each month the teacher telephones or emails seven families to celebrate a student's academic, interpersonal, social, or athletic success or to partner with her family to support a student in overcoming academic, interpersonal, social, or athletic challenges.

Topic-4-05-1

Parent Teacher Conferences

Teacher contact information and office hours are included their syllabi. Parents/guardians can contact a teacher through their email or through the website to schedule a meeting.

See  [Topic 4-05-3](#).

Topic-4-05-2

Parent Messages and Phone Calls

 [See Topic 4-05-3](#).

Topic-4-05-3

Parent to School Communication

Communication with SJHS Administration, Faculty and Staff

In order to maintain their privacy, teachers and administrators should be contacted at school only.

In order to maintain their privacy, teachers and administrators should be contacted at school only.

Parents/guardians should not talk to teachers about their daughter's progress at school events, such as athletic contests, parent meetings, or Back to School night.

All correspondence with Saint Joseph High School must identify the sender of the correspondence. Anonymous calls, emails, and/or letters, and the issues contained therein, will not be addressed.

The best way to send an email is to use the website Contact tab: <https://www.sj-jester.org/apps/staff/>. On the Contact page, click on the person you wish to contact, and you will be able to send an email to the staff member.

Appointments

To set up a meeting/appointment (in person, zoom, or phone call) email the teacher or staff member with the request, as described in the previous section. Teacher emails are also available on the class syllabi. Teachers can also be contacted through the PowerSchool portal.

Section-4-07

Safety and Security Procedures

Saint Joseph High School Safety and Security Procedures are aligned with the ADLA Administrative Handbook, [Chapter 8 Health and Safety](#).

All students are trained on emergency procedures at the beginning of the school year and practice several times each school year. In addition, SJHS has emergency provisions for each student in case they are needed. SJHS is well-prepared to care for students in case of an emergency. If you have any questions, please contact the Assistant Principal for Facilities and Operations

Student Emergency Information

During registration, a student's parents/guardians are required to provide information about their daughter that SJHS can use in case of emergency. Saint Joseph High School must have the following information on file:

- student's full-name, current residential address, and telephone number;
- parent's/guardian's current business/work address and telephone numbers;
- health insurance information;
- medication for daily administration at SJHS (separate form)
- information regarding daughter's current medications; and
- parent's/guardian's email address and mobile phone numbers.

It is the responsibility of the parents/guardians to update the above information when necessary by logging on to the PowerSchool portal or contacting the Registrar.

[4-11-01 Student Emergency Information](#)

Section-4-08

Arrival/Dismissal Procedures

Student Drop off / Arrival

School parking lot gates (main campus and Flynn) open at 7:20 am. The Jester Café and Jester Learning Center opens at 7:20 am.

In the morning, parents/guardians/car pools should drop off students off in one of the SJHS parking lots:

In the morning, parents, guardians, car pools should drop off students on in one of the main parking lots.

- The main parking lot is available for drop off and pick up. The north gate of the parking lot is for entrance only and the south gate is for exit only. NO LEFT TURN allowed from the south gate.
- The Flynn parking lot is available for drop off and pick up of freshmen. The north gate of the parking lot is for entrance only and the south gate is for exit only. All freshmen are to be dropped off and picked up at the Flynn Center unless they are in a carpool with an upper-class student.

Drivers should follow the traffic flow in the parking lots, follow directions from the SJHS Security and Staff and obey all traffic regulations, i.e., no blocking of drive-ways and no dropping-off of students in red zones. Drivers, including drivers of carpools, should never park in numbered parking spots which are reserved for school employees or in visitor's spots during drop-off and pick-up.

Students are expected to remain on campus once they arrive in the morning regardless how early they arrive. They may not leave campus to go to vehicles, local stores, fast food establishments, or the homes of friends who live nearby. If a student leaves campus without permission, she will be subject to disciplinary action.

Student Pick-Up / Departure

The entrances to the parking lots are closed for 10 minutes after the final bell to allow student drivers to exit safely.

All students who are waiting for rides must remain on the sidewalk or area designated by the parking lot attendants until their rides arrive. Students who have not been picked up by 4:30pm are asked to wait in Chapel Court or in the Jester Learning Center ONLY.

A student may be subject to disciplinary action if the person picking her up parks in a red zone, double parks, or poses a danger by driving or parking illegally.

The school main office opens at 7:30 am and closes at 3:00 pm, Monday –Thursday, and Friday 7:30am – 2:15 pm. There will be limited supervision for students who remain on campus. Security officers are available throughout the day.

Section-4-09

Automobiles/Parking Lot

Student Drivers

Students who drive automobiles or other motor vehicles to campus must be licensed drivers. Therefore, they are responsible for all regulations in using these vehicles on or near campus.

On-Campus parking is restricted to those students who fully subscribe to all parking lot regulations of Saint Joseph High School. Seniors and Juniors (students with driver's licenses) who want to use the parking lot must register and obtain a yearly parking decal. Parking decals may be paid for and obtained in the Student Store.

If a student parks her car in the lot without a parking decal, she is subject to disciplinary action.

Parking Regulations

Faculty and staff have numbered parking spaces in both the Main Campus parking lot and the Flynn Center parking lot. Visitor parking (including attendance office parking) spaces are reserved also. The remainder of the

parking lot. Visitor parking (including attendance office parking) spaces are reserved also. The remainder of the parking spaces are available for students and overflow visitors. Any driver—student, parent/guardian, or visitor—who violates parking lot regulations, may lose the privilege to park on campus.

A Misconduct slip (with detention) will be issued for a student's first parking violation during a school year. If a student receives a second violation, in addition to the Misconduct and detention, the matter will be referred to the Dean of Student Life and her parking privileges may be revoked.

Parking regulations are as follows:

- Student parking decals must be displayed on the windshield, upper left-hand corner (driver's side).
- The maximum speed limit in the parking lots is 10 miles per hour.
- Do not park in numbered parking spots, which are reserved for administration, faculty and staff, during school hours.
- Students should not park in VISITOR parking spots.
- Parking along the fence behind the MPB is never allowed. Fire regulations dictate this policy.
- Student parking behind the Flynn in strip mall parking spots is never allowed
- The school is not legally liable for auto accidents occurring in the campus parking lots or other areas on campus, i.e., hit and runs, fender benders, etc. All who use the parking lots do so at their own risk. SJHS is aligned with the ADLA Administrative Handbook, <http://handbook.la-archdiocese.org/chapter-8/section-8-7>
- Students are not permitted to "loiter" in the parking lot during school hours without permission, including before school, during lunch/breaks, or after school.

SJHS will notify the sheriff's department of persons loitering on the school grounds. Anyone aware of such a person is asked to inform an administrator or the front office staff immediately.

Topic-4-11-04

School Procedures for Immunization and Screenings

The California Health and Safety Code requires proof of immunization for school entry, as described in the ADLA Administrative Handbook Section 8.16 Medical Immunizations <https://handbook.la-archdiocese.org/chapter-8/section-8-16>. Saint Joseph High School follows the inoculation requirements of the California Department of Health detailed here: <http://www.shotsforschool.org/>. Evidence that each student has received the required vaccines is required when the student registers for the school year.

Students who do not have vaccination records on file will not be able to come to school until their records are up to date.

Topic-4-11-09

Allergies

During registration, parents/guardians should provide relevant information about their daughter's allergies. This information is kept on file and referenced if necessary by school officials.

Topic-4-11-12

Accident Procedures

If a student becomes ill or has an accident during the school day, she should report to the Attendance Office to call her parents / guardians. During class time, she should request permission from her teacher; outside of class time, she should go to the Attendance Office.

The Attendance Secretary will call the student's parents / guardians and ask that they pick up their daughter. SJHS will make arrangements for her care until she is picked up.

If a student becomes ill or has an accident at an SJHS sponsored outing (field study trip, athletic event, etc.), the designated school official will manage the situation.

- For minor illnesses and accidents
 - o The student's parents/guardians will be called to come and pick up their daughter
 - o The designated SJHS school official (e.g., coach, teacher, moderator) will complete the Student Accident Form (located on the Teacher Portal)
- For illnesses or accidents requiring immediate medical attention
 - o 911 will be called so that a emergency team comes to the aid of the student
 - o SJHS will report the accident: <https://handbook.la-archdiocese.org/chapter-8/section-8-7/topic-8-7-2>
 - o SJHS and the parents/guardians will complete the necessary accident forms and submit to Administration and the ADLA as described in the ADLA Handbook: <https://handbook.la-archdiocese.org/chapter-8/section-8-7/topic-8-7-2>

All coaches are first aid and CPR trained; the SJHS Trainer may be in attendance at athletic events.

Student Accident Form:



Section-4-12

Privacy and Access to Records

All members of the SJHS community, including students, parents/guardians and school employees, are expected to maintain confidentiality and respect the privacy of one another. It is the legal, ethical, and professional responsibility all members of the school community.

Faculty/Staff/Administration Privacy

It is never appropriate for a student to visit a faculty/staff member at home. The staff member's home is a boundary that must be respected by students. The principal and administrators are never free to discuss the employment history of teachers, staff, coaches, or administrators. All employees are hired only by the principal, and in her absence, by the administrative team.

Section-4-14

International Students

The Archdiocese of Los Angeles welcomes international students. Through the cultural exchange of learning, praying, playing, and growing together, the presence of these international students enriches the educational and religious experiences of everyone in the school community.

All international students who do not live with a relative must live in approved housing identified on the student's I-20 forms.

The school is not involved in the selection of host families. A letter from the student's parents/guardians that identifies and approves the host family and place of residence is required.

The parents/guardians, host family, and/or Agency, if used, shall notify the school if there is any change in the student's host family or residence. Faculty, staff, coaches, and/or their spouses may not serve as host families or guardians.

Host families are required to meet with the school for orientation and periodically thereafter. Host families must attend meetings and functions required of domestic parents/guardians. Host families that are not contractually required to attend safe environment training are nevertheless encouraged to do so.

All international students are required to be enrolled in a religion course for a grade/credit each semester (see Knowledge of the Faith). The international student will be expected to participate, as appropriate, in religious functions and events.

The school is not permitted to waive all or part of international students' tuition, or grant them any type of scholarship or financial aid. The full international student tuition must be listed on the I-20 form and the school is bound by federal regulation to collect the specified amount.

For more information about international students see:

<http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-6>

Section-5-01

Curriculum

The curriculum at archdiocesan Catholic schools integrates the mission of Christ to teach the Gospel message to all. The archbishop and archdiocese are committed to providing strong academic experiences for students in school communities that reflect two purposes: the teaching mission of the Church and the need to educate youth for life in a way that relies on academic skills and requires sound preparation.

The curriculum consists of all learning experiences that are planned and organized under the principal's leadership, implementing the school's educational goals in a manner that reflects a commitment to Catholic teachings. The curriculum must be consistent with the philosophy of the school, educational policies of the archdiocese, and requirements of the applicable sections of the California Education Code. The commitment to ongoing academic excellence, personal growth, leadership, and service as components of Catholic identity extends to all aspects of the academic program.

The curriculum is planned at each school to meet these overall objectives and the particular needs of the individual school community. The Department of Catholic Schools provides support for curriculum matters. In

individual school community. The Department of Catholic Schools provides support for curriculum matters. In parish elementary schools and high schools, the pastor and principal consult on these matters. The archdiocesan high school curriculum is coordinated by the principal with senior academic and administration staff. While the principal may raise curriculum issues with consultative school boards and groups, the principal reserves responsibility for curriculum matters.

Saint Joseph High School's educational goals are consistent with the school's philosophy, the educational policies of the Los Angeles Archdiocese, the Western Catholic Education Association (WCEA), the Western Association of Schools and Colleges (WASC), and the laws of the State of California.

SJHS Academic Program

The SJHS academic program serves the whole student, providing faith formation, academic preparation, athletics, The Arts, Wellness, and co-curricular activities. SJHS is fully accredited by the Western Catholic Education Association (WCEA) and Western Association of Schools and Colleges (WASC). In addition to required Religion and college prep courses, SJHS offers Advanced Placement courses, Honors courses, Visual and Performing Arts courses, and many elective courses to prepare students for success in college and beyond.

Our daily rotating "block" schedule spans three 85-minute block periods, as well as weekly Enrichment Blocks reserved for club meetings, assemblies, tutorials, and guest speakers.

Course Catalog and Website

The SJHS Academic Program is on the website: Academics tab and includes a comprehensive description of the academic departments as well as the Course Catalog, book list, AP classes, and technology.

Student Course Selection

Each semester, SJHS students collaborate with their Academic Advisor to select courses from the catalog that will ensure their graduation in four years. Although some classes are pre-selected at each grade level, the students have choices to make.

- Each incoming freshman is placed into specific academic classes based upon her High School Placement Test (HSPT) results, previous academic performance, and some specific academic department placement tests. She can select her World Language and Visual and Performing Arts classes.
- In March, each returning student works with her Academic Advisor to make her course selections for the next school year. She selects classes based on her grade level, report card grades, testing data, and teacher recommendations.

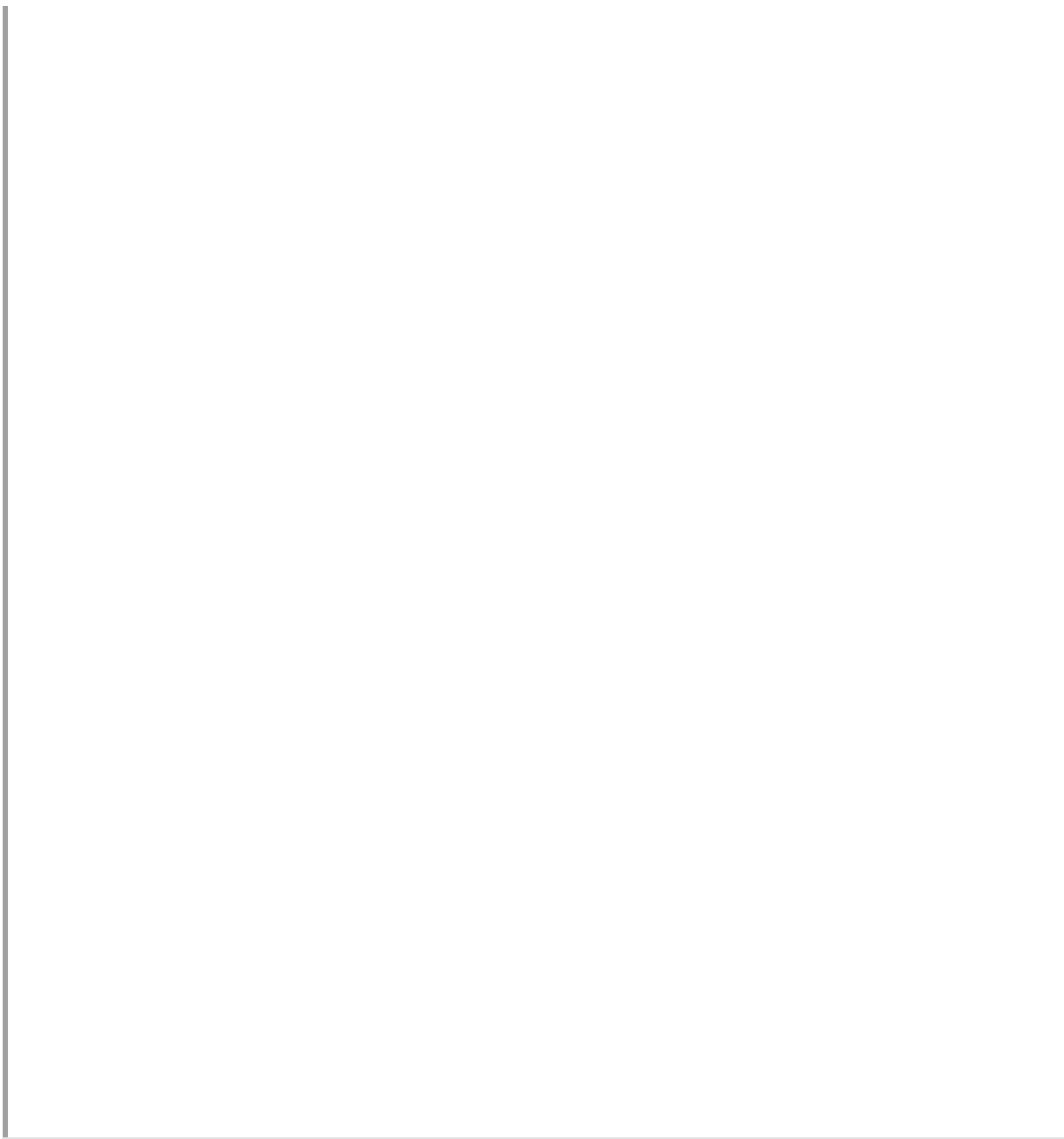
Every attempt is made to schedule the student into her first choice of classes. Sometimes this is not possible and when this occurs, her Academic Advisor and the AP for Curriculum and Instruction will work with the student to set her schedule.

Student Course Schedule Change

All changes or adjustments in a student's schedule are handled through her Academic Advisor.

If a student has a compelling reason to change her schedule before the semester starts or within the first 2 weeks of the semester and the Master Schedule allows the change, she must fill out a "Schedule Change Request" form (below). This is a 3-part paper form available from her Academic Advisor. She must obtain the approval signature from her parents/guardians, her academic advisor, and the Master Schedule Coordinator.





Topic-5-01-2

Honors/Advanced Placement/International Baccalaureate

Honors Courses

Honors courses are advanced and consist of more challenging material and run at a more accelerated pace than regular courses. Grading on report cards and transcripts identify honors classes. SJHS adds a point to each Honors Course grade when calculating GPAs (A = 5, B = 4, C = 3).

The UC and CSU systems recognizes credits for Honors Courses taken in the Junior and Senior years and grades are counted on a scale of A = 5, B = 4, C = 3.

The California Scholarship Federation (CSF) also gives an extra point for a maximum of two AP or honors courses on the membership application.

Honors courses that are offered are included in the Course Catalog on the SJ website: https://sj-jester.org/apps/pages/index.jsp?uREC_ID=407731&type=d

Advanced Placement (AP) Courses

Advanced Placement courses are college courses for which high school students may earn college credit. Not all colleges/universities treat AP scores/credit in the same way. The student should become familiar with the policies

of each college or university to which she applies.

Each student enrolled in an AP course is responsible for completing assignments during the summer before the course begins. Failure to complete the summer assignment and submit on time will result in student being dropped from the AP course. She must take the AP exam in May. Failure to complete the AP exam results in the removal of AP designation and weighted grade from the student's transcript.

SJHS adds a point to each AP Course grade when calculating GPAs (A = 5, B = 4, C = 3). The UC and CSU systems recognize the extra credits for AP courses.

The California Scholarship Federation (CSF) also gives an extra point for a maximum of two AP or honors courses on the membership application.

AP classes are listed in the Course Catalog on the SJ Website: https://sj-jester.org/apps/pages/index.jsp?uREC_ID=407731&type=d

More information about the Advanced Placement Program at SJHS can be found on the website, https://sj-jester.org/apps/pages/index.jsp?uREC_ID=407730&type=d

SJHS Distinguished Scholars Program

During her senior year, a student will receive her Saint Joseph High School Distinguished Scholar medal if she has a 3.5 un-weighted GPA in 8 or more Honors and AP classes. The Distinguished Scholar celebration is held in the spring where the scholars receive their award, a medal that can be worn at graduation.

Topic-5-01-3

Homework

Homework/Practice

A student spends approximately two hours studying, completing assignments and practicing skills each night before a school day. Additional study time is required of students taking Advanced Placement (AP) and/or Honor courses. Summer homework is required in many courses, including English and AP courses. Teachers post homework assignments on Schoology, with due dates.

Make-up Work (during absence)

When a student is absent for fewer than three days, she is expected to refer to the class syllabus and to assignments (in-class and homework) posted on Schoology to complete the work she missed while absent. She may also contact a classmate to make sure she understands what she missed.

Parents/guardians may also contact teachers to request class assignment information. In most cases, however, assignments and resources are posted on Schoology, so students often have direct access to assignments and resources they were not in class to receive.

Topic-5-01-4

Graduation Requirements

In order to receive a diploma from Saint Joseph High School, students must enroll in six courses per semester and satisfactorily complete a minimum of 240 credits (one semester course = 5 credits). SJHS requirements align with the ADLA Administrative Handbook Section 11.3.10, Graduation Requirements: <https://handbook.la-archdiocese.org/chapter-11/section-11-3/topic-11-3-10>.

The following courses must be taken in these specific departments:





Senior Capstone Project and Interview

The Senior Capstone Project and Interview is a Saint Joseph High School graduation requirement. During her senior year, 2nd semester, each graduating senior prepares an electronic portfolio (ePortfolio) which includes the following:

- How she has accomplished the SJHS Integral Student Outcomes (ISOs)
- How her Christian Service projects and experience were transformative actions of social justice
- Towards the end of the school year (usually right before Easter break), Saint Joseph High School dedicates a day to Senior Capstone Interviews.

SJHS invites community leaders, LA Archdiocese leaders, Catholic high school administrators, alumnae, and alumnae parents to be members of Senior Capstone Interview Panels. (It would be a conflict of interest for parents of seniors to be panelists; however, once the senior graduates, her parents may participate on a Senior Capstone Panel.) There is also an SJHS administrator and teacher on each panel who facilitates the interview session.

On senior capstone day, each graduating senior is scheduled for her interview session:

- She presents her ePortfolio.
- She summarizes her achievements and how they fulfill the ISOs.
- She summarizes her Christian service achievements.
- After the presentation, the panelists ask questions to prompt further discussion about her experience at SJHS and her achievements.
- Upon completion, the panel may provide feedback to the students.
- Finally, the SJHS teacher/facilitator gathers feedback from the panel and grades (pass/fail) the Senior Capstone Project.

Written Formative Assessment

The Written Formative Assessment (WFA) is integrated into the English curriculum. The WFA assures that each student can write an essay and prepares her for college. Each grade level has a WFA requirement:

Freshmen:

- First semester: teachers prepare students for their second semester WFAs
- Second semester: 2 WFAs - each essay is worth 50 points
- Passing average: 73% (85% to be eligible for English 2 Honors)

Sophomores:

- WFA each semester (total of 4) - each essay is worth 100 points
- Passing average: 73% (80% to be eligible for AP English Language)

Juniors

- WFA each semester (total of 4) - each essay is worth 100 points
- Passing average: 73% (73% to be eligible for AP English Literature)

Seniors

- WFA each semester (total of 4) - each essay is worth 100 points
- Passing average: 73% and 70% for the students in AP English Literature

Any student with a yearly WFA average that falls below 73% at the end of the sophomore, junior, or senior school year, MUST enroll in the Written Formative Assessment review course.

College and University Entrance Requirements

The Saint Joseph High School curriculum and graduation requirements meet the University of California (CU) and California State University (CSU) "A-G" Requirements. The UC system is composed of the following universities:

-
- Davis
- Irvine
- Los Angeles
- Merced
- San Diego
- San Francisco
- Santa Barbara
- Santa Cruz

The CSU system is composed of the following universities:

-
- Channel Islands
- Chico
- Dominguez Hills
- East Bay
- Fresno
- Fullerton
- Humboldt
-
- Los Angeles
- California Maritime Academy
- Monterey Bay Northridge
- Polytechnic University, Pomona
- Polytechnic University, San Luis Obispo
-
- San Bernardir
- San Diego
- San Francisco
- San Jose
- San Marcos
- Sonoma
- Stanislaus

To be considered for acceptance into a UC or CSU university, a student must complete the following courses with a grade of C or better:

	Credits	
A. History/Social Science	2 years	One year of US History OR one semester of US

C. Mathematics	3 years (4 years recommended)	Geometry Advanced Algebra (Algebra 2)
D. Laboratory Science	(3 years recommended)	Chemistry or Physics
E. World Language (Language Other Than English - LOTE)	(3 years recommended)	Two years of the same language other than English, includes American Sign Language (ASL)
G. Advanced Courses	1 year	Chosen from the following academic subjects: English, advanced math, lab science, LOTE, social science and art history

Independent Colleges and Universities

Requirements vary, but a strong academic preparation is needed. Furthermore, a student is assessed based on her personal statement, letters of recommendation, GPA, and co-curricular involvement. Her SAT or ACT test scores are used for placement (not acceptance). SAT/ACT not necessary at some colleges and universities.

Community Colleges

The student must be a high school graduate or be 18 years old. There are no other entrance requirements.

Topic-5-02-1

Assessments

Examinations and Project-Based Assessments

Teachers include several opportunities for a student to practice or demonstrate mastery in a grading period through Formative Assessments. Formative Assessments are homework assignments, quizzes, in-class work, participation, etc.

Summative Assessments are cumulative exams OR projects (known as mid-term, final exam, unit assessments) where the student can demonstrate her overall knowledge learned during a grading period.

Make-up Assessments

The policy on make-up assessments (tests, projects) varies among teachers. Each student is responsible to know the policies of her teachers (included in their class syllabi).

Topic-5-02-2

Grading Scale

Grades for each grading period are determined by the number of points that the student achieves divided by the total points for the grading period, which equates to a percentage:

A	100-96%	A-	95-90%	B+	89-87%
B	86-83%	B-	82-80%	C+	79-77%
C	76-73%	C-	72-70%	D+	69-67%
D	66-63%	D-	62-60%	F	59% and below

Letter Grade Definitions

A = Outstanding Achievement. Student usually does more than required, learns rapidly, shows creativity, and assumes active leadership in learning activities.

B = Good Achievement. Student sometimes does more than required, shows average interest and initiative, and displays some leadership in learning activities.

C = Satisfactory Achievement. Student does assigned work, shows average interest and initiative, and takes part in some classroom activities.

D = Minimum Achievement. Student does not complete all assigned work, lacks initiative, learns slowly, shows some

interest and initiative but is usually passive and sometimes inattentive in classroom activities.

F = Failure due to Unsatisfactory Achievement. Student does not complete minimum requirements, shows virtually no progress or initiative, and does not participate in any classroom activities.

I = Incomplete due to justifiable absence.

Topic-5-02-4

High School Grade Reporting

Parents/guardians are the primary educators of their children. SJHS supports, enhances, and complements the parent/guardian role through formal education. Teachers alert parents/guardians midway through each quarter if a student's grade is a C- or below.

Parents/guardians are encouraged to track their daughter's progress, academic performance, and mid-quarter progress reports through the PowerSchool Parent Portal (teachers update student grades once a week). They can speak regularly with their daughters to offer support, encouragement, and direction.

Parents/guardians can contact their daughter's teachers directly via email if there is concern regarding academic progress. Refer to the course syllabus or website for contact information and teacher availability.

In addition to PowerSchool, SJHS reports student progress and performance through other methods, as described below.

Report Cards and Grading Policies

Report cards are issued four times per year: 1st quarter, 1st semester, 3rd quarter, and 2nd semester.

The 1st and 3rd quarterly report cards are considered progress (mid-semester) reports; they are available to students on Powerschool and emailed to parents/guardians. They reflect an accurate assessment of the student's progress up to that point in the semester, but these grades are not recorded permanently. (Quarter grades are used to determine eligibility for athletics and co-curricular activities.)

PowerSchool gradebooks are locked after each quarter, so all the work for that quarter must be turned in by the student before the end of the quarter.

The 1st and 2nd semester grades include all of the semester work and are permanently recorded.

In general, SJHS does not use a weighted grading scale. Also, final summative assessments will not constitute more than 20% of the total grade for the course

Topic-5-02-5

Make-Up Work/Absences

Missed Classwork/Homework

Teacher post homework assignments on Schoology, with due dates. When a student is absent for fewer than three days, she is expected to refer to the class syllabus and to assignments (in-class and homework) posted on Schoology to complete the work she missed while absent. She may also contact a classmate to make sure she

understands what she missed.

Parents/guardians may also contact teachers to request class assignment information. In most cases, however, assignments and resources are typically posted on Schoology, so students often have direct access to assignments and resources they were not in class to receive.

Incomplete Work at Semester-End

When a student has excessive absences or other justifiable reasons for not completing her work during a semester, she needs to make up the work within 2 weeks of the semester completion. She will be given a semester grade that reflects the incomplete work, which may be a "D" or "F". However, after the students makes up the work (within 2 weeks), the teacher will do a grade change.

Extended Absences

Although pre-arranged are approved/acknowledged by teachers, students are responsible for making up the assignments and assessments (if teachers allow make-ups) that they miss during an absence.

Topic-5-02-6

Course Deficiency/Failure

Deficiency Notices

Approximately four weeks before the end of the grading period (1st quarter, 1st semester, 3rd quarter, 2nd semester), if a student is earning a C- or below her teacher will notify her parents/guardians by email and provide a copy to her Academic Advisor. This provides the opportunity for the parents/guardians, teacher and advisor to work with the student so she can improve her achievement before the end of the grading period.

Failures

If an "F" is earned, the teacher must phone and email the parents/guardians before the report card is issued.

All semester "Fs" must be made up before a student may graduate. If a student receives an F, she must re-take the same course at SJHS or from a Third-Party Provider. The new grade is added to the student's transcript and is calculated into her SJHS GPA. UC and CSU admissions only consider the higher grade in their GPA calculation.

Incomplete Work at Semester-End

When a student has excessive absences or other justifiable reasons for not completing her work during a semester, she needs to make up the work within 2 weeks of the semester completion. She will be given a semester grade that reflects the incomplete work, which may be a "D" or "F". However, after the students makes up the work (within 2 weeks), the teacher will do a grade change.

Topic-5-02-7

Conduct/Citizenship Grades

In addition to the academic grade received, a student also receives a Citizenship Mark for each course:

- Outstanding
- Very Good
- Satisfactory

- Needs Improvement
- Unsatisfactory

Section-5-03

Standardized Testing

In October of each year the following tests are administered and results are recorded in the student file.

Grade 9	PSAT 8/9
Grade 10	PSAT/NMSQT
Grade 11	PSAT/NMSQT

The Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is a program sponsored by the College Board and the National Merit Scholarship Corporation (NMSC). It is a standardized test that provides first hand practice for the SAT. It also gives students a chance to enter NMSC scholarship programs and gain access to college and career planning tools. The PSAT/NMSQT measures critical reading skills, math problem solving skills, and writing skills.

Not all four-year colleges/universities require or consider the SAT or ACT and these tests are used for placement, not for college acceptance. Students may take the SAT or ACT off campus; registration materials for these tests are available online. These tests are administered on Saturdays at various locations during the school year and test dates are noted in the school calendar.

STAR Assessments

STAR Assessments are conducted three times during the school year for all freshman and sophomores. These are 15 minute reading and math assessments that provide teachers with learning data to support student success. Star assessments utilize the students' iPads for testing and the difficulty adjusts based on student answers.

Section-5-04

Recess and Lunch/Nutrition

Students have multiple breaks and lunch period each day.

Jester Café (closed at this time)

The Jester Café food service is closed during the pandemic. However, students may sit in the Jester Café before school and during lunch and breaks.

The Jester Café normally serves hot, fresh breakfast and lunch at reasonable prices. This service is offered for students, faculty, and staff. Customers are asked to be polite at all times; to enter by the front door; to form a line, not crowd, and not take cuts; to have money ready for purchases.

ASB Lunch Program

The ASB Lunch Program is a pre-order program. An email is sent to the entire SJ Community on Sunday with a link to the page to order ASB lunches for the following week. The lunches are purchased from and pre-packaged by local restaurants, including, but not limited to, Flame Broiler, Adobo, Chick-filet, and Pizza Hut.

The ASB and class boards hand out the lunches in the Jester Café at the beginning of the lunch period.

NOTE: In addition to the ASB lunch and while the Jester Cafe is closed, pizza may be sold in Chapel Court or a food truck may arrive for the lunch period.

Vending Machines

Several vending machines are on campus for the students' use. They are open before school and during break and lunch.

Eating Areas

Students may enjoy their breaks and lunch in most areas of the campus. There are benches located throughout the campus and 5 areas with tables:

- A** - Tables in Chapel Court (Seniors)
- B** - Area under the awning at the west end of the classrooms (Juniors)
- C** - Area between the awning and the MPB
- D** - Area between the 200 classroom block and the 300 classroom block
- E** - Jester Café

Jester Field: Students may not eat or congregate past Room 404 on the east side of Jester Field.

Parking Lot: Students may not eat or congregate in the main parking lot or on the sidewalk facing the main parking lot.

The figure below shows available seating in **GREEN** and areas not permitted with a **RED X**.



Section-5-06

Honors and Awards

Course Academic Awards

At the end of each semester, academic awards are given to the students who have shown outstanding achievement in each course. (A teacher award is also given.) A certificate of achievement is presented to students at the Semester Awards Assembly.

Brown Book Award

The Brown Book Award has been sponsored by Ms. Cherry Sullivan, Saint Joseph Class of 1985 and Brown University Class of 1989. This award honors the junior who best combines academic excellence with clarity in written and spoken expression.

American Legion Auxiliary (ALA) California Girls State Representative

The ALA California Girls State mission statement is to provide an outstanding, unique, and coveted educational opportunity for the young women of California that instills the basic ideals and principles of American government. It is a leadership program designed to increase awareness and knowledge of governmental processes while teaching young women about the duties, privileges, rights, and responsibilities of citizenship. Delegates come away with a greater appreciation of the American Flag and of the sacrifices made by our veterans.

Each year, an SJHS Girls State Representative is selected from the Junior Class based these leadership qualities to participate in the program which takes place each summer.

<https://www.cagirlsstate.org/about-the-american-legion-auxiliary>

Honor Roll

Students are selected for the academic honor roll each semester if they have a 3.0 or better grade point average (GPA). Student GPAs are determined based on the following grade points. For AP and Honors courses, the grades are weighted and the student receives one (1) extra grade point for grades of "C" or higher in those courses.

Letter Grade	Course Grade Points	AP/Honors Grade Points
A	4	5
B	3	4
C	2	3
D	1	(does not qualify for extra point)

F 0 (does not qualify for extra point)

Perfect Attendance Award

Students who have no absences, no tardies, no truancies, and no releases from any block throughout the year will receive an Attendance Award at the end of the year. (This includes doctor appointments, court appearances, and more than two college visits.) This does not apply to school-related releases such as SJHS athletic competitions, field trips, or approved funerals.

Graduation Awards

Valedictorian and Salutatorian

The Valedictorian of Distinction, Salutatorian, and Class Valedictorians are selected based on their cumulative Grade Point Average (GPA). The GPA is calculated by using the following grading scale: A = 4.00, A- = 3.70, B+ = 3.30, B = 3.00. AP and Honors courses earn an extra grade point.

All graduation requirements must be met and P.E. will not be included in the calculations.

The Valedictorian of Distinction and Salutatorian are announced at the start of 4th Quarter, so that the 3rd Quarter grades are included in the GPA calculation.

Valedictorian of Distinction

The Valedictorian of Distinction is the senior earning the highest cumulative GPA. She delivers her Valedictory Speech at the Graduation Ceremony.

If multiple seniors have the same cumulative GPA, multiple valedictorians of distinction will speak at the Graduation Ceremony.

Salutatorian

The Salutatorian is the senior earning the second highest cumulative GPA. She delivers the Call to Prayer at the Baccalaureate Mass.

Class Valedictorians

In addition to the Valedictorian of Distinction and Salutatorian, ten additional seniors with the next highest cumulative GPA are honored as Class Valedictorians.

California Scholarship Federation (CSF) Sealbearer Awards

Graduating seniors who have maintained active membership in CSF for four of their final six semesters, one of which must be senior year qualifying with senior semester grades, will qualify as a CSF Sealbearer at graduation. A CSF Sealbearer receives a CSF pin to wear at graduation, a CSF Membership certificate and the CSF seal on her diploma. A Sealbearer may purchase a gold CSF stole and tassel to wear at graduation.

Seal of Biliteracy

The State Seal of Biliteracy is recognition by the State Superintendent for graduating high school students who have attained a high level of proficiency in speaking, reading, and writing in one or more languages in addition to English and will receive a seal on their diplomas

Archdiocese of Los Angeles Christian Service Award

The Archdiocese of Los Angeles Christian Service Award honors students from all Catholic high schools for significant contributions in the area of Christian service, as described in the ADLA Administrative Handbook section 4.3.14, Christian Service <https://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-14>. The awards are presented by the archbishop, or by a designated auxiliary bishop, at a special liturgy in the archdiocese. Students who received this award are also recognized at the Graduation Ceremony.

SJHS Christian Service Award

Saint Joseph High School awards any students who have earned above and beyond the required hours of

Christian Service and have completed over 500 hours. They truly live the CSJ charism of "Service to the Dear Neighbor without distinction."

Saint Joseph Scholar Athlete of The Year

The Saint Joseph Scholar Athlete Award goes to the Student Athlete who participates in a varsity sport and obtains the highest GPA for her Senior class. The Scholar Athlete Award is based upon cumulative GPA and sportsmanship throughout the sport season

SJHS Athlete of the Year

The Saint Joseph Athlete of the Year Award goes out to a varsity athlete who excels in her sport while representing Saint Joseph High School as a Student Athlete.

Second Generation Award

The Second Generation Award is a special recognition for daughters of SJHS alumnae and is awarded to seniors at graduation. During the ceremony, the graduate and her alumna mother accept the award together.

Third Generation Award

The Third Generation Award is a special recognition for graduating seniors who are 3rd generation Jesters – they are granddaughters of SJHS alumnae. During the ceremony, the graduate, her alumna mother and alumna grandmother accept the award together.

Sisters of St. Joseph Of Carondelet Principals' Awards

These awards are given annually to seniors who have distinguished themselves in these areas. Selection is based upon teacher and administrative recommendations. These awards are given in honor of the four previous principals who were Sisters of Saint Joseph of Carondelet.

- Sr. Mary Ursula Flynn, CSJ - For the Spirit of Great Beginnings and Great Faith
- Sr. Madeline Clancy, CSJ - For the Spirit of Innovation and Risk-Taking
- Sr. Barbara Joseph Wilson, CSJ - For the Spirit of Perseverance
- Sr. Janet Duffy, CSJ - For the Spirit of Kindness and Respect for Others

Dear Neighbor Award

The Congregation of the Sisters of St. Joseph of Carondelet was founded in 1650 by Fr. Jean Pierre Medaille, SJ, who called them to live a life stimulated by the Holy Spirit of Love and receptive to His inspirations. The Sister of St. Joseph moves always toward profound love of God and love of neighbor without distinction from whom she does not separate herself and for whom, in the following of Christ, she works in order to achieve unity both of neighbor with neighbor, and neighbor with God directly in this apostolate and indirectly through works of charity (Consensus Statement of the Central Ideas of Jean Pierre Medaille, S.J., 1969). The Dear Neighbor Award is presented to seniors whose exceptional dedication to works of charity serve as a living testament to that same unity with the Holy Spirit in response to the call of Christ to serve the dear neighbor.

Le Puy Award

The Sisters of St. Joseph of Carondelet trace their origin to Le Puy, France where Fr. Jean Pierre Medaille, SJ founded them in 1650, under the patronage of Bishop Henry de Maupas. The Sisters dedicated their lives to serving the needy, orphans, prisoners, women, sick and the destitute. The Sisters taught women lace-making, enabling them to be self-sustaining members of society. The Le Puy Award is presented to a senior or seniors who have embodied that spirit of self-determination in the role of servant leader.

Sr. Monica Corrigan, CSJ Award

The Sr. Monica Corrigan award is awarded to a senior for outstanding service to campus ministry.

Saint Joseph Jester Spirit Award

The Saint Joseph Jester Spirit Award is given to a student who lives the CSJ charism, shares the Jester spirit with all, and is an outstanding representative of Love, Hope, and Zeal.

Excellence Tempered by Gentleness, Peace, and Joy

The Excellence Tempered by Gentleness, Peace, and Joy award is presented to a student who is faithful to the gift of unifying love, who reaches out in communion with creation, with the Church, with the dear neighbor, and with each other wherever the Spirit leads them.

Femme de Coeur, Femme de Foi, Femme de Courage Award

This is the "Woman of Heart, Woman of Faith, Woman of Courage" award. It is given to the graduate who shows the spirit of "All of which woman is capable."

Gavel Presentation

A gavel is awarded as a thank you for the ASB President's leadership and service to her local dear neighbors.

Saint Joseph Award

The Saint Joseph Award is the school's highest award and is given to the graduating senior or seniors who manifest the qualities of Saint Joseph—patience, trust, generosity, dependability, love and concern for others. The ideal SJHS student is one who tries their best to live out the school's motto of love, hope and zeal. The Saint Joseph Award is voted on by students, members of the faculty and administration and is given to the student who lives out the charism of the CSJs and SJHS. This senior should not only be the embodiment of these qualities, but also should have served her school and others.

Sponsored Awards and Scholarships

Graduating seniors are eligible for several awards and scholarships sponsored by alumnae families, Catholic organizations, and community organizations.

Drs. Manuel and Elisa Breton Scholarship

Drs. Manuel and Elisa Breton were originally from Cuba. They met at the Universidad de la Habana Medical School and came to the USA for their medical internships and never returned to Cuba. The Bretons had 8 children: 6 daughters and 3 granddaughters attended SJHS. Elisa, Hortensia, Rosa, Teresita, Rebecca and Maria wish to honor their parents for their love of education and dedication to helping others. Two scholarships will be awarded to graduating seniors who are pursuing degrees in medical or science fields.

Audrey Panganiban Fine ('98) Memorial Award

The Audre Panganiban Fine Memorial Award is given in memory of Audrey Panganiban, Class of 1998, who lost her life in a car accident in 2007. In honor of her passion for art and photography, this scholarship is given to a student or students who wish to pursue studies in the arts. Selection is based upon teacher and administration recommendation.

Dan Hansen Memorial Award

The Dan Hansen Memorial Award is given to a student who is going into the medical field. Dan Hansen was the brother of Regina Hansen, Class of 1987 and this award is given in memory of Dan Hansen who was seriously injured in a motorcycle accident and became a quadriplegic. He died years later. Medicine cures but people heal was Mr. Hansen's philosophy. Selection is based upon teacher and administration recommendation.

Karen Roffers Memorial Award

The Karen Roffers Memorial Award is sponsored by the family and friends of Karen Roffers, mother of Saint Joseph alumna Brenna Roffers, Class of 2009, and is given to a young woman choosing to pursue a career in nursing. Karen was very active on our campus while Brenna was a student and was well known in the community not only for her outgoing personality, but also for her concern and care for others. Karen unfortunately lost her battle with cancer but never her love of life or helping others. Selection is based upon teacher and administration recommendation.

Petrich Family Scholarship

The Petrich Family Scholarship is sponsored by Mrs. Linda Petrich, who was a dedicated teacher at Saint Joseph High School for over 45 years, her daughter Johanna, Class of 1996, and her granddaughter Faith Wilkinson, Class of 2017. The scholarship is awarded to a student who blazed a unique trail here at Saint Joseph's and remained focused on her goal regardless of obstacles. The recipient is a young woman who cherished her time as a Jester, lives the mission and charism of the CSJs, and will continue to follow her dream after high school. Selection is based upon teacher and administration recommendation.

Lakewood Rotary Club Scholarship Award

The Lakewood Rotary Club recognizes students who have overcome adversity or challenges in receiving their high school diploma; have exhibited good citizenship and respect for human values; have assisted in some way in making their community a better place in which to live; and have a sincere desire to complete a post-high school education. Applicants are recommended by their Academic/College Advisor. Selection is made by the Lakewood Rotary Club based on graduating senior's application. For more information, contact the college advisors.

Lakewood Pan American Association Ambassador Scholarship

The Lakewood Pan American Association Ambassador Scholarship is awarded to a student who has made significant contributions to their schools and/or community and excelled academically. Selection is made by the Lakewood Pan American Association based on the graduating senior's application. For more information, contact the college advisors.

Long Beach Financial Credit Union Scholarship

The Long Beach Financial Credit Union recognizes one outstanding student for scholastic achievement. The LBFCU works directly with SJHS Administration to select the recipient and presents a check and letter to the student.

Lucille Radar Education Foundation Scholarship

The Lucille Rader Education Foundation was founded in memory of the Sisters of the Immaculate Heart of Mary who devoted their lives to excellence in teaching. The scholarship program was designed to assist girls from Los Angeles Archdiocese Catholic schools who have demonstrated excellence in academics and athletics, as well as good moral character. Each year, the Foundation awards a college scholarship to one or more senior Catholic girls who best exemplify the Foundation's ideals. The scholarship recipients are selected based on a number of factors, including an application essay, high school transcripts, athletic participation, and more. Selection is made by the Lucille Radar Education Foundation Lakewood based on the graduating senior's application. For more information, contact the College Advisors.

Section-5-08

Academic Probation, Retention/Transfer

There are three levels of Academic Probation, as defined below.

Incoming Freshman Academic Probation I

During the admissions process, applicant transcripts and test scores are evaluated by the Assistant Principal for Curriculum and Instruction to determine if an incoming freshman should be placed on Academic Probation during her first semester at SJHS. The student's acceptance letter will indicate this status. A freshman who is placed on Academic Probation during the first semester will have her progress monitored by her Academic Advisor. If she receives two or more grades below a C- in the first quarter, she may be asked to withdraw from SJHS.

Academic Probation I

If a student receives two or more grades below a C- on her semester report card for the first time, she is placed on

Academic Probation I for the following semester.

The academic advisor contacts the student and notifies her of the academic probation. She may have her co-curricular activities limited until she improves her grades. The student, her parents/guardians, and her academic advisor will sign her academic probation letter.

Academic Probation II

If a student receives two or more grades below a C- on her semester report card for the second time, she is placed on Academic Probation II for the following semester and her parents/guardians will be notified by her Academic Advisor. The conditions are the same as Academic Probation I, including limiting her co-curricular activities as deemed appropriate by Administration

Academic Probation III Contract/Continued Enrollment

If a student is placed on academic probation for the third time, the following steps are executed:

- A Student Success Team (SST) is created including the Dean of Advisors or the AP for Curriculum and Instruction.
- The student meets with her SST to determine the best course of action.
- She will have her co-curricular activities revoked until she improves her grades.
- She and her Academic Advisor will create an Academic Probation III contract. The contract may state that the student will be asked to withdraw if she again receives two or more semester grades below C- in the future.
- The student, her parents/guardians, and her academic advisor will sign the Academic Probation III contract.
- Any student who violates the Academic Probation III Contract may be asked to withdraw from school.

Academic Eligibility (Athletics and Co-Curricular Activities)

Eligibility across the board is a GPA of 2.0, unless there are extenuating circumstances. Only athletics is ruled by the CIF eligibility regulations.

Eligibility for athletics and co-curricular activities is determined differently than SJHS Academic Probation. Any student achieving less than a 2.0 unweighted grade point average at the end of any grading period (1st quarter, 1st semester, 3rd quarter, 2nd semester) will be placed on probation for the following quarter. A summer school course may be taken to replace a 2nd semester grade or to improve the student's 2nd semester GPA.

During her Probation Quarter, the student may participate in athletics and co-curricular activities. If an athlete or co-curricular student fails to achieve an unweighted GPA of 2.0 by the next grading period (quarter), she will be ineligible to participate in an athletic or co-curricular activity until receives an unweighted GPA of 2.0 at the end of a quarter grading period.

An academically ineligible student may not participate in athletic or co-curricular activities (eg., athletic events/practices, theatre productions/rehearsals, co-curricular activities, school dances). However, she may attend athletic events and theatre productions as a spectator.

Academic Dishonesty

Academic dishonesty is contrary to the philosophy of Saint Joseph High School and subject to disciplinary action.

[Chapter 8, Topic 8-1-07](#) contains the SJHS Academic Dishonesty Policy.

Section-5-09

Counseling

Saint Joseph High School has a comprehensive guidance and wellness program composed of three areas:

- Academic Advising
- College and Career Advising
- Wellness Counseling

Topic-5-09-2

Additional Counseling Information

Academic Advising

Each student is assigned an Academic Advisor who is available to help her in her academic endeavors. Academic advisors provide guidance to students regarding academic performance, growth and achievement. They encourage the student to believe in her ability to succeed. A student meets with her Academic Advisor a minimum of twice a year. She discusses her academic progress and plans her yearly coursework. Her Academic Advisor makes sure that she fulfills her graduation requirements. The Academic Advisor also reviews the student's standardized test results. If a student needs additional assistance, her Academic Advisor helps her find tutoring or other programs of assistance.

To request a meeting, the student should send an email to her Academic Advisor.

The Academic and College Advisors also plan student activities and parent meetings that help students plan, monitor, and manage learning.

Academic advisors meet with students on academic probation and students earning a D or F in their classes. They provide encouragement and advice on how to study, prepare for tests, manage time, and /or access tutoring support. Academic advisors communicate with parents/guardians when a student achieves academic excellence, or when a student is having academic challenges.

College and Career Advising

College advising is available to all SJHS students throughout the academic year. To request a meeting with her College Advisor, the student should send him/her an email.

College Advisors perform the following:

- Guide students to online college and university resources; maintain a collection of brochures and other material received from colleges and universities;
- Enable and guide the students use of Naviance which facilitates the college application process;
- Help administer standardized tests, provide information for college entrance tests, and meet with students after they receive scores;
- Supply students with information about various types of financial aid and procedures to apply for aid;
- Provide information about and encourage students to apply for college scholarships;
- Administer college scholarship examinations, if necessary;
- Organize the yearly College Fair;
- Schedule college talks with college representatives;
- Organize small group meetings during freshman year to address career interest and college preparedness;
- Set up appointments with students, starting their sophomore year, to discuss all matters pertaining to college entrance.

Naviance Family is a web-based planning and advising system that helps students research careers, colleges/universities, and majors. Students can keep track of their test scores, activities, and awards in Naviance.

Naviance facilitates the college application process to assure all requirements are met. College Advisers post and students are notified about Cal Grants and other scholarship on Naviance. Students are encouraged to apply for Cal grants and other scholarships and awards.

Parents/Guardians are also given access to Naviance in order to support their daughters throughout the College Application process.

The Career Guidance Program at Saint Joseph High School provides the following:

- Career information (available on Naviance), including surveys and assessments
- Career Exploration through guest speakers
- Guidance to assist each young woman as she discovers her capabilities and interests
- Guidance towards career options that match her capabilities and interests

Wellness Counseling

The Wellness Counseling Program helps students understand and cope with themselves, their environments, and their interpersonal relationships. The Wellness Counselors are specially trained in school counseling procedures and are available on campus for students and/or parents/guardians to help with home, personal, or school-related problems. The counselors also facilitate support groups to meet specific student concerns, e.g., grief counseling.

If the need exists for more in-depth counseling, the Wellness Counselors, after consultation with a student's parents/guardians, may refer a student to an outside agency or therapist whose philosophies are consistent with Catholic teachings.

SJHS is aligned with the ADLA Administrative Handbook Section 12.7, Counseling Policy <http://handbook.la-archdiocese.org/chapter-12/section-12-7>.

Peer Helpers

Peer helpers are prepared to support peers experiencing stressful situations that do not require professional intervention, such as academic and personal pressures, and concerns about getting along with boyfriends, peers, and family members. Under the supervision of the Wellness Counselors, Peer Helpers provide help and assistance to fellow students and play an integral role in helping students' transition to a new school and making connections with others.

Peer Helpers are available each day before school, during lunch, and, with special permission of classroom teachers, during class. They are prepared to support their peers in crisis, and they follow specific guidelines and ethical standards.

In addition to working with their peers, Peer Helpers serve the SJHS community during the following events and activities:

- Day In the Life of a Jester: Peer helpers facilitate small groups of 8th grade students who are visiting our campus for the day.
- 8th Grade Social: Peer Helpers help with this welcome event for all 8th graders entering Saint Joseph High School and St. John Bosco High School.
- Freshman/Transfer Student Orientation: Peer helpers facilitate small groups and lead discussions pertaining to high school life. Students are allowed time to ask questions and to tour the campus.
- Freshman Family: Peer Helpers are assigned freshman families and are a resource for their family as well

as responsible for providing information and support as the girls' transition to high school. A family is also provided for our transfer students.

- Emergency Preparedness Team Members: Peer Helpers are placed on teams, led by faculty and staff members, and are assigned specific tasks to assist in the event of an emergency.
- Conflict Mediation: Peer Helpers address students and lead discussions regarding common areas of conflict among friends/peers.
- Anti-Cyberbullying: Peer Helpers work with the Campus Ministry department and CSJ Circle members to present information, resources and methods to prevent, avoid, and address cyberbullying.
- Senior Seminar: Senior Peer Helpers and CSJ Circle members work with St. John Bosco Youth Ministry leaders to plan and present a special program designed for SJHS and SJB senior students to discuss relevant issues in a co-educational setting.
- Digital Citizenship: Peer Helpers help facilitate the Digital Citizenship class.

Student Inclusion and Learning Assistance

The Saint Joseph High School Inclusion Policy is designed to assist those students who qualify for the college preparatory curriculum but have learning challenges or disabilities that require minor adjustments for success. Our policy is aligned with the ADLA Administrative Handbook, Chapter 14 School Inclusion <http://handbook.la-archdiocese.org/chapter-14>.

Saint Joseph High School is committed to serving the needs of each student. If parents/ guardians feel that their daughter may need an adjustment to enable her to fully participate in the general education curriculum, they should contact the SJHS Wellness Counselors, who are STEP Coordinators, to initiate the STEP process. SJHS can provide minor adjustments for a student that improves her learning without compromising the curriculum. Common types of adjustments include the following:

- extended time on class tests 30 minutes and quizzes 15 minutes,
- preferential seating in the classroom,
- extra time for assignments (assigned by teacher and STEP coordinator)
- note-taking help (copies of teacher notes and/or student notes),
- tape-recorded lectures,
- tests read orally,
- distraction-free environment for testing.

Support Team Education Plan (STEP)

Saint Joseph High School uses the STEP process as the framework for identifying and assessing student challenges and providing support to students to reduce or eliminate the impact of a learning challenge or disability.

The STEP process has the following steps:

- Teacher or parent/guardian or Academic Advisor contacts the STEP Coordinator to initiate the process.
- STEP Coordinator creates a Student Success Team (SST) to create the STEP Action Plan; this includes the student's teachers, her Academic Advisor, and the STEP Coordinator
- STEP SST gathers information on student performance.
- STEP SST meets and creates an Action Plan / STEP
- STEP SST or meets with the student and parents/guardians to review the Action Plan
- Teachers and students implement the adjustments outlined in the Action Plan.
- Teachers and Academic Advisor monitor student progress.
- STEP SST has follow-up meeting to make sure the adjustments are helping.

Professionally Diagnosed Disabilities

If the parents/guardians provide documentation (appropriate documentation from a medical doctor, a licensed or credentialed psychologist, or an Individualized Education Program (IEP) assessment from a public school showing that the student has a professionally diagnosed disability) and request that the STEP SST include and consider that information in the STEP plan, the SST will

- Fill out the Parental Request and Consent box on the STEP,
- Identify any related minor adjustments within the STEP,
- Obtain the written consent of the parents/guardians in the space provided on the form, and
- Provide the parents/guardians with the copy of the archdiocesan pamphlet Procedural Safeguards for Students with Disabilities and Their Parents or Guardians [NF3].

Disability Discrimination Complaint and Review Process

If the parents/guardians have a complaint or disagreement involving the student' physical or mental impairment or disability and it is not resolved by SJHS, the parents/guardians can submit the complaint to the Department of Catholic Schools, as described in the ADLA Administrative Handbook Section 14.3 Complaint and Review Process <https://handbook.la-archdiocese.org/chapter-14/section-14-3>

Drug Free School Program

Saint Joseph High School is a Drug Free School. The school community is committed to providing a learning environment free of drugs and alcohol. The school has a proactive comprehensive drug, alcohol, and tobacco use prevention education program, managed by the wellness counselors. The program is designed to provide guidance within the framework of the teachings of the Catholic Church and the charism of the Sisters of St. Joseph of Carondelet. This multi-faceted prevention-education program is implemented across the curriculum and co-curricular activities. Specific aspects of the program include the following:

- building student awareness through lectures, discussion, guidance programs;
- working collaboratively with community agencies to enhance education;
- providing an active Peer Helping Program;
- providing counseling from Wellness Counselors;
- having disciplinary consequences for violations of rules pertaining to sale, possession, and/or use of drugs or alcohol;
- providing parents with information about illegal substances at Parent Education Evenings;
- providing parents with information about intervention and referral services (available through the Wellness Counselors); and
- employing INTERQUEST, a private non-police-affiliated company which uses canines to screen student lockers, book bags, automobiles, and school common areas for illegal substances.

The school has adopted a proactive approach to eliminate any illegal substance. The goal is not to catch students doing wrong, but to encourage them to think and make good choices. Students attending school-related functions (dances, retreats, etc.) are subject to search of personal property and may be asked to take a breathalyzer test.

Section-5-11

Summer School

Saint Joseph High School offers a summer school program for grade recovery, enrichment and preparation for incoming freshmen. SJHS summer school classes meet for 60 instructional hours so the student will receive five (5) academic credits. SJHS Summer School is offered on campus, online, or hybrid.

The Saint Joseph High School summer session is co-educational and is open to students attending Saint Joseph

High School and other Catholic high schools. At times, public school students may also attend summer school.

ADLA Administrative Handbook Section 11.3.14 Summer School, <https://handbook.la-archdiocese.org/chapter-11/section-11-3/topic-11-3-14>.

Enrollment in Off Campus Courses (Third-Party)

SJHS does not limit the number of online or off-campus courses a student may take for credit. Our preference is, if we offer a course at SJHS then we would encourage a student to enroll in that course, unless there are circumstances that require otherwise (e.g., summer travel for sports, planned summer vacation, athletic commitments).

All course work taken at another WASC accredited institution or online program will be added to our students' transcripts, including coursework submitted by an incoming 8th grader. However, if the administration finds that 8th graders coursework does not meet SJHS standards, we may choose not accept the coursework toward graduation progress. In that case, we would assist the student in submitting the coursework on a separate transcript at the time of their university/college application. Then it is the university's/college's decision whether or not to recognize the coursework.

The **Third Party Course Request Form** (available from Academic Advisor) must be completed prior to enrollment in a third-party course.



Section-6-02

School Field Trips and Excursions

Field study trips that enhance the curriculum are scheduled by teachers throughout the year. Students who attend will be allowed to make up work from other classes. Each student must obtain her parents/guardians' permission and inform her teachers of the classes that she will miss while attending a Field Study Trip.

The sponsoring teacher will notify the Attendance Secretary and faculty about the Field Study Trip and send a list of students that will attend.

The following guidelines exist for SJHS Field Study Trips:

- Field study trips are never scheduled the week prior to final exams or during final exams.
- No field study trips will be scheduled during the last week of any quarter or after May 1.
- Uniforms and dress code are usually required on all field trips.
- The transportation vehicle must be well supervised and the school's rules of conduct apply.
- The principal must grant specific exceptions to dates/dress code
- In alignment with the ADLA Administrative Handbook, <https://handbook.la-archdiocese.org/chapter-12/section-12-3/topic-12-3-1> field study trips that do not follow all guidelines may be canceled.
- Prior permission of the principal.
- Preparation, follow-up, and specific educational goals.
- Signed and dated Student and Youth Activity Form and Medical Authorization and Permission Form.
- All permission and authorization forms must be in possession of the supervising adult during the trip.
- All participants should have appropriate identification and travel documents.
- All archdiocesan safe environment policies must be followed, including background checks for vendors providing the trips.
- State law requires that a first-aid kit and student emergency information be immediately available to the adult supervising the trip. The supervising adult must also be in possession of a cell phone and any

adult supervising the trip. The supervising adult must also be in possession of a cell phone and any necessary student medication.

- All contracts with transportation vendors must be submitted to the archdiocesan legal department for review prior to signature.

Other Field Trips

Field trips are also scheduled by clubs / organizations / Christian service. Participation in club field trips is a privilege and students who are on any type of probation may not attend. The same ADLA and SJHS guidelines apply for Club Field Trips.

Multi-Day US and Foreign Travel

For trips outside the 100-mile radius of the school, guidelines must include consideration of the ability of parents to incur cost, the financial impact of the trip on other school fundraising activities, and class work missed by students.

Trips involving travel for multiple days, out of state or out of the country must be sponsored by authorized travel agencies, be of educational value, and have adequate SJHS supervision. All plans/proposals for travel excursions must first be presented to the Assistant Principal for Facilities and Operations, who will seek permission from the Archdiocese of Los Angeles, Department of Catholic Schools. No advertising of trips, parent meetings, or travel agency agreements may take place prior to written approval from the DCS.

When seeking approval, faculty/staff must complete an Activity Proposal form, and attach all information from the sponsoring travel agency, including travel itinerary, proposed supervision staff, and all pertinent details. Trips with current students are limited to one trip per break period (Christmas, Easter, summer). Eligibility to attend SJHS-supervised trips is restricted to the following guidelines:

- Only currently enrolled students may attend student trips. For trips scheduled during the summer months, this policy applies to recently graduated seniors as well, who may only attend alumnae trips.
- For alumnae trips, currently enrolled students may not attend unless traveling with a legal parent/guardian.
- Legal parents/guardians of currently enrolled students attending the trip may also attend; siblings of students may only attend when parents/guardians are attending, regardless of the age of sibling.
- Current faculty/staff acting in a supervisory capacity must attend at the ratio of one supervising faculty/staff member per ten students.
- The spouse of supervising faculty/staff may attend as a paid member of the travel group, but may not act in a supervisory capacity. Please note, however, that supervising faculty/staff are working, and are therefore asked not to bring their own children.
- Current staff who are not supervising the trip may attend as paid member(s) of the travel group, and may bring a spouse and/or children.
- Students from other schools, public or private, may not attend.
- Faculty/staff supervising the trip are expected to adhere to Archdiocesan and SJHS Personnel Policies (i.e., boundaries, refraining from alcohol, etc.).
- All adults attending the trip are expected to honor Archdiocesan and SJHS Personnel Policies when in the presence of students.
- All adults attending the trip must be Virtus-trained and fingerprinted whether or not they are / acting in a supervisory capacity.
- A signed behavior contract is required for all minors, including those accompanied by a legal parent/guardian.

Student Government

All registered Saint Joseph High School students are members of the Associated Student Body (ASB). As member of the ASB, each student has the responsibility of fulfilling the requirements of a student, and the privilege of sharing in the benefits awarded to a student.

ASB (Student) Identification (ID)

Each Saint Joseph High School student is issued an ID card. The ID is needed for dances, athletic events, SAT testing, employment, and other Catholic School sponsored events.

If a student loses her ID, she must inform her parents/guardians. Her parent / guardian must write a note to the Director of Activities acknowledging that the student lost her ID and request a new ID card. The Director of Activities will replace the ID card for a fee of \$10.00.

ASB Executive Board

The ASB Executive Board consists of five members elected by the general student body and one member appointed by the administration based on faculty nominations. These student leaders represent the entire student body and with moderator approval, the ASB Executive Board plan and manage student events/activities, implement student ideas, and solve problems that may arise.

- President
- Vice President
- Secretary
- Treasurer
- Public Relations
- CSJ Liaison (appointed)

Club Council

For the 2022-23 school year, the Club Council will be represented by the ASB Executive Board.

Class Officers

Class officers (president, vice president, secretary, treasurer and Section Representatives) are elected for each grade level: Freshmen, Sophomores, Juniors and Seniors. The class officers are members of the Student Government and support the ASB Executive Board. Class Officers are responsible for leading and sponsoring class events, including but not limited to the following:

- Freshman
- - Class Competition Rally Cheers

- Sophomore
- - Class Competition Rally Cheers

Junior

-
- Powder Puff Game
- Class Competition Rally Cheers

Senior

- Welcome Week Senior/Freshman
Sister Activities
- Class Competition Rally Cheers
- Powder Puff Game
- Prom
- Senior Luau
- Senior Seminar
- Senior Brunch
- Senior Sunset
- Prom
- Grad Nite

Section-6-05

Clubs/Organizations/Honor Societies

Student Clubs

Each year clubs are initiated and organized according to student interest and students are encouraged to join clubs during Join-A-Club Week held at the beginning of the school year. Clubs promote active participation and involvement of student members and participate in a variety of Christian Service activities and projects during the course of the year.

Below is a list of SJHS clubs:

-
- American Heart Association
- Animal Welfare Club
- API
- Art Club/Art Studio
- Black Student Union
- Care for Survivors
- Creative Writing Club
- CSJ Circle
- Drama Club
- Environmental Club
- Fandom Club
- Film Club
- Folklorico Club
- Jewels & Gems Club
- Joan of Arc Club
- Key Club
- Math League
- Math Tutoring Lab
- Medical Club
- Mock Trial
- Model United Nations
- Newspaper
- Peer Helpers/Casa Youth Shelter
- Red Cross Club
- Spanish Club

- French Club
- Girls Athletic Association (GAA)
- Girls who Code
- Italian Club
- JAM
- Spanish Club
- SSEW (sewing club)
- Student Tech Team (Jester Live News)
- The Dance Company

Student Fundraising

The Director of Activities oversees and approves all fundraising performed by students. In some cases, the Director of Advancement is consulted to assure consistency and to prevent conflicts.

Non-SJHS individuals and groups may not sell items on campus without prior permission from the Assistant Principal for Facilities and Operations, Activities office and Director of Advancement.

Academic Honor Societies

Students who excel academically are encouraged to join one or more SJHS honor societies (membership is by invitation). Students must meet specific qualifications in order to receive an invitation. Students may also be required to submit an application for membership consideration. Honor societies are expected to participate in "serving the dear neighbor" by tutoring fellow Jesters and choosing Christian service projects during the course of the year.

The SJHS Academic Honor Societies are summarized below. However, the website contains the most up-to-date information about these organizations:

https://sj-jester.org/apps/pages/index.jsp?uREC_ID=409750&type=d&termREC_ID=&pREC_ID=752185

California Scholarship Federation (CSF)	The California Scholarship Federation (CSF) is a state-wide organization for the above-average high school student. The CSF members provide tutoring services to SJHS students and participate in school events.	Students must apply each semester that they are eligible. This includes completing the CSF application and paying the membership fee during the application period. Freshmen may apply second semester as affiliate members during the membership period by completing the application using their first semester grades and paying the membership fee.
French Honor Society (Société Honoraire de Français - SHF)	To foster and encourage the study of the French language and culture.	The GPA calculation is not used for CSF. To qualify, each student must earn 10 CSF points based on her prior semester's report card.
Italian Honor Society	To foster and encourage the study of the Italian language and culture.	Membership is not retroactive. That is, the student is responsible for applying each semester during the membership period. She cannot apply for a prior semester.
Math Honor Society (Mu Alpha Theta)	Mu Alpha Theta is an organization dedicated to promoting scholarship in mathematics and establishing math as an integral part of high school. The purpose of the organization is to develop	Two full years of French with a grade of A- or better; a minimum 3.0 GPA in all other coursework (excluding French grades); completion of at least one full semester at SJHS (transfer students). Enrollment is by moderator/teacher invitation only.
		Two full years of Italian with a grade of 90% or better, and a minimum overall GPA of 80%. Enrollment is by moderator/teacher invitation only.
		Juniors and seniors that have completed Algebra 2 and currently enrolled in an advanced math course (Pre-Calculus, Honors Pre-Calculus, AP Calculus, AP Statistics); cumulative Math GPA of 3.8 or above; cumulative overall GPA 3.5 of or above.
		Students must apply each year that they are eligible. This

(with Alpha Theta)

of the organization is to develop strong scholarship in the subject, promote the enjoyment of mathematics in high school, and encourage intellectual thought.

includes completing the application and paying the membership fee during the application period.

All members are required to complete five volunteer hours through the MHS tutoring program during each year of membership to be considered an active member. Sophomores, Juniors and Seniors who have attended SJHS for at least one semester prior to being considered, have maintained a minimum 3.5 overall GPA, has received at least an A- in all English coursework, and has enrolled in and completed at least two English courses prior to membership induction.

National English Honor Society (NEHS)

To foster and encourage the study of English language and literature.

Students must apply each year that they are eligible. This includes completing the application and paying the membership fee during the application period.

All members are required to complete seven volunteer hours through the NEHS tutoring program during each year of membership to be considered an active member. Membership by invitation only is extended to sophomores, juniors, and seniors who maintain outstanding scholarship (minimum 3.8 GPA), character, leadership, and service.

National Honor Society (NHS)

To stimulate a desire to render service, create enthusiasm for scholarship, promote leadership, and develop character.

Students must apply each year that they are eligible. This includes completing the application and paying the membership fee during the application period.

All members are required to complete seven volunteer hours through the NHS tutoring program during each year of membership to be considered an active member.

Students who are members of the NHS for 6 semesters receive a NHS pin to wear on Graduation Day and may purchase the NHS stole to wear on Graduation day.

To be eligible for induction into Quill and Scroll, students must be a junior or senior in the upper third of their class in general scholastic standing, either for the year of their election or for the cumulative total of all high school work who have done superior work in some phase of journalism or school publications work, and have both

Quill and Scroll

Quill and Scroll is an international high school journalism honor society that recognizes and encourages both individual and group achievements in scholastic journalism.

the recommendation of the supervisor/committee governing publications and the approval of the Society's Executive Director.

Students must apply each year that they are eligible. This includes completing the application and paying the membership fee during the application period.

All members are required to complete seven volunteer hours through the Quill and Scroll tutoring program during each year of membership to be considered an active member.

Science National Honor Society	To encourage participation in and recognition of scientific and intellectual thought. It is to advance the students' knowledge of classical and modern science, to communicate with the scientific community, and to aid the civic community with its comprehension of science. It is to encourage students to participate in community service and, in turn, encourage a dedication to the pursuit of scientific knowledge that benefits all mankind.	Membership is open to only juniors and seniors. A member must have an overall 3.75 (weighted) GPA and an un-weighted 3.667 Science GPA. A member must have taken at least one honors science class prior to the eleventh grade. A member must be enrolled in at least one additional Honors or AP level science class during or prior to the twelfth grade.
Spanish Honor Society	To foster and encourage the study of the Spanish language and culture.	Maintain minimum 3.5 overall GPA, earn an A- or better in all Spanish coursework, and enrollment in and completion of one advanced Spanish course (Spanish IV, AP Spanish Language, or AP Spanish Literature).

Section-6-06

Dances

The ASB sponsors, organizes and hosts student events, including rallies and social events.

Informal Dances

The SJHS ASB Executive Board sponsors "informal" dances during the school year, including the Welcome Dance, and are usually held in the Flynn Center. NOTE: During the Pandemic, informal dances are held outdoors.

The students from the SJHS Bother School, St. John Bosco (SJB), are invited and many attend the informal dances. (SJHS students are invited to the SJB informal dances.) SJHS informal dances are open to any Catholic High School student with a purchased ticket and his/her proper Catholic high school student ID. For questions about SJB dances and activities, please contact SJB directly.

The following sections includes the expectations and regulations established for SJHS informal dances. Each SJHS or SJB student and her guest should be familiar with these expectations, which are enforced by the chaperones and security guards.

- Entrance to Informal Dances
- Students are subject to search of property.
- Students hereby have parental consent to participate in a breathalyzer test when requested.
- Administration, faculty members, and parent chaperones may refuse entrance to the dance or dismiss any student from the dance, with administrative approval.
- SJHS administration works at the dance entrance and verifies that each SJHS student who purchased a ticket arrives at the dance;
- If a student who purchased a ticket does not arrive, for her safety, an SJHS Administrator calls her parents/guardians.
- On campus dances are normally held from 8-11pm (dances held outdoors end at 10pm).
- Admission is from 8-9pm.

- Students may leave a half an hour before the dance is scheduled to end.
- Any student with a valid reason for coming to the dance after 9pm or leaving early must make arrangements with the Director of Student Activities before the night of the dance.
- All attendees must bring their Student ID cards.
- Bosco students may not bring guests or dates to SJHS dances without a valid Catholic high school ID; conversely, SJHS students may not bring guests or dates to Bosco dances without a valid Catholic high school ID.

Informal Dance Dress Code

The informal dance dress code is the same as relaxed dress days. At "theme dances," dress is determined by the theme but must still comply with the Relaxed Dress Day rules and regulations. SJHS reserves the right to determine when a student is wearing inappropriate attire. If an SJHS student arrives at the dance and is dressed improperly, she may be denied entry, her parents/guardians will be called, and she is subject to disciplinary action.

Informal Dance Behavior

Below are the rules, regulations and expectations established for students who attend SJHS informal dances. The following will be enforced at dances. If an SJHS student violates these regulations, the following consequences will occur:

- She (and her guest, if applicable) will not be admitted or will be asked to leave the dance.
- Her parents/guardians will be called.
- Dean of Student Life will be informed.
- Disciplinary action will follow.

Regulations/Expectations

- If a student leaves the dance, even to go to the parking lot, he/she will not be re-admitted. Students will not be allowed to go to the parking lot for any reason.
- A student must show his/her Student ID upon entrance to the dance and may be asked for his/her Student ID at any time during the dance.
- Students may not exhibit rude or unacceptable behavior.
- No smoking, vaping, drinking alcoholic beverages, or use of narcotics will be allowed. Students may not have alcohol on his/her breath.
- Students hereby have parental consent to participate in a breathalyzer test when requested to do so.
- All students attending are subject to search of property
- SJHS does not allow any type of dancing that may bring bodily harm to the students, regardless of the type of dance. Therefore, slam dancing, lifting, and similar activities are not allowed.
- Suggestive or inappropriate dancing is not acceptable and will not be tolerated. Students must be picked up by their parents/guardians promptly or leave campus when the dance is over (normally 11:00 pm).

Informal Dance Security

Two security officers are on duty at every informal dance. One security officer will be stationed at the front gate at all times. They are available if any situation should arise that would warrant their assistance.

Topic-6-06-1

Formal Dances (Homecoming, Winter Formal, Prom)

Formal Dances are a joint venture between SJHS and SJB. There are three formal dances planned for each school year

- Homecoming Dance, sponsored by SJB
- Winter Formal, sponsored by SJHS
- Prom, sponsored by both schools

The Prom committee will consist only of the senior class officers and school-appointed advisors. The senior class presidents of both schools will co-chair the committee and meetings.

Homecoming and Winter Formal begin at 8pm and Prom begins at 6pm. All Formal dances end at Midnight. During the pandemic, formal dances are held at outside venues.

Formal Dance Guidelines

SJHS and SJB students will adhere to the following guidelines for all formal dances:

- Only SJHS or SJB students may purchase tickets to attend the Homecoming and Winter Formal dances.
- Only SJHS or SJB seniors may purchase bids to attend Prom.
- Only SJHS seniors in good financial and disciplinary standing may attend Prom.
- Each student and his/her guest (if applicable) must sign a contract agreeing to abide by all formal dance rules and regulations.
- If an SJHS student invites a guest no longer in high school, she must complete Formal Dance Guest Pass Contract and her parents/guardians must acknowledge and sign the contract.
- Arrival time is no later than one-half hour before the dance or dinner (for prom) is scheduled to begin.
- SJHS administration works at the dance entrance and verifies that each SJHS student who purchased a ticket arrives at the dance.
- If a student who purchased a ticket does not arrive, for her safety, an SJHS Administrator calls her parents/guardians.
- Students may leave a half an hour before the dance is scheduled to end.
- No smoking, vaping, drinking alcoholic beverages, or use of narcotics will be allowed. Students may not have alcohol on his/her breath.
- Students hereby have parental consent to participate in a breathalyzer test when requested to do so.
- All students attending are subject to search of property.
- Any student not properly attired for the evening will be expected to change to appropriate attire, and her parents will be called. If appropriate attire is not available, the student may be sent home once parent/guardian has been notified.
- Withdrawn SJHS students may not attend formal dances.
- Students must attend at least 2 blocks of classes the Friday before any formal dance in order to attend. Medical/ doctors notes, court appearances, and funerals are considered excused absences.

Topic-6-06-2

Graduation Celebration/Grad Night

Graduation is composed of the following events

- Baccalaureate Mass
- Commencement Ceremony which consists of the awards ceremony and conferring of diplomas

The Baccalaureate Mass is held as a separate event before the Graduation Ceremony. This is the final liturgy for

the graduating seniors. The Graduation Ceremony includes awards and conferring of diplomas. Normally, both ceremonies take place in the Sr. Mary Ursula Flynn, CSJ Convocation Center. During the pandemic, these events were held on Jester Field.

SJHS invites graduating seniors to participate in the Baccalaureate Mass and Graduation if they are in good financial and disciplinary standing.

Graduate “Dress Code”

The graduation gowns are made of white, sheer material; therefore, graduating seniors are required to wear white, light pastel or light print dresses and white or nude-colored shoes. Students must bring their shoes to graduation practice. Graduates will be asked to correct their attire, if necessary, to participate in the ceremonies. Caps and gowns will be distributed a week prior to graduation.

- Each graduating senior should make sure that her graduation gown is pressed prior to the graduation activities.
- Graduates should only wear academic awards, pins, medals, etc. that were awarded by SJHS on their graduation gowns.

Graduation Practice

Graduating Seniors must participate in graduation practice which is conducted the week before graduation. Students must bring their shoes to graduation practice.

Graduation Tickets

Tickets are not required for the Baccalaureate Mass. Tickets are required for the commencement ceremony. Each graduate receives a set of tickets to distribute to family and friends. Tickets and instructions are distributed a few weeks before graduation.

Diplomas

Each graduate will receive a diploma folder without her diploma; Diplomas will be mailed home at the end of July.

Expectations/Etiquette

The Baccalaureate Mass and Commencement Ceremony are formal events. Graduates and guests are expected to conduct themselves in a manner befitting these solemn ceremonies. Unruly guests may be refused entrance, or asked to leave.

We expect the following from all graduates and guests:

- Do not reserve seats for others
- Do not bring balloons to the ceremonies
- Do not spray silly string, throw confetti, etc.
- Reserve applause until all graduates have been announced and have received their diplomas
- Abstain from inappropriate forms of applause – i.e., horn blowing, whistling, yelling, and loud cheering/hooting. We want each family to hear their graduate’s name announced. Stopping after inappropriate disruptions lengthens the ceremony.
- All guests are asked to remain in their seats until the graduates have processed out of the Flynn Center.
- Graduates will be escorted to the Jester Field immediately following the ceremony. You may locate your graduate on the Jester Field after the ceremony.

Parking

The Flynn Center parking lot and the residential area are available for parking. DO NOT park in the strip mall on the corner of Woodruff and South because your car will be towed away. There is a parking lot available for SJHS

behind the strip mall, next to the Flynn parking lot. Security will be present to direct you. The main campus parking lot is for graduates and faculty ONLY.

Photography

Please limit picture-taking during the ceremony and remain at your seats. A professional photographer will be taking pictures during the conferring of diplomas.

Videotaping

The ceremony will be professionally videotaped. An order form will be available at Graduation practice if you wish to purchase a DVD. If you wish to do your own videotaping, please do so from your seat.

The following will not be allowed:

- setting-up video tripods,
- standing on chairs and bleachers, or
- standing on the sides or in front of other guests.

Guests Attire and Behavior

Since all graduation activities are formal events, we do ask that all guests attending the graduation ceremonies be appropriately dressed for the ceremonies. Guests may be refused entrance if dressed inappropriately.

No eating or drinking is allowed in the Flynn Center.

Strollers

Strollers are not allowed in the Flynn Center. Since the ceremony is lengthy and seating is limited, we recommend that you not bring small children. Please note that small children, other infants under a year old, will require a ticket.

Reception

A light reception for graduates and their guests will follow the Graduation Ceremony on Jester Field. (This was suspended during the pandemic)

Grad Nite

Grad Nite is a private celebration at Disneyland/California Adventure open to high school seniors and their guests from 3pm – 3am. Although the park is still open to the public at 3pm, the park closes to the general public at 10 pm and remains open for the grads and their guests only.

SJHS coordinates this event by facilitating the ticket purchase and transportation to and from the park. Seniors are responsible for all expenses including admission to both parks, dinner, and mandatory transportation. A strict dress code will be enforced. Students attending are subject to search of property and hereby have parental consent to participate in a breathalyzer test when requested to do so.

Each Senior who attends may invite one guest who must be a high school senior.

- All guests are approved in advance of the event.
- SJHS underclasswomen are not permitted to attend as guests of SJHS seniors.
- Saint Joseph High School seniors who are in good financial and disciplinary standing may attend Grad Nite.

Section-6-08

Parent/Guardian Release for Student or Minor (Noncommercial)

Without the written permission of the parents/guardians of a student or minor, SJHS may not publish or use for noncommercial purposes the image, name, voice, or work of the student or minor. This policy includes but is not limited to publicity, exhibits, printed or electronic media, student publications, marketing, or research.

At the beginning of each school year, SJHS requires that parents/guardians complete this form.

https://handbook.la-archdiocese.org/Handbook%20Resources/parent_guardian_release_for_student_or_minor_noncommercial_en.pdf#s

Section-6-09

Class Rings (High Schools only)

Only school rings from Jostens will be presented at the Junior Ring Ceremony. Juniors must seek administrative permission before purchasing rings from other jewelers. Families who purchase rings from vendors other than Jostens are required to adhere to the following guidelines in order for the ring to be included in the Junior Ring Ceremony:

- The words encircling the stone must read "Saint Joseph High School." The word "Saint" must be spelled out, not abbreviated as "St."
- On one side of the ring, the words "Love, Hope, and Zeal" must be written in capital letters.
- The other side of the ring must include the Saint Joseph Seal with "SJ" and the fleur-de-lis. (See opening pages of this handbook for sample.)
- Students may include on either side of the ring: the year of graduation, a written specific sport, club, or activity, i.e., cheer, soccer, drama, or the official name of the student.

No names or symbols that are associated with profanity, gang affiliation, or violence are acceptable on any part of the

Section-6-10

Student Identification Cards

Each Saint Joseph High School student is issued an ASD Student Identification card. The ID is needed for dances, athletic events, SAT testing, employment, and other Catholic School sponsored events.

If a student loses her ID, she must inform her parents/guardians. Her parent / guardian must write a note to the Director of Activities acknowledging that the student lost her ID and request a new ID card. The Director of Activities will replace the ID card for a fee of \$10.00.

Section-6-11

Yearbook

Saint Joseph High School publishes a yearbook. The Principal and her administrative team review the content prior to its printing and distribution.


The yearbook moderator shall:

- establish a clear purpose of the publication and the limitations of the writer's authority;
- treat topics in a way that is tactful and respectful of the rights and feelings of others, uses good taste, is constructive, and prohibits personal attacks;
- check facts with care before a story is published; and
- ensure that the publication is proofread by an administrator.

Chapter-7

TUITION AND FEES

The most accurate and current information about Saint Joseph High School's tuition, fees and tuition assistance is located on our website:

 [2022-2023 Tuition, Fees and Tuition Assistance](#)

Section-7-1

Tuition and General Fees

Saint Joseph High School tuition and fees are described on the website  [Admissions / Tuition & Fees](#)

Section-7-2

Tuition Collection

Financial Obligations

Registration for returning and new students takes place in the spring before the school year start. The non-refundable registration fee includes a fundraising fee and an additional fee for freshmen and new students (locks, PE uniform and class shirt.)

Saint Joseph High School strives to keep tuition increases very low. Several payment plans exist for Parents/Guardians:

- Monthly
- Twice a year
- One payment

SJHS uses Blackbaud Tuition Management (formerly SmartTuition) to manage tuition and technology fee collection (except for the One Payment Plan). A Smart Tuition account is set up for each family during the registration of their first daughter.

Finance Office

Finance Office Hours: Monday through Thursday, 7:30 am – 3:30 pm; Fridays and early dismissal days: 7:30 am – 3:00 pm

Tuition and Fees Collection

Timely collection of tuition is a necessity and an obligation of parents/guardians. Meeting the financial responsibility entitles students to participate in all aspects of school life, including co-curricular activities and athletics. Only students whose tuition and fees are current will receive final semester grades; can access PowerSchool; purchase homecoming bids, winter formal bids, and prom bids; can purchase Grad Night passes; participate in school sponsored excursions and/or activities; or try out for pep squad and/or athletic teams.

Semester Assessments and Financial Delinquency

All financial obligations must be cleared by the day the final semester assessment window closes. Clearance includes any late charges incurred for delinquent tuition payments. If a student's tuition is not current at the time of final semester assessments, the student is required to submit the final assessment, but it will not be graded until her tuition is current before the close of the final semester assessment window. If the student's tuition and fees are still not current at the close of the final semester assessment window, she will earn a 60% for the final assessment.

Failure to Clear Financial Holds

Students may be asked to withdraw from school at semester for failure to keep current on tuition and fees. Students may not enroll in or attend second semester courses or receive second semester school work if delinquent tuition/fees have not been paid, including any late fees incurred. If a family does not fulfill all school financial obligations, as well as volunteer hour obligations, for the school year, the school reserves the right to decline re-registration of that student for the following school year. In such cases, all outstanding tuition and fees will be referred to an outside collection agency.

Graduation and Financial Obligations


Seniors failing to meet all financial obligations will not receive their diplomas, nor will their official transcripts be provided to colleges.

Form of Payment Financial Delinquencies

Only cash; Visa, Mastercard, American Express, or Discover credit cards; money orders, or cashier's checks are accepted for financial delinquencies. No personal or business checks will be accepted on any outstanding financial obligations, whether for tuition hold list or other fees due.

Section-7-3

Tuition Assistance

Saint Joseph High School tuition assistance is described on the website  [Admissions/Tuition, Fees and](#)

[Assistance](#)

Section-7-4

Parent Service and Fundraising Requirements

Bridging the Gap Between Tuition and the Cost to Attend SJHS

Saint Joseph High School is part of the Los Angeles Archdiocese but is not subsidized by the LA Archdiocese or any other outside entities. SJHS relies solely on tuition and fees to operate the school. Since tuition and fees only cover part of the cost of attending SJHS, your participation in fundraising and the Service Hour Program is mandatory.

Fundraising

SJHS has a yearly gala and fundraiser called "A Night of Orange and White" (formerly call the Jester Jubilee). All proceeds benefit the Jesters! (e.g., Scholarship and Tuition Assistance funds, Capital Improvements, etc.). \$100 per student is included in the 2022-2023 registration fee.

Several other fundraising opportunities exist. For the 2022-2023 school year, we encourage you to participate in our existing programs and events:

- AmazonSmile
- RaiseRight (formerly ShopWithScrip)
- SchoolCents
- Ralphs / Kroger Loyalty Card
- Christmas Tree Sale
- "A Night of Orange and White"
- Mother Daughter Brunch

The [Family Service Hour Program](#) is a necessary component of the school operations. The volunteer hours worked and donated goods help offset school expenses and fill the gap between the cost of attending SJHS and tuition.

New SJHS Families (Freshmen and Transfer Students)

The SJHS Bingo program is a long-standing fundraiser, and its proceeds support school operations. New families are expected to complete their service hours by working at four Bingo events. Each Family will be scheduled to work at Bingo on four Wednesdays.

There is a \$150 absence fee due by the following Wednesday. (Late fee is \$25.)

If a student withdraws from SJHS during her first year, a prorated Bingo service hour fee will be charged.

Returning Families

After Bingo service is worked, each family must work **20 service hours** per school year. Service hour opportunities are offered throughout the year via the "Monday Minder" (weekly email parent newsletter) and on "Signup Genius," an online volunteer program. Parents/guardians will have the option to volunteer or donate merchandise or gift cards to earn service hours.

For each academic year, and for accounting purposes, volunteer hours must be completed before registration for the following school year

Returning families have the option to pay a fee of \$30 per hour, or \$600, instead of volunteering.

If a student withdraws from SJHS during the school year, a prorated service hour fee will be charged.

It is the parents/guardians' responsibility to submit and track their service hours through x2VOL program throughout the year.

All parents/guardians who volunteer must be Virtus-trained and fingerprinted.

Topic-8-1-01

Discipline and Procedures

SJHS follows a process to address student behavior issues.

Level 1: Speak with the student. For minor disciplinary matters, an infraction will be issued. If there is no improvement, the next steps are disciplinary consequences with parent/guardian notification.

After three infractions or one misconduct, the student must serve a detention. After receiving six infractions or two misconducts, the student will serve a second detention. Any further violations will result in the student being placed on disciplinary probation.

Infractions

Infractions are issued for minor disciplinary matters and violations of the SJHS policies and regulations. The following is a list of behaviors that will earn an Infraction. (Note: This is not a comprehensive list):

- coming to class without supplies;
- disrupting class;
- eating/drinking or having food/beverages in classrooms;
- littering;
- chewing gum on campus;
- failing to return required forms within specified due date;
- doing tasks other than those assigned by the teacher, i.e., looking at pictures, writing notes, grooming,
- doing work for another class;
- leaving personal belongings unattended;
- failing to comply with and complete tasks assigned during Section;
- arriving tardy to school in the morning or to a class;
- violating the uniform policy or specified dress code (RESULTS IN AN AUTOMATIC DETENTION); and
- any incident that administration deems a violation of school policies.

Infractions are issued by any staff member, signed by the student, and overseen by the Dean of Student Life. The Dean of Student Life tallies infraction totals by semester and by school year.

Misconducts

Misconducts are issued for more serious offenses. Misconducts result in detention and are issued for the following:

(Note: This is not a comprehensive list):

- violating the electronic communication policy or acceptable use policy;
- receiving food, beverages, or communicating via the fence or office from an unauthorized visitor;
- loitering in the hallways or bathroom while classes are in session;
- violating parking procedures;
- eating or drinking in the locker room, Flynn Center, or Jester Learning Center;
- disrupting class repeatedly;
- violating the same policy repeatedly;
- using profanity;
- inappropriate public displays of affection;
- going to the vending machines during class;
- continued violation of uniform policy or specified dress code;
- failing to return signed academic or disciplinary probation contracts by the specified due date; and
- any incident that administration deems a violation of school policies.

Detention

Detention is scheduled, when necessary, on Fridays from 1:20 to 2:20pm. Students must serve detention for the following reasons:

- students with three or more infractions,
- students who have been issued an infraction for being out of uniform,
- students who have been issued one misconduct,
- students who have been issued detention as a condition of probation, and
- students who have been issued three unexcused tardies.

Detention notices are sent home with the student two or three days before the scheduled detention. A parent/guardian and the student must sign her notice and return it to the Detention Coordinator on the day of her scheduled detention.

If a student cannot serve her assigned detention, it is her responsibility to notify the Dean of Student Life and arrange a make-up detention. If a student does not attend her scheduled detention without rescheduling, she will receive an additional detention.

- Multiple detention re-schedules are not permitted without valid reason.
- Medical appointments require a doctor's note for a reschedule.
- Athletic and co-curricular activities are not valid reasons.

If a student asks for a second re-schedule, the Dean will contact her parents/guardians.

Detention Guidelines

The SJHS Detention process is aligned with the ADLA Administrative Handbook Section 13.9.3, Detention: <https://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-3>.

- No student shall be required to remain in the classroom during the lunch break, or other break.
- Detention before or after school hours is considered an appropriate means of discipline.
- A student shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the school day.
- Under no circumstances shall a student be detained at school without the knowledge and consent of the parent or guardian, who should also be informed of the reason for detention and the exact time the period of detention will begin and end.

Disciplinary Probation

Student Success Team

The Student Success Team (SST), under the direction of the Dean, employs a proactive intervention process to assist any student who is struggling with attendance, academically, behaviorally, and/or emotionally so that the school and the family can work together toward positive changes in that young person's life.

An SST may be convened when a student is on any level of Disciplinary Probation or following certain disciplinary actions that necessitate further guidance for the student. In such cases, the purpose of the SST is to develop a plan with the student and her parent/guardian to assist the student with making positive changes. Any teacher or parent/guardian can request an SST meeting for a student.

During an SST meeting,

- Student and her family are given an overview of the student's academic record, behavioral performance.

student and her family are given an overview of the student's academic record, behavioral performance, and attendance history.

- One of the Wellness Counselors defines the concerns
- The SST looks for ways to assist the student to make positive changes, such as improving attendance, following rules, attending tutoring, seeking counseling support or outside community services, when warranted.

Disciplinary Probation I

Probation I is six weeks long and three detention periods. A student may be placed on Probation I for the following reason: including but not limited to,

- continued violation of rules, accrual of more than nine (9) infractions/three (3) misconducts;
- forgery (may be probation I or probation II, depending on severity of the circumstances);
- false representation of a parent/guardian;
- continuous inappropriate public displays of affection;
- in-house truancy - unexcused absence from class, leaving the classroom without permission, unexcused absence for a portion of a class, or conducting personal business during class time without permission; and
- any incidents the Dean of Student Life and Administration deem a violation of school policies.

During her Disciplinary Probation I, the student will serve 3 after school detentions within the six week period. She may also be barred from some activities, as specified by the Dean of Student Life. In some cases, organizations in which the student is involved may have policies in place that restrict her from participation during a Disciplinary Probation I.

Disciplinary Probation II

When a student has already served a Disciplinary Probation I and there is another disciplinary violation within the same school year (same or different violation) OR she violates one of the following regulations, she may be placed on Disciplinary Probation II:

- any conditions of Disciplinary Probation I contract are violated;
- student commits additional violations of the school policy warranting probation after being placed on Disciplinary Probation I during the same school year;
- truancy, unexcused absence from school or from more than one class period during the day;
- forgery (may be probation I or probation II, depending on severity of the circumstances);
- any activity/behavior which brings discredit to Saint Joseph High School;
- violations of the bullying/harassment policies;
- behavior warranting probation III/suspension/expulsion where mitigating circumstances exist; and
- any incidents the Dean of Student Life and Administration deem a violation of school policies.

The Dean of Student Life will do the following before placing a student on Disciplinary Probation II:

- meet with the student, notify her of her Disciplinary Probation and discuss the terms and consequences; and
- notify her parents/guardians via email or phone.

The student will create an Disciplinary Probation II Action plan for the 8-week probationary period. If an action plan was drafted during a Disciplinary Probation I period, it will be reviewed and revised. The action plan will include, but not be limited to, the following:

- Serve three (3) after school detentions
- Write and submit a typed, double-spaced essay which includes the following: student's perspective of the actions taken or choices made that resulted in the probation; student's description of the community

service experience; and student's concluding remarks regarding what other actions, decisions or choices could have been made that might have been more reflective of (a) the SJHS ISOs, (b) the Gospel values, and (c) the six pillars of character.

- meet at least once with the Dean of Student life to review the student's reflective essay and her progress toward the completion of the disciplinary probation.

Note: A student may be placed on Disciplinary Probation II without having been placed on Disciplinary Probation I.

During her Disciplinary Probation II, the student may also be barred from some activities, as specified by the Dean of Students. In some cases, organizations in which the student is involved may have policies in place that restrict her from participation during a Disciplinary Probation II.

Violation of the terms of the Probation II contract and continued violations of school policy may result in the convening of a discipline board.

Disciplinary Probation III

A student may be placed on Disciplinary Probation III when the following occurs:

- any conditions of a Disciplinary Probation II contract are violated;
- Student commits additional violations of the school policy warranting probation after being placed on Probation II during the same school year;
- Student's actions warrant expulsion but include mitigating circumstances; or
- any incidents the Dean of Students and Administration deem a violation of school policies.

Disciplinary Probation III is a consequence from a Discipline Board which allows a student to remain at SJHS under a Probation III Contract specified by the Discipline Board and approved by the Principal and her administrative team.

Probation III carries a term of ten weeks. During the Probation III period, the student will be required to:

- Serve three (3) after school detentions within the eight week period.
- Complete ten (10) hours of community service during the ten-week period, to be assigned and monitored by the Dean of Student Life;
- Meet at least once with the Dean of Student Life to review her progress in meeting the expectations specified by the discipline board;
- Meet with a Wellness Counselor to review progress;
- Meet all expectations of the Probation III contract as specified by the Discipline Board.

During her Disciplinary Probation III, the student will be barred from all athletics and co-curricular activities.

Note that a student may be placed on Probation III without having been placed on Probation I or II depending on the violation

Discipline Board

A Discipline Board convenes when a student commits a serious violation or accumulates multiple violations, in spite of prior disciplinary actions. The student, with her parents/guardians, will appear before the Discipline Board (legal counsel is not allowed to be present).

A Discipline Board shall consist of a Wellness Counselor, a faculty member chosen by the student, additional members of administration as needed, and the Deans, who coordinates the meeting. The purpose of the Discipline Board is to make recommendations to the principal and administration concerning the student's status in the school.

The following process is followed for a Discipline Board:

- Dean of Students creates the Discipline Board and schedules the meeting with the board, student and her

- parents/guardians
- Dean of Students shares the past discipline record of student with the board.
- Dean of Students informs the parents/guardians and the student of the process and of the offense that brought the student before the discipline board.
- Parents/guardians are asked to leave, and the student remains to discuss her situation with the discipline board.
- Parents/guardians are then asked to rejoin their daughter. The Dean of Students reports what transpired during their absence; the parents/guardians are invited to speak on behalf of their daughter.
- The Dean of Students informs the family that they may leave, and that they will be notified of the discipline decision within 48 hours.
- Discipline Board discusses the student's case, and makes recommendations to the principal and her administration.
- Principal and the administrative team review the Discipline Board's recommendations and accept, revise, or reject the recommendations.

Note: SSTs, disciplinary boards, and disciplinary conferences of any kind will only consider one student's case at a time in order to preserve the dignity and privacy of the student and her family.

Further Disciplinary Action: Professional Counseling Recommendation

In a discipline case, if a recommendation for professional counseling is made by one of the school's counselors, the family must present a document from the mental health professional confirming assessment within the time given by school personnel. The school may decide that a student will not be allowed to return if this documentation is not produced as required.

Further Disciplinary Action: Student Suspension



[See Chapter 8, Topic 8-1-05](#)

The administration or the Discipline Board may suspend a student if she committed a serious violation of school policies or rules.

- Although the student has the right to a hearing process, immediate suspension may be required for an activity, which resulted in serious damage to the school or serious consequences affecting the welfare of any person.
- Suspension may be imposed by the school for a serious infraction of rules necessitating an investigation of the incident without the student present on campus.
- Suspension may be imposed during the entire police investigation of a crime.

When a student is suspended, may not attend school activities and arrangements are made for them to attend class on and must remain at home until a meeting with the student, her parents/guardians, the Dean of Students and an administrator takes place. Days missed are considered excused absences. The student is responsible to make up any schoolwork missed during the suspension.

The Dean of Students arranges makes a meeting with the student, her parents/guardians, and the appropriate school personnel. At the suspension meeting, the following procedure will be followed:

- The Dean of Students provide an explanation of the offense and seeks the cooperation of the parents/guardians.
- The Dean of Students will notify the parents/guardians when their daughter may return to school.
- Parents/guardians will be reminded of the school rules of which they were informed when they registered their daughter.
- Conditions for probation will be clearly explained to the parents/guardians and student, as well as the consequences for violation of these conditions.
- The student and the parents/guardians will sign a probation contract as a condition for re-admittance after suspension.

Further Disciplinary Action: Student Expulsion



[See Chapter 8, Topic 8-1-06](#)

The Saint Joseph High School Disciplinary Policy gradually increases the interventions and consequences, and could lead to student dismissal. At times SJHS may judge that a student can no longer remain at Saint Joseph High School because the presence of the student is not a positive force contributing to the good of the student or the good of the school.

Non-disciplinary Causes for Suspension, Expulsion, Recommended Transfer

The following are non-disciplinary causes for suspension, expulsion or recommended transfer:

- academic requirements published by the school;
- severe emotional challenges (emotional handicaps); or
- uncooperative or destructive attitude of parent.

Home Study

Circumstances may arise which dictate that a student, at the discretion of the principal, be excluded from school attendance for a period of time. This is a remedy for unusual situations and is not considered a suspension. Students may be given tests, etc., outside school hours so that grades can be reported.

Termination from SJHS Activities

Whether a student is expelled, asked to withdraw, is suspended, or asked to transfer her attendance at, and participation in, SJHS and Bosco activities is prohibited. SJHS always reserves the right to refuse admittance to any student who has withdrawn, who was suspended, who transfers, or who was expelled. The names and status of these students are also shared with St. John Bosco for events held together.

Topic-8-1-07

Academic Dishonesty Policy

Academic Dishonesty

Academic dishonesty is contrary to the philosophy of Saint Joseph High School and subject to disciplinary action.

Cheating Cheating includes the following:

Plagiarism

There are 3 main forms of plagiarism:

Collusion

Policy for Academic Dishonesty

First offense

Second offense

Chapter-10

ELECTRONIC USAGE POLICIES

Saint Joseph High School has established a robust Technology Program which provides safe and effective technology resources to enhance student learning. The objectives of the Technology Program are

- to acquire, install, and maintain up-to-date and emerging technology resources to enhance student-learning;
- to provide students equitable access to technology resources; and
- to ensure, ultimately, that SJHS graduates students who are prepared and competitive in college and in the technologically sophisticated workplace.


The SJHS principal and administration guides and oversees the implementation and usage of these resources. The SJHS Technology Team manages these resources and collaborates with teachers to integrate them into their instructional practices.

Saint Joseph High School is a Los Angeles Archdiocesan high school and complies with the Los Angeles Archdiocesan (ADLA) Administrative Handbook. The SJHS Technology Policy applies to students, their parents/guardians, teachers, staff, administrators, and guests. All users must review, understand, acknowledge, and comply with the SJHS Technology Policy and Acceptable Use Policy (AUP).

SJHS Technology Resources

The following Technology Services are available:

Jester Ipad Each student and teacher is issued a  [Jester Ipad](#) that is fully configured with Wifi access and software Apps.

SJHS Campus-Wide WiFi Students, Teachers, Staff and Administration may access the SJHS Wireless Network (WiFi) and approved software through Jester Ipads, SJHS computers located on campus or their APPROVED personal device (Macbook) which must be registered through the  [SJHS Bring Your Own Apple Device \(BYOAD\) program](#).

- A student or staff member may not have their personal device on campus or access the SJ-Network unless

it is registered. Refer to the BYOAD policy.

- Cell phones and smart phones are not approved devices, will not be registered and will not have access to the SJ-Jester network or WiFi; students must follow the Cell Phone policy outlined in the Parent-Student Handbook.
- Students are not allowed to use their Jester Ipads or phones as a "Hot Spot" during school hours on campus. Hot Spots pose a significant security risk and if a student activates a Hot Spot, whe is subject to disciplinary action.

Imacs are located in offices and classrooms for use by SJHS employees. Imacs for student use are located in the Computer Lab (Room 303), JLC, and Flynn Center study room.

Printers

Multi-function devices (print, copy, scan, fax) are located in the JLC, Faculty Room, Main Office and Convent.

Students have access to the printer in the Jester Learning Center (JLC) through their Ipads, BYOAD Macbooks, or lab Imacs. A printer card must be purchased at the Student Store.

Teachers, Staff and Administration have access to the printers which operate with a Print card (although several employees have "Direct Print" capability).

Saint Joseph High School eMail

SJHS has implemented a successful, managed eMail program using Gmail. Each student is assigned a Saint Joseph High School email address which is their "StudentID@my.sj-jester.org" and a password; the password is changed periodically by the technology team.

The following rules are enforced by the Technology Director and violators are subject to disciplinary action:

- Do not share your email password with anyone.
- Do not change your email password. If a password is changed, it will be set back to the one assigned by the Technology Department.
- SJHS email should only be used for school related purposes.All eMail messages should be educationally purposeful and appropriate.
- The following are prohibited:Hate mail,
 - o Harassment,
 - o Discriminatory remarks,
 - o Vulgarity and swearwords,
 - o Other antisocial behaviors,
 - o Chain letters, and
 - o Threats of any kind.

Faculty, staff and administrators are also issued SJHS email addresses and must follow the same guidelines.

Educational Technology (Software)

Several applications and software programs are available to SJHS students, including but not limited to the following:

- Google tools
- PowerSchool
- Schoology
- Enrichment Block tool
- Naviance (College Advisors)

- X2Vol (Christian Service Hours)
- MathXL
- Digital Theatre (English)
- Gizmos (Science)

The goal is to make the student's ID or her SJHS eMail address the "single sign-on" (SSO) for SJHS academic and co-curricular systems/tools. Some of the academic tools still require an additional logon ID and Password. The same guidelines for usage and password sharing apply.

SJ Network and Internet Safety

Saint Joseph High School is compliant with the  [Child Internet Protection Act \(CIPA\)](#) and the LA Archdiocese

CIPA guidelines. We have implemented a "Firewall" which blocks some internet usage and filters internet content. The Firewall executes the following:

- Prohibits use of social networking sites
- Blocks inappropriate websites
- Stops the download of inappropriate content
- Monitors outgoing information to assure it is appropriate
- Stops unapproved users from accessing our intranet, internal systems, and databases

The Jester I pads have additional filtering capability through the LTE connection.

Students should not use a "Hot Spot" on their cell phone, smartphone, or Ipad to avoid the SJHS Firewall. This is a serious violation and subject to disciplinary action.

To assure the safety of the Jesters and SJHS employees, SJHS monitors the use of the Internet:

- We do not allow access to inappropriate websites and block the download of inappropriate or dangerous content. We can identify the device and device owner when multiple attempts to access an inappropriate website is made. When a student attempts to access inappropriate websites, she is subject to disciplinary action. **If a user believes that he/she needs access to a blocked website, the user should notify a teacher or supervisor and submit a TNT change request ticket.**
- We assure that outgoing information is appropriate. When a student user sends inappropriate information, she is notified, asked to retrieve the information, and is subject to disciplinary action

SJHS Internet Safety Rules

Below is a long, but not complete, list of rules that must be followed by students and users (SJHS employees / guests) that access the internet from the SJ-Jester WiFi / network. Some of these guidelines are implemented in the Firewall; others must be followed by the student or employee. When a student violates one of these rules, she is subject to disciplinary action.

- Faculty or administrator permission is required to stream music from the internet.
- Faculty or administrator permission is required to stream videos from the Internet/YouTube app.
- Respect copyright laws and licensing agreements pertaining to materials used and obtained via the Internet or other electronic sources.
- Students are not allowed to avoid the SJHS Firewall (and security) by using a Hot Spot
- Students are not allowed to access the following during the school day (unless permission granted by a teacher or administrator):



- o Social networking sites, including Facebook, Twitter, SnapChat and others
- o Instant Messaging
- o Outside email accounts
- o Games, including educational games.
- Students are never allowed to access the following during the school day:
 - o Information related to gambling, illegal drugs, alcohol use
 - o Online merchandising and shopping
 - o Hate speech
 - o Criminal skills training
 - o Alternative journals, fan fiction, and chat rooms
 - o Pornographic material
 - o Inappropriate text files
 - o Information advocating violence
 - o Files harmful to the integrity of Saint Joseph High School
- Do not use the SJHS internet connection and/or other SJHS resources for personal gain, profit, commercial advertising, or political lobbying.
- Do not provide Personal Identifiable Information (PII), such as name, address, phone number, school name, or other personal information, online unless it is for educational purposes and the student is under the supervision of a teacher, administrator, or technology staff member.
- Do not provide PII, including job duties, or student information (i.e., class lists) outside the SJHS premises or network without explicit permission from the principal.
- Do not host a 3rd party website using SJHS technology resources
- Do not create and / or install damaging software on SJ technology resources; do not install unapproved software on SJ technology resources.
- **DO NOT CREATE INAPPROPRIATE CONTENT USING SJHS TECHNOLOGY RESOURCES.** Do not create emails or other artifacts that have inappropriate references, images, videos, etc. about SJHS (institution, students, faculty, staff, administrators, other community members)
- **DO NOT POST CONTENT ONLINE.** Note that once you create it or post it, you can delete it but you can never be guaranteed that it is gone.
- Do not post inappropriate content on any public internet site, chat room, or other public electronic media.
- Do not post images of students, teachers, staff, or other personnel on the Internet without receiving written permission from SJHS and the individual(s) involved.
- Do not use recording devices to slander, bully or denigrate any student, visitor, staff member, faculty member, and/or administrator, on or off the campus, at any time.

If a student comes across information or messages that are inappropriate, dangerous, threatening, or make her feel uncomfortable, she should talk to a Wellness Counselor immediately.

Access Control System & Network Safety

SJHS has implemented an Access Control System (ACS) and process for granting access to our systems and assigning logon IDs and Passwords. SJHS assures that only authorized users access to and/or change SJHS systems and data.

Saint Joseph High School students (and all users) are expected to abide by the following guidelines and rules. When a student violates one of these rules, she is subject to disciplinary action.

- Do not share password(s) with anyone.
- Do not use another student's logon ID and password to log onto SJHS systems.
- If you forget your password, open a  [TNT Ticket](#).
- If you suspect that someone knows your password, and your password needs to be changed, open a .

[TNT Ticket](#). Do not bypass or attempt to bypass (hack) network security to access inappropriate material.

- Do not bypass or attempt to bypass (hack) network security to impair the functionality of any computer or network.
- Use of a Virtual Private Network (VPN) is prohibited on SJHS devices and network.
- Do not assist others in violating these rules by sharing information or passwords.

If a student suspects or knows about a security problem, she should talk to a Wellness Counselor immediately.

Photo, Video, and Audio Recording

A student device may be equipped with a camera and microphone, allowing video, image, and audio capture. At no time should a student record a student, teacher, parent, presenter, etc. without permission from the parties involved and a teacher or other SJHS official. In addition, permission must be obtained from the parties involved before publishing content.

Each student must exercise good judgment when using her device camera and microphone, including respecting copyright laws.

Vandalism/Damage

Vandalism is defined as any malicious attempt to harm or destroy any part of Saint Joseph's resources, which include technological devices and equipment. This includes, but is not limited to, uploading, creating, or transmitting computer viruses; "hacking" into any part of the Saint Joseph High School system, and physical damage to the SJHS hardware.

Cyberbullying

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Cyberbullying occurs when the Internet, mobile phones, or other cyber technology are used to bully a student.

Cyberbullying includes, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages.
- Posting inappropriate pictures or messages about others in blogs or on websites.
- Using someone else's user name to spread rumors or lies about someone.

Chapter-11

PARENT-STUDENT POLICIES AGREEMENT FORM

Students and Parents Guardians must acknowledge that they have reviewed the PSHB, Technology Policy and Acceptable Use Policy, and, if applicable, the Athletic Handbook.

We need paper copies with "wet" signatures; paper forms will be sent home or you can open and print from this page.

