

**BR. THOMAS HARDING, F.S.C.
PRESIDENT**

Westchester, Illinois 60154
School Telephone: (708) 562-4433
Development Office: (708) 562-7488
Athletic Office: (708) 562-0767
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PARENTAL PERMISSIONS / AGREEMENTS

Student Name: _____ Year of Graduation: _____
(please print)

I have read the procedures and policies outlined in the ST. JOSEPH HIGH SCHOOL 2017 - 2018 **CALENDAR AND HANDBOOK**, and I agree that my son/daughter and I will abide by these regulations.

Student Signature: _____ Date: _____

Parental Signature: _____ Date: _____

RELEASE

I give permission for pictures of my son/daughter to appear in all St. Joseph High School publications (recruitment brochures, school newspaper, etc.) and on the St. Joseph High School web page, and other school-sponsored media.

Parental Signature: _____ Date: _____

According to the **Illinois Gaming Raffles Act (230 ILCS 15/4, Chapter 85, paragraph 2304, section 6)**, a person under the age of 18 years may participate in the conducting of raffles or chances only with the permission of a parent or guardian. A person under the age of 18 years may be within the area where winning chances are being determined only when accompanied by his parent or guardian.

Therefore, in order for your student to participate in any St. Joseph raffle, please sign below grant-

ing permission.

Parental Signature _____ Date: _____

This page, FRONT AND BACK, needs to be completely filled out and returned to the student's homeroom teacher by Friday, September 1st. Failure to do so will result in student being withheld from school.

CONCUSSION PROTOCOL AGREEMENTS

I have read the Return – to – Learn and Return – to – Play protocols located on the next two pages. By signing below, I understand and will comply with both policies.

Student Signature: _____ Date: _____

Parental Signature: _____ Date: _____

These policies are in compliance with the new state laws regarding concussions.

This page, FRONT AND BACK, needs to be completely filled out and returned to the student's homeroom teacher by Friday, September 1st. Failure to do so will result in student being withheld from school.

RETURN – TO – LEARN PROTOCOL

Return-to-learn protocol is designed to help facilitate the concussed student's return back to classroom activities. The hallmark of return-to-learn is cognitive rest immediately following a concussion, just as the hallmark of return-to-play is physical rest. Cognitive rest means avoiding potential cognitive stressors such as school work, video games, reading, texting, and watching television. Providing both cognitive and physical rest allows the brain to heal more quickly. The gradual return to cognitive activity is based on the return of concussion symptoms following cognitive exposure.

****Return-to-Learn Protocol must be complete before beginning Return-to-Play Protocol****

STAY HOME – BED REST

If your child's symptoms are so severe that they cannot concentrate for even 10 minutes, they should be kept home on total bed rest – no texting, no driving, no reading, no video games, no homework, and limited TV. **Maximum Rest = Maximum recovery**

STAY HOME – LIGHT ACTIVITY

If your child's symptoms are improving but they can still only concentrate for up to 20 minutes, they should be kept home – but they may not need total bed rest. Your child can start light mental activity (e.g. watching TV, light reading, etc.) as long as the symptoms do not worsen. If they do, cut back the activity and build in more rest. **No Physical activity allowed**

When your child is beginning to tolerate 30 to 45 minutes of light mental activity, you can consider returning them to school. Studies suggest that students who return to school as soon as they are cognitively able to do better than students who were homebound for a prolonged period of time.

TRANSITION BACK TO SCHOOL

****Must be cleared by a physician to return to school!****

As your child transitions back to school communication will be vital between the student, parents/guardians, student's teachers, counselor, athletic trainer, physician, and administration. Some of the accommodations they have available are:

- Postponement/accommodations for assignments and assessments
 - Must communicate with teachers
- Transitions back to class/attendance in school
- Breaks as needed in a quiet room
- A quiet place to eat lunch
- No P.E. until medically cleared

RETURN – TO – PLAY PROTOCOL

After an athlete has been evaluated by an athletic trainer or physician and it has been determined that the athlete has sustained a concussion, the following protocol will be used to safely progress their return to play. Under no circumstances will this protocol be accelerated. **There should be approximately 24 hours (or longer) for each stage, and the athlete should return to previous stages if symptoms recur. Resistance training should only be added in later stages.**

St. Joseph High School utilizes a 6 – step graduated return policy. The steps are as follows:

1. Biking: Stationary cycling while keeping intensity about 70% of maximum heart rate. Biking should be for 30 minutes maximum.
2. Running: Running while keeping intensity above 70% of maximum heart rate. Running should be for 30 minutes maximum.
3. Agility Exercises: Sport specific exercises. No head-impact activities.
4. Non-contact Practice: Full practice without contact. May start progressive resistance training at this stage.
5. Full Contact Practice: Following medical clearance participation can be resumed in normal training activities.
6. Return to Play: Normal game play can be resumed.

(**Protocol established from: "Consensus statement on concussion in sport – The 3rd International Conference on concussion in sport, held in Zurich, November 2008." *Journal of Clinical Neuroscience*. (2009))

RETURN TO PARTICIPATION

It is determined that an athlete is able to return to play when they are symptom free at rest and at exertion, and have returned to a baseline state of any of the test that were administered. **An athlete will not return to participation the same day as a concussive event. When returning athletes to play, they will follow the stepwise symptom-limited program outlined above.** Once the athlete has received clearance from a physician they may return to play. If an athlete receives clearance from a physician, the athletic trainer still reserves the right to hold the athlete out of participation. A parent's consent is not a sufficient means for an athlete to return to participation.

Athletes who have not been cleared to participate cannot be in uniform for any games.

This protocol is implemented to promote compliance with: IHSA Return to Play Policy, IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions, Illinois HB 0200, and City of Chicago Ordinance – Concussion Injuries in Student Athletes in Chicago Schools (Ch. 7 – 22 Municipal Code of Chicago) which outline that athletes exhibiting symptoms of a concussion cannot return to play until cleared by an appropriate health care professional.

PHILOSOPHY OF ST. JOSEPH HIGH SCHOOL

St. Joseph High School is a Catholic, Christian community formed in the Lasallian tradition, comprised of students, faculty, staff, administration and a board of directors. This community shares responsibility with the family for the spiritual maturation and educational development of the students.

St. Joseph High School believes in developing the God-given talents of its members. We recognize the dignity of the individual and seek to develop a climate that encourages achievement. Created in God's image, we strive to become aware of our personal worth and to be spiritually vigorous, strong in faith, morally responsible and committed to Christian values.

St. Joseph High School, guided by the spirit and heritage of St. John Baptist de La Salle and the Brothers of the Christian Schools, provides a human and Christian education for young men and young women through a curriculum which is spiritually and intellectually challenging. We provide an opportunity for students of diverse economic, intellectual and cultural backgrounds to develop into informed, self-motivated individuals and responsible Christian members of society.

St. Joseph High School strives to develop a sense of history, an appreciative awareness of the great traditions of human progress, and our role in that progress. We seek to develop a knowledge of and a respect for the democratic system of government. As such, we seek to be responsible United States citizens, socially aware and committed to the welfare of all people and to the promotion of peace and justice.

MISSION OF ST. JOSEPH HIGH SCHOOL

St. Joseph High School is a Catholic, Christian educational community formed in the Lasallian tradition whose mission it is to provide a Christian education for young women and men of diverse economic and cultural backgrounds. We inspire students to discover their God-given talents, empower them to be lifelong learners, and challenge them to achieve their potential as compassionate women and men of faith.

GOALS OF ST. JOSEPH HIGH SCHOOL

By graduation, students at St. Joseph High School will:

- be excellently prepared for their post high school endeavors,
- have acquired the knowledge and the skills necessary to achieve their full potential,
- have developed a concern for the poor, a respect for individuality and diversity, and a desire to be of service to others, and
- understand and practice the values embodied in the Gospel.

ST. JOSEPH HIGH SCHOOL GRADUATION OUTCOMES

Upon graduation from St. Joseph High School, students will be able to:

- minister to the needs of others, especially the poor,
- demonstrate a strong work ethic and the ability to collaborate,
- act as men and women of peace and justice,
- act as responsible, respectful citizens and members of the global community,
- demonstrate healthy habits that insure a lifestyle that is physically, intellectually, emotionally and spiritually balanced,
- evaluate, solve problems and make decisions,
- express themselves creatively and respect the talents of others,

- use technology and be able to analyze its impact,
- use communication skills for reading, writing, listening and speaking,
- demonstrate the skills and attributes of lifelong learners,
- think critically in the information age and
- utilize investigation skills and techniques.

HISTORY OF ST. JOSEPH HIGH SCHOOL

The story of St. Joseph High School began with an invitation from His Eminence Samuel Cardinal Stritch, Archbishop of Chicago, to the Christian Brothers to administer and staff a new Catholic high school in Westchester, Illinois. Construction of the building began on July 2, 1959 and was completed in September of 1960. His Eminence Albert Cardinal Meyer, Archbishop of Chicago, dedicated the school on September 16, 1961.

The school first began operations on September 7, 1960 with 390 freshmen. In July of 1963, St. Joseph High School received state recognition as a three-year high school and was granted full approval as a member of the Illinois High School Association. By the spring of 1964, the educational program had developed to such an extent that the school was given full recognition by the State of Illinois as a four-year high school. In 1987, the North Central Association of Secondary Schools and Colleges accredited St. Joseph High School.

In the fall of 2004, St. Joseph High School became one of the first all laptop high schools in the Archdiocese of Chicago, with all students and teachers using laptop computers in the educational process. In February of 2005, after the announcement of the closing of Immaculate Heart of Mary High School, St. Joseph High School received permission from His Eminence Francis Cardinal George, OMI, Archbishop of Chicago, to change our mission to include the admission of young women.

In December of 2006, St. Joseph High School relocated its campus to 10900 W. Cermak Rd., in the former Immaculate Heart of Mary facility. This historic move provided a new home for St. Joseph with a facility that added additional classrooms, a theater and a chapel.

St. Joseph High School has served Chicago and the western suburbs for 55 years. The continually developing curriculum has evolved into strong academic programs for students in three major areas: Honors Program, College Preparatory Program A, and College Preparatory B Program. As St. Joseph High School looks to the future, we note our educational progress and reaffirm our mission to provide a Christian education for young men and women of diverse economic and cultural backgrounds.

THE CHRISTIAN BROTHERS

The Brothers of the Christian Schools, known as the De La Salle Christian Brothers, are members of one of the largest worldwide societies in the Catholic Church. St. John Baptist de La Salle in France founded the order in 1680 for the purpose of providing a Christian education for youth. For more than three hundred years, in over eighty countries, the Brothers have conducted elementary and secondary schools along with colleges and universities.

Currently, in the United States, 460 Christian Brothers are involved in educational enterprises representing 52 high schools, 18 middle schools, 3 elementary schools, and 7 colleges and universities. Alumni of Lasallian schools have traditionally shared a common bond of unity and pride through the years.

ST. JOSEPH THE WORKER

St. Joseph was the head of the Holy Family. He worked as a carpenter in Nazareth to provide for his foster son, Jesus, and his wife, Mary. It was by his work and care for his family that he cooperated with God in His plan for salvation.

St. Joseph the Worker is the patron of St. Joseph High School. His example serves as a reminder that it is by our work that we too cooperate with God’s plan of salvation. Christ, by His death and resurrection, gave witness to the redemptive value of work. Christ came to do His Father’s work; we also share in this work in order to “promote effectively the welfare of the earthly city,” and thereby to “serve the advancement of the reign of God.” *Declaration of Education*, Vatican Council II.

Through the example and inspiration of St. Joseph the Worker, St. Joseph students become aware of the fact that their work as students now, and as adults later, is the means by which they cooperate with the will of God in continuing His work of creation.

The motto of St. Joseph High School is Vincit Qui Laborat: He Conquers Who Labor.

PRESIDENTS OF ST. JOSEPH HIGH SCHOOL

Br. Richard Kelly, F.S.C	1988
Br. Michael Flaherty, F.S.C	1992
Mr. Charles Lynch, Jr	1994
Mr. David McCreery	2000
Br. Thomas Harding, F.S.C	2014

PRINCIPALS OF ST. JOSEPH HIGH SCHOOL

Brother Ambrose Groble, F.S.C.....	1960
Brother Gilbert Blum, F.S.C	1961
Brother Timothy McCarthy, F.S.C.....	1964
Brother Dennis Murphy, F.S.C.....	1965
Brother John Rupkey, F.S.C	1966
Brother Kenneth Gillund, F.S.C.	1969
Brother Alfred Marshall, F.S.C.....	1972
Brother Leo Jones, F.S.C.	1979
Brother Kevin Griffin, F.S.C.	1982
Mr. Gene Pingatore.....	1986
Brother Michael Flaherty, F.S.C.....	1986
Mr. Anthony Quattrochi.....	1992
Mr. Charles Lynch, Jr.....	1995
Mr. David Hotek	1996
Ms. Donna Kiel.....	2003
Dr. Ronald Hoover, Ed.D.	2011

BOARD OF DIRECTORS

Mr. Wes Becton	Br. James Gaffney, F.S.C. (President)
Ms. Diane Berner IHM '70	Dr. Scott Kier, Ed.D.
Mr. Thomas Chlada '80	Mr. David Kucera '80
Mr. John Christopher '83	Mr. William K. Phelan '81
Br. Konrad Debold, F.S.C.....	Mr. Ronald Rocco
.....	Mr. John Vosicky '66

SCHOOL PERSONNEL

President	Br. Thomas Harding, F.S.C.
Principal	Dr. Ronald Hoover, Ed.D.
Director of Finance	Mr. John McAuliffe
Director of Alumni and Special Events	Mr. Gene Pingatore
Director of Curriculum	Ms. Danielle Wagner
Athletic Director	Mr. Bruce DeSanto
Director of Counseling	Ms. Diane Palumbo
Director of Buildings and Grounds	Mr. Bill Riley

ACADEMIC POLICIES AND PROCEDURES

ACADEMIC CONTRACT

Students who earned more than two “F’s” in a school year will be issued an academic contract.

Students will have to meet the requirements of the contract in order to be in good standing to return to St. Joseph High School the following August, unless the Principal gives explicit permission in writing.

ASSESSMENTS

Semester assessments will be given in all subjects. The content of the semester assessments is left to the discretion of the teacher. The dates of the assessments are listed on the school calendar. If a student is absent on any of these days, a doctor’s note, or court documentation is required in order for the assessment/s to be made up.

CHEATING / PLAGIARISM

Cheating and plagiarism are serious offenses, which call for an “F” or “0” grade on the assignment or test involved. All incidents of cheating or plagiarism will be reported to the Dean of Students.

CLIMATE RUBRIC

The St. Joseph Climate Rubric, which measures all areas of student behavior, is 10% of a student’s quarter grade.

CREDIT

Credit Earned: Credit earned is the number of credits earned by a student and applied toward graduation. Make up courses as well as enrichment courses may be taken during the summer upon approval of the Principal.

Credit Attempted: Credit attempted is the total number of credits to be used in calculating the Grade Point Average (G.P.A.). The credits attempted include courses in which the student receives a failing grade. Make up courses taken during the summer are not counted as credits attempted. Enrichment courses taken during the summer are counted as credits attempted.

EDLINE

Each Student and Parent/Guardian is issued an edline account when the student starts at St. Joseph High School. Teachers are required to update the calendar with their lesson plans including assignments daily and update grades every Tuesday. Therefore we ask parents/guardians and students to check edline often, as it is our main source of communication for assignments and grades.

FAILURES AND INCOMPLETE GRADES

Students who fail courses and wish to return to St. Joseph High School the following school year must make up all credits lost due to these failures before they will be reinstated.

ed. Students are not allowed, as a general rule, to take additional subjects during the school year to make up for past failures. Required course subject failures must be made up by the same required course subject failed. An elective course subject failure can be made up by another elective course rather than the course failed.

Any student receiving an incomplete grade **has two weeks from the date of the report card to make up the incomplete work. All incomplete grades automatically become failures after the two-week period.** Semester incomplete grades changed to failures must be made up in summer school at the end of the current school year.

GRADUATION REQUIREMENTS

All students at St. Joseph High School are required to take six courses each semester.

Required Credits

Religion	4	English.....	4
Mathematics	3	Science.....	2 or 3
Social Studies	3	Foreign Language/Fine Arts.....	2
Physical Education.....	1	Health	0.5
Economics.....	0.5		

Additional Requirements

- All students must pass the United States Constitution Test as required by Illinois State Law.
- All students must complete 40 hours of service. Students must complete as least 10 hours of service each school year. Service hours are to be documented on the "Community Service Documentation Form" and given to the Service Coordinator, who tracks the number of accumulated hours. Students must have all 40 hours and documentation turned in by the last day of the 3rd quarter of senior year.
- All students must participate in our retreat program during their freshman, sophomore and junior years. Students absent from these required retreats would be required to make up the retreat experience with a retreat approved by the Campus Minister.

HONOR ROLL

An Honor Roll is published at the conclusion of each quarter.

"A Honor Roll" requires at least 4 A's , and the rest "B's".

"B Honor Roll" requires a "B" average. No grade lower than a "C" is allowed.

PLEASE NOTE: P.E. GRADES DO NOT COUNT TOWARD HONOR ROLL.

PARTICIPATION IN GRADUATION

In order to participate in the graduation exercises, a student must have met all the requirements indicated for graduation. Students deficient in credit or service hours **will not** be allowed to participate in the graduation exercises. Students with tuition issues and/or issues with the Dean's office **will not** participate in the graduation exercises.

NATIONAL HONOR SOCIETY

The National Honor Society was founded in 1921 to recognize, honor and encourage high school students whose behavior was honorable, responsible and generous to others. Today the Society's purpose is to promote scholarship, to develop leadership, to encourage service and to foster character in American students.

The requirements for membership in the St. Joseph High School Chapter are as follows:

- a 3.7 cumulative grade point average in our honors program or a 4.0 in our CPA program
- no semester failures during the two previous semesters
- completion of, and/or current enrollment in two honors classes prior to application
- ongoing participation in at least two school related extracurricular activities (clubs, sports organizations, regular tutoring) during the previous two semesters

- be current with service requirement
- good conduct with no major violation of school rules as determined by the Dean
- three letters of recommendation from faculty members or administration; however, one of the three may be submitted by an adult organizing an off-campus service project / program
- completed and submitted membership application obtained from the NHS Moderator
- a typed essay of 300 to 500 words detailing:
 - The reason for your application to the NHS
 - Your educational and personal goals
 - How you satisfy and will continue to satisfy the four qualities of an NHS member: **Scholarship, Character, Leadership** and **Service**
 - What you have to offer the St. Joseph High School Community
- have acceptance by the NHS Faculty Council after the completion of an interview.

FOREIGN LANGUAGE HONOR SOCIETIES

Spanish and Italian honor societies set forth standards that must be maintained by each student who intends to maintain her/his membership in that society. Criteria and standards for membership may be obtained from the honor society's moderator and are generally made available during the selection and retention process.

RANK IN CLASS

Rank in class is based on the cumulative grade point average.

REPORT CARDS

Report cards are mailed home after the end of each quarter. At the end of each semester, a report of each student's earned credits to date is listed on the bottom of the report card. Students' rank in class and their grade point averages are also indicated.

REQUIREMENTS FOR PROMOTION

If a student has not earned the required number of credits to advance to the next year, he/she may be asked not to return to St. Joseph High School.

5.5 credits are needed to advance to the sophomore year.

11.5 credits are needed to advance to the junior year.

17.5 credits are needed to advance to the senior year.

22.5 credits are needed to graduate (23.5 for honors students).

SCHEDULE CHANGES

A student may not request a withdrawal from a course unless placed in error or teacher recommendation. The request should be made to the student's guidance counselor. No request will be granted after the second week of each semester.

TRANSFER STUDENTS

All transfer students are placed on Academic and Disciplinary Probation for one school year.

VALEDICTORIAN AND SALUTATORIAN

The class valedictorian ranks first in the senior class. The class salutatorian ranks second in the senior class. These rankings are determined at the end of the eighth semester. A minimum of six semesters of credit must be earned at St. Joseph High School.

CODE OF CONDUCT

St. Joseph High School students conduct themselves as respectful and good citizens both in and out of school at all times. This code of conduct is in effect and applies to student conduct year round.

ABSENCES

The school calendar is given to students at the beginning of the school year with advance publication of major dates. Family business, vacation plans, personal leaves, etc. should not interfere with school time. St. Joseph High School strongly discourages families from taking a student out of school for family trips or vacations. When such trips are planned, it is the responsibility of the student to find out what he/she has missed during the absence from school. It is the responsibility of the student to see that all tests, assignments, etc., are completed on or before the deadlines determined by the teacher. It is not the responsibility of the teachers to re-teach subject matter missed.

The school reserves the right to review the academic status of students who have been absent for more than eight days per semester regardless of the status of the absence (excused or unexcused). The Dean of Students and/or Principal will review extenuating circumstances. The following steps will be taken:

- After three absences without documentation per quarter, the Dean of Students and/or the student's counselor will communicate with the student's parents.
- After eight absences per semester, the Administrative Team will determine the consequences, which may result in loss of credit and may include withdrawal from St. Joseph.

ATTENDANCE

HOW TO REPORT AN ABSENCE

Should circumstances require a student to be absent from school, the following procedures must be followed:

- On **each day** of the absence, the parent or guardian must call the school office **[708-562-4433 - extension 124 between 7:00 A.M. and 8:00 A.M. to report the absence. Messages may be left the night prior to the absence.**
- If a student is to be absent, the parents/guardian and/or the student should retrieve the student's assignments from Edline. Extended absence of three or more days due to illness requires documentation by a physician.
- Medical appointments are expected to be made **after school hours**. However, if necessity requires a student to miss part of the school day, then a parent must call the school before 8:00 A.M. to request an early dismissal. Documentation must be provided by the doctor's office upon the student's return.
- If a student must be absent the day of a semester exam a doctor's note or court documentation is required to excuse the student's absence.
- **STUDENTS MUST BE IN SCHOOL FOR AT LEAST FOUR COMPLETE PERIODS IN ORDER TO PARTICIPATE IN ANY EXTRA-CURRICULAR ACTIVITIES.**

Students are expected to be in class daily and to be on time for every class. Absences will be classified as excused or unexcused. Students are responsible for obtaining missed class content and homework for an excused absence. In the event of an unexcused absence, students will receive zeros for all grades on that day and may not submit make-up or late work or make up tests. Any request for an exception to the make-up policy must be directed to the Dean of Students and/or Principal.

The following are acceptable reasons for excused absences:

- illness (up to three per semester without documentation)
- medical appointments (with a doctor's note)
- funerals
- college visits (with the school's approval)
- court (paperwork must be brought in)

Each day a student is absent from school the parent/guardian must report the absence by telephone to the Main Office. If a phone call is not received by the end of the day on which the student is absent, the absence will be considered unexcused. The absence cannot be excused on a

later day. Notes from parents or guardians are not acceptable and are not substitutes for the phone call to the Attendance Office. The Dean of Students determines the status of an absence (excused, unexcused or truant).

Truancy means staying away from school without notifying the school for proper approval. When a student is truant, his or her parents will be notified. The consequence for truancy is a zero for the day and a day of in-school suspension. A second truancy may result in a student being placed on disciplinary probation.

AFTER SCHOOL

The expectation is that all students should make arrangements to leave campus or report to extra-curricular activities directly following the last bell. We understand there are times where parents cannot make arrangements to pick up their student at the end of the day. If a student has no other option but to stay, the parents must sign-up their student in the main office to stay after school. (See "After School Policies /Sign-up Form" for details – they are located in the main office.)

ANTI-BULLYING AND ANTI-HARASSMENT POLICY

Saint Joseph High School is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence and bullying. Our code of conduct outlines the expected behaviors of the school community. The code of conduct applies to all, sets standards for behavior, and covers a focused set of expected positive behaviors. All students are able to fill out an incident report form which can be picked-up and returned to any teacher, counselor, or staff member at any time they feel it necessary.

BOOK BAGS, BACK PACKS AND PURSES

Book bags, backpacks and over-size purses (Young women may not carry purses that are larger than 6" by 3".) **are not allowed in class at any time.** When not in class, students are to keep their books, devices and supplies in their lockers. Book bags, backpacks and devices are NOT allowed in the cafeteria.

BUS

Riding the St. Joseph High School bus is a privilege. Students are expected to observe the rules as indicated by the bus driver.

CAFETERIA

Each student is responsible for maintaining an atmosphere of orderliness and cleanliness in the cafeteria. Students may purchase food and beverages before school and during lunch periods. Food and drink may not be brought outside the cafeteria. Students may NOT purchase food during class time or between classes. Books and/or devices are not permitted in the cafeteria during lunch periods.

CELL PHONES

The unauthorized use of cell phones during the school day will not be tolerated. All cell phones must be turned off during the school day. Any visible unauthorized cell phone use will result in an after school detention. If it continues, the detentions will be changed to a Saturday School. Faculty may issue a grade of zero for an exam to any student visibly in possession of their cell phone during the exam.

CUTTING CLASS

Any student who cuts class will be issued a Saturday Detention and parents will be notified. Students will be given a grade of zero for any missed time and will not be allowed to make-up any work/tests. A student who cuts class a second time will be placed on disciplinary probation. The student may be suspended until a parent conference with the Dean of Students takes place.

DETENTIONS (AFTER SCHOOL)

The Office of the Dean of Students conducts detention on Monday, Tuesday, Wednesday, and Thursday. Detentions will be served within two school days of the day they are issued from 2:45P.M. until 3:30 P.M. Students who cannot serve a detention due to a doctor's appointment must inform the

Dean's office as soon as possible so that other arrangements can be made (documentation is required). Students who skip detention will receive a Saturday Detention. Inappropriate behavior in detention will result in a Saturday School.

DETENTIONS (SATURDAY SCHOOL)

Saturday detention is conducted throughout the school year from 8:00 AM until 11:00 AM. Any student who receives a Saturday detention will come in full dress code and pay a **mandatory \$25.00 fee**. Students who skip Saturday detentions will have an in-school suspension the following week and the Saturday School will be re-issued. Students who skip a Saturday detention may also be placed on disciplinary probation. (See Saturday School Notification for more details.)

DISMISSAL FROM A CLASS

If a student is dismissed from a classroom for disciplinary reason, he/she is to report to the Main Office immediately. A conversation between the teacher and parent must take place within 24 hours to discuss the incident that resulted in the student being sent out of class. If a student is out of class for any other reason, they must have a hall pass from the teacher.

DISCIPLINARY PROBATION POLICY

Students are placed on disciplinary probation at the time they commit a serious infraction of a school rule or at the end of a quarter for which they have a number of less serious infractions of school rules. Parents will meet with the Dean of Students regarding disciplinary probation.

The Administrative Team will meet at the end of each quarter to review students who might be placed on disciplinary probation for the following school year or recommend dismissal from St. Joseph High School.

Students on disciplinary probation who become involved in further disciplinary action may be dismissed immediately from St. Joseph High School.

DRESS CODE

Dress code policy (all):

- The student's current St. Joseph I.D. will be worn around the neck with the school issued lanyard at all times.
- St. Joseph official polo (purchased at School Belles), tucked in at all times; no long sleeves to be worn under a short sleeve polo.
- Black dress pants (Yoga or form fitting pants are forbidden.)
- Black or Brown dress shoes or dress boots; no high heels or wedges; boots must be worn under the dress pants.
- Socks (of any color) must be worn at all times.
- Non-hooded St. Joseph sweatshirts, the St. Joseph red or black monogrammed sweaters, or a solid black cardigan can be worn over the official St. Joseph polo.

Accessory policy (all, unless stated otherwise):

- No hats, bandanas of any kind, sunglasses or neck scarves.
- No visible tattoos
- No neck chains, jewelry or wallets with chains.
- No piercings of any kind except the young women may have a single small stud earring (one in each ear).

Hair (all, unless stated otherwise)

- Hair will be neat and of a natural hair color, no fad styles or carvings into the hair. Young men must have their hair above their collar and cropped short around the sides and on top.
- The only facial hair allowed will be a neat mustache; sideburns must be trimmed to ear length

St. Joseph students will begin the school day in compliance with the dress code. Dress code compliance will be verified by the homeroom teacher and again during each period of the day. In any class, students not in compliance will be issued an after school detention.

ELECTRONIC EQUIPMENT

Students are encouraged to leave all electronic items at home or locked in their school locker. **St. Joseph HIGH SCHOOL is not responsible for lost or stolen items.** Some teachers may at times allow the use of headphones with school issued devices during class. **Headphones, however may never be worn in ears or around the neck in the hallways.** Any visible unauthorized electronic equipment or headphones will result in an after school detention. If it continues, the detentions will be changed to Saturday Schools.

EXPULSION

It may be necessary to expel a student for a single offense against a major school rule or a repetition of any of the offenses for which a student is sent to the Dean of Students. The Principal decides all cases of expulsion.

FIGHTING

Students involved in threatening confrontations of any form (including physical or verbal whether in person or email, text message or social media) will be immediately suspended and placed on probation. Depending on the circumstances, students may be asked to leave St. Joseph High School.

FOOD/DRINK

There is absolutely no food or drinks of any kind allowed in the hallways or classrooms.

GAMBLING / CARD PLAYING

No gambling or game playing especially cards will be tolerated on school premises. Students caught gambling/ playing cards will be subject to detention and possible suspension or expulsion.

GANGS

To ensure a safe, secure learning environment and to help foster an attitude of respect for the rights of others, gang membership and any gang related involvement during school related activities or on school, property is strictly prohibited and will result in expulsion.

GROUNDS FOR DETENTION, SUSPENSION, WITHDRAWAL, EXPULSION

Refusal to comply with school policies regarding student behavior such as those listed below can result in detention, suspension (in school or out of school, at the Dean's discretion) or expulsion.

- Disrespect shown to adults and students
- Excessive dress code violations
- Truancy
- Bus misconduct
- Destruction of school property
- Fighting on or off campus
- Harassment of any kind
- Smoking
- Possession and/or use of alcoholic beverages and/or drugs on school property or at any school activity
- Theft
- Possession of or undisclosed knowledge of weapons on school property
- Violation of student technology policies and/or the internet acceptable use policy
- Gross insubordination
- Other serious misconduct as interpreted by the Dean of Students or Principal.
- The education of a student is a partnership between parents and the school. Just as the parent has the right to withdraw a student, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irre-

trievably broken.

GUM CHEWING

Gum chewing is not permitted at any time during the school day.

HALL PASS

The student is to be present in class during each period. In the rare case when a student requests permission to leave a class, he or she must have a hall pass.

HARASSMENT

Treating others with respect is required of all students at St. Joseph High School. Physical and/or verbal or written abuse of classmates or teachers will not be tolerated and all such cases will be referred to the Dean of Students for appropriate action. Harassment of a person or persons by any St. Joseph student will not be tolerated. Harassment includes, but is not limited to, unwelcome sexual advances of a physical, verbal or written nature, intimidation, name-calling or rumor spreading. Students who engage in such behavior will be suspended or expelled.

HATS/HEADWEAR

Students are required to remove their hats/headwear upon entering the school building. Hats/headwear are not to be worn in any part of the building for any activity unless approved by the Principal. This includes all extracurricular activities and non-school related activities before and after school and on the weekends.

INAPPROPRIATE LANGUAGE

Inappropriate language will not be tolerated. Students who use such language, whether directed at the school, faculty, staff member, or another student will receive appropriate disciplinary action. This includes verbal or non-verbal threats. The following would also be considered violations of school policy:

- Unacceptable use of computers
- Graffiti
- Inappropriate literature/propaganda
- Inappropriate drawings or belongings, etc.

IN-SCHOOL SUSPENSION

If an in-suspension is issued students are to report to school in regular uniform and will be expected to be in the building for the entire school day. Students will be allowed to work on school work in the academic center. They will receive zeros for their rubric grade and any other work will be lowered by two-letter grades.

LOCKERS

Each student is assigned a locker with a school-issued lock. Students are responsible for the content of their locker and the lock. Therefore students should not share lockers or give their combination to any other person. If a student loses his/her lock, he/she must immediately purchase a new one in the Main Office for 10 dollars. The school is not responsible for any missing or lost items.

MEDICATION

All medication must be dispensed through the main office. Any student using medication must have a parent contact the main office by phone and provide documentation with instructions. The school will not dispense any medication without the proper documentation. Any medication taken by a student outside the main office will be considered a violation of the substance abuse policy and consequences will be given.

OUT OF SCHOOL SUSPENSION

If a student is issued an out of school suspension he/she is not allowed to be on school property for any reason that entire day. Students will be issued zeros for any and all work/grades that day and

will not be allowed to make-up any assignments or tests/quizzes.

PRINTING

There are two printers located in the GRC for students to print. Printing is allowed before or after school or during a student's study hall period. Students may not print during passing periods or during a study hall to which they are not assigned.

PROPERTY

The school reserves the right to inspect all school and/or personal property including vehicles parked at St. Joseph High School.

PUBLIC DISPLAYS OF AFFECTION

St. Joseph students will remain respectful at all times. Students may NOT have any physical contact of any kind during the school day on school grounds or on property going to and from the bus stops. This includes but is not limited to hugging, hand holding, and other forms of affection.

SCHOOL CORRIDORS

Students are not to congregate near lockers before school in the morning. They are to put their coats, books, etc. in their locker and clear the corridors. All students are to remain in the school cafeteria while waiting for school to begin.

The corridors are not places of recreation. **School corridors are to be places of quiet passage. Students must keep the tone of the corridors as a place of order and respect.** No loud talking, running, loitering, or unbecoming conduct in word, action or attitude is to take place in the corridors. Should a teacher find it necessary to remind a student of this, he/she may issue a detention to the student for disorderly conduct.

Students are not to congregate in the corridors after school. Students should gather their things from their lockers immediately following the last bell and exit the building or report to the designated after school area. Once students have exited the building, they will not be allowed back into the corridors to go to their lockers.

SEXUAL HARASSMENT

Students may not in any way be inappropriate with other students or faculty or insinuate any sexual inappropriateness in language, gesture, or any communication. Students may not touch other students or threaten to touch other students. Sexual harassment of any kind may result in expulsion.

STUDENT PARKING

Cars driven to school by students must be registered with the Dean of Students before the car can be parked on campus. **Permits must be purchased by September 2nd.** Parking permits are issued on a first come first served basis. The fee for a parking permit is \$100 for the school year. The parking permit must be displayed from the car's rear view mirror. Cars not displaying a valid permit or cars parked illegally may be towed at the owner's expense. Parking permits are not transferable and cannot be shared. More than one car can be registered but the permit must be on display for the car parked on campus. The permit displays the range of parking spot numbers that students are allowed to park in. All other spots are reserved for faculty, staff and visitors.

St. Joseph High School reserves the right to inspect all cars parked on school property. Additional parking regulations are provided to students when permit is issued. As a courtesy to our neighbors, we kindly ask that you avoid parking in front of our neighbor's homes along Mayfair and Dorchester.

STUDY HALL

Study halls are held during each period of the day and are a place for SILENT study. Students will be given assigned seats and are not allowed to talk, play games or sleep during this period. Study hall provides an opportunity for study, review, and reading for enrichment.

SUBSTANCE ABUSE

St. Joseph High School strongly believes that the abuse of drugs and alcohol are counterproductive to the Christian, social and academic climate of the school. In order to create a safe environment for all of our students, St. Joseph High School will not tolerate the transportation, sale, use or possession of drugs or alcohol on school property. Any violation or suspected violation of these regulations may result in suspension, expulsion or police notification, depending upon the severity of the particular case. Arrangements for a conference with the parents will be made upon violation of these regulations. Counseling in a school approved drug or alcohol program may be required, depending upon the circumstances. This policy also applies to all school related functions, whether home or away.

TARDINESS TO CLASS

Students who are tardy to class must report directly to their assigned class. Teachers will issue a Dean's detention on the student's fourth tardy and apply any other consequences based on the teacher's classroom policies as listed in their syllabi.

TARDINESS TO SCHOOL

Students who are tardy to school must report directly to the Main Office. Failure to do so will result in a Dean's detention.

Action

4th Tardy
file)

5th, 6th, 7th, & 8th tardies

9 or more tardies

Consequence

Email to parent (or letter home if we do not have a parent email address on

Dean's detention.

Saturday Detention for each one

When a student arrives late to school, he/she is to report to the main office for an admit slip. **Since the student is allowed four tardies per semester without consequences, there are no excused tardies for eventualities such as car problems or other personal difficulties.**

If a student is tardy for more than half of his/her first period class and beyond, then the policies and procedures for absences and attendance will apply. Failure to follow these procedures may result in the same consequence as cutting class.

THEFT

If a student is found stealing at St. Joseph High School, the merchandise or cash value must be returned. The student will be subject to disciplinary action and/or expulsion. A conference with the parent may be required.

TOBACCO

The use and/or possession of tobacco are not permitted on school property or within one mile in any direction of the school. Smoking on school buses is against school rules. Violators will receive an out of school suspension. On a second offense, violators will be placed on a disciplinary contract and/or maybe asked to leave St. Joseph High School immediately.

VANDALISM

Students caught vandalizing school property will be held financially responsible for the damage done. Students may also be held accountable for working with the maintenance staff to repair the damage. Depending on the severity of the damage and the student's discipline record, the student may be brought before the discipline board and or expelled from St. Joseph High School.

WEAPONS

All forms of weapons clearly are a hazard to a safe learning environment and to the welfare of human beings. A student in possession of a weapon, a toy weapon or a look-a-like weapon and/or a student who has undisclosed knowledge of a weapon on school property will be subject to immediate expulsion.

TECHNOLOGY POLICIES

Revised May 2017

St. Joseph High School provides all students an innovative education to prepare them with skills for a digital world. Students use technology to solve problems, complete projects, and creatively extend their abilities. St. Joseph's Technology Standards for Students help students prepare to work and live in, as well as contribute to a changing world.

These standards identify several higher-order thinking skills and digital citizenship as critical for students to learn effectively for a lifetime and live productively in our emerging global society.

The student technology standards of St. Joseph High School include the building of skills in the following areas:

- **Creativity and Innovation**
- **Communication and Collaboration**
- **Research and Information Fluency**
- **Critical Thinking, Problem Solving, and Decision Making**
- **Digital Citizenship**
- **Technology Operations and Concepts**

DEVICE MAINTENANCE AND REPAIR

St. Joseph High School is a Lenova approved self-maintenance site. The repair center is located in room 111. It is open from 7:30 am-3:00pm during school days.

If you have problems with your device, stop by before or after school or during lunch.

If you need to come during the day, please check with your teacher first, and let your teacher decide if the device is needed that period or whether you need to miss class to have your device repaired or wait till after school.

LOST OR STOLEN DEVICES

Families are expected to insure their students' devices and accessories for loss or theft through their homeowner's, renters or separate rider coverage. In the event of a loss or theft, the family will be required to reimburse the school for the loss of the device and/or accessories before a replacement device is provided under the on-going lease (applies to Seniors only). (A copy of the LOST DEVICE POLICY can be obtained from the Business Office.)

PURCHASE OF STUDENT DEVICE

Per the contract signed at registration.

REPAIR CENTER PROCEDURES

- Depending on the issue, most repairs can be completed in one day. Devices are repaired on a first come first served basis.
- A loaner device may be assigned to a student during the repair process. Loaner devices are NOT given to students who have abused or damaged their devices unnecessarily: cracked screens, cracked/damaged hinges or damage to the physical casing.
- Every attempt is made to complete repairs as quickly as possible. Students should check on the status of their device on a regular basis.

SECURITY OF DEVICES AND DISCIPLINARY ACTION

Students must take responsibility for the safety and security of their devices. Devices should never be left unattended. If not in use, a student's device should be locked in his/her locker. Do not leave devices in an athletic locker. **St. Joseph High School is not responsible for lost or stolen devices whether on or off school grounds.**

A student suspected or found to have stolen a device will be immediately suspended from St. Joseph High School, and referred to the Dean of Students.

Students must adhere to the Internet User policy. Students who use their devices in violation of this policy will be subject to disciplinary action.

STUDENT INFORMATION

Students should charge their battery before coming to school each day and should always carry their charger with them.

Each device and case is marked with the student's name and ID number, which may NOT be removed.

WARRANTY VS. STUDENT COST

If manufacturer defect or normal wear and tear causes a problem, then most items will be covered under the warranty during the four years at St. Joseph. However, if the device is abused or not taken care of in the proper fashion, the manufacturer may not give warranty coverage. At that point, any expenses incurred will be charged to the student account.

Examples of non-warranty damage:

Dog chewed through AC Adaptor cord. Excessive damage due to improper care, negligence, misuse and/or spill damage will void the warranty

Any lost ac adapter is not covered under the warranty and must be purchased by the student.

INTERNET ACCEPTABLE USE POLICY

All use of the Internet shall be consistent with St. Joseph's goal of promoting educational excellence by facilitating responsible, respectful sharing of resources, innovation and communication. Guidance and instruction will be provided and required for each individual granted Internet access through the school.

This policy does not attempt to state all required and/or unacceptable behaviors by users. However, some specific examples are provided. The failure of any user to follow the terms of the Acceptable Use Policy for Internet Access will result in the loss of privileges, disciplinary action and/or appropriate legal action. The signature(s) on the Parental Permissions/Approval form is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

TERMS AND CONDITIONS

- 1. Acceptable Use** - Access to the Internet at St. Joseph High School must be for the purpose of education or research and be consistent with the educational objectives of the school.
- 2. Privileges** - The use of the Internet at St. Joseph High School is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. St. Joseph High School will make all decisions regarding whether or not a use has violated this policy and may deny, revoke or suspend a student's privileges at any time. The decision of St. Joseph High School is final.
- 3. Unacceptable Use** - You are responsible for your actions and activities involving the network. Some examples of unacceptable use are:
 - Using another student's device, removing items from another student's device case, or otherwise mistreating equipment assigned to another student.
 - Using the network or device for illegal, inappropriate, or obscene purposes or in support of such activities.
 - Using the Network or device for any illegal activity, including violating such matters as institutional or third party copyright, license agreements, and other contracts.
 - Sharing a password with anyone. If a password has been compromised or lost, immediately notify the Technology Director, teacher, or school administrator.
 - Unauthorized downloading of software.
 - Playing games in class or study hall.
 - Forging electronic mail messages, or using an account owned by another student.

- Uploading or creating computer viruses or malicious software.
 - Using the St. Joseph High School network for private or commercial gain, or fraud.
 - Accessing or attempting to access any network device other than those explicitly provided for student use.
 - Degrading, damaging, or disrupting technology equipment or system performance.
 - Invading the privacy of individuals.
 - Posting material authored or created by another without his/her consent.
 - Posting anonymous messages.
 - Using the network for commercial or private advertising.
 - Accessing, submitting, posting, publishing or displaying defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material.
 - Using the network while access privileges are suspended or revoked.
 - Lending his/her device to another student for use. Students must use only the specific device assigned to each of them.
 - Using any other electronic devices to gain access to the internet which is NOT connected to the school network.
4. **E-mail** - Network users at St. Joseph High School are provided an E-mail account. Messages are retained in the recipient's E-mail folder until the recipient deletes them. Users are expected to remain within allocated disk space and delete E-mail or other material that takes up excessive space. St. Joseph High School may remove messages if the need arises. Electronic communications are not private, and St. Joseph High School has the right to investigate individual E-mail and/or network user folders. The following E-mail practices are specifically prohibited, although this list is not exhaustive:
- Sending a "flame"- verbal attack in electronic form.
 - Sending "spam"-unsolicited E-mail message sent to a large number of recipients.
 - Sending "junk" E-mail-an unsolicited commercial electronic E-mail.
 - Sending an electronic chain letter.
 - Using an anonymous re-mailer.

Mass emails to students/faculty must be pre-approved by the Dean, and authorization by the Dean must be on the email.

5. **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- Be polite.
 - Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - Do not reveal the addresses or telephone numbers of students or colleagues.
 - Recognize that electronic mail (e-mail) is not private. Messages relating to or in support of illegal activities may be reported to the authorities.
 - Do not use the network in any way that would disrupt its use by other users.
 - Consider all communications and information accessible via the network to be the property of St. Joseph High School.
 - Your signature tag should contain your name only.
6. **Personal Safety** - For your own benefit, observe the following precautions:
- Do not post personal contact information about yourself or other people. This information includes, but is not limited to, your address, telephone number, work address, etc.
 - Information placed on sites such as "facebook.com" is public knowledge. Students with

information, pictures or language contrary to St. Joseph High School policy on such a site are subject to disciplinary action.

- Do not agree to meet with someone you have met on-line.
 - Disclose to your teacher, counselor or classroom supervisor any message you receive that is inappropriate or makes you feel uncomfortable.
7. **Security** - Network security is a high priority. If you can identify a security problem on the Internet, you must notify a member of the school administration. Do not demonstrate the problem to other users. Attempts to log-on as someone other than you will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. **Vandalism/Harassment** - Vandalism and/or harassment will result in cancellation of privileges and disciplinary action will be taken. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or any other network. This includes, but is not limited to, the uploading or creation of computer viruses. Harassment is defined as the persistent annoyance of another user or the interference in another's work. This includes, but is not limited to, the sending of unwanted e-mail.
9. **Social Network Use** - St. Joseph High School students who display illegal, harassing, or other inappropriate messages on any social networking site are subject to disciplinary consequences, which may include suspension, probation, loss of use of technology at school, expulsion, or other consequences including legal action.
10. **Consequences of Violating Internet Acceptable Use Policy** - St. Joseph High School has the right to restrict or terminate network access at any time for any reason. St. Joseph High School also has the right to monitor network activity in any form it sees fit to maintain the integrity of the network. The following consequences may also be applied if action is warranted:
- Suspension of network access
 - Suspension of device rights
 - Detention and/or Saturday school
 - School suspension
 - Referral to the Dean; and/or legal action and prosecution by local, state, or federal authorities.

The Principal reserves the right to amend this policy as needed.

FINANCE

DELINQUENT TUITION ACCOUNTS

Any account not paid according to the agreed upon schedule will be considered delinquent. Delinquent accounts may result in any or all of the following:

- Students may be withheld from school;
- Students will be precluded from participating in any extracurricular activities;
- Students will not be able to sit for exams;
- Withholding of grades and report cards;
- Students will not be allowed to participate in the graduation ceremony;
- Students will not be readmitted for the next term if the account is still delinquent as of August 1st;
- Accounts may be sent to collections.

If the account is delinquent for more than 5 school days St. Joseph High School reserves the right to begin the withdrawal process.

FEES

Required Fees/Obligations		Discretionary Fees	
Fundraising Obligation	\$500.00	Late	\$35.00
Book	\$450.00	NSF/Returned Payment	\$30.00
Technology Fr.-Jr. only	\$300.00 + the one time cost of the device	Sport (per sport)	\$100.00
Seniors. only	\$645.00		
Retreat Fresh. & Soph. only	\$60.00	Kairos Seniors only	\$250.00
Retreat Juniors only	\$200.00	Device Buyout Seniors only	\$1.00
Graduation Seniors only	\$150.00	Additional Fees/Fines Per consequence/occurrence	Varies
Processing Fee Per payment	\$30.00		

FINANCIAL ASSISTANCE

Limited financial assistance is available from Saint Joseph High School for those families that qualify. Completed applications for assistance must be made by March 31st. Financial aid will be prioritized for those families that meet the March 31st deadline. Families must reapply for assistance each year and students must meet the following qualifications:

- Participate completely in the student work program;
- A minimum 2.0 GPA;
- In good financial standing as determined by the Business Office;
- Good discipline record and attendance as determined by the Dean of Students.

REGISTRATION FEE

A registration fee of \$400.00 is required. In order to remain eligible for scholarships and/or financial aid this fee must be paid by the due date as stated in the spring 2018 registration letter. This is a non-refundable and non-transferable and is not applicable to tuition. It covers the processing of student records and the administrative costs of scheduling.

SCHOLARSHIPS

Saint Joseph High School's scholarships recognize young men and women, who excel as leaders and demonstrate these qualities at their school, church or other community organizations. At the time of the entrance exam students were selected for this/these scholarships: Presidential, Tomorrow's Leaders, Charger Community, Honors, and/or St. Joseph. Scholarships are renewable provided that the student has maintained the following criteria:

- Active in extracurricular activities;
- A minimum 2.5 GPA;
- Completion or near completion of the ten required service hours per year as determined by the Community Service Hour Coordinator;
- In good financial standing as determined by the Business Office;
- Good discipline record and attendance as determined by the Dean of Students.

TUITION PAYMENTS

Tuition is payable in one of four plans: 1.) Annual; 2.) Semester; 3.) Quarterly; 4.) Monthly.

Families choose their payment plan by completing the tuition contract. Families are encouraged to have tuition payments withdrawn automatically via credit card or debit card. The school will accept cash, money order, credit or debit cards and personal checks (checks aren't accepted within the last 2 weeks of a semester) with approval of the Business Office. All the payments are to be made payable to Saint Joseph High School. Any returned payments will be assessed an NSF and a \$35.00 late fee. Parents are required to submit alternative payment within five days of a returned payment.

Your monthly payments include tuition, based on your contract, and the required fees/obligations but does not include any discretionary fees (Kairos, sport, technology replacement, NSF and late fees) which will need to be paid within the month they are charged to your account.

TUITION REFUNDS

In the event of a student withdrawal, tuition will be charged through the end of the current quarter. All other fees and obligations listed on the fee sheet are non-refundable.

*If there are discrepancies between Financial Section and your contract, the contract language will prevail.

INFORMATION FOR PARENTS

BOOSTER CLUB

The purpose of the club is to develop sportsmanship and to assist the athletic program financially, physically, and through public relations.

GUIDANCE AND COUNSELING DEPARTMENT SERVICES

The Guidance and Counseling Department of St. Joseph High School provides services and programs to address the academic, college and career, social and emotional needs of students.

The Guidance Department is committed to providing each student with information, support and guidance necessary to become self-confident.

INSURANCE FOR TECHNOLOGY

St. Joseph High School URGES each family to include their son/daughter's device on their homeowner's or renters insurance. Please contact your individual insurance agent or broker for more information.

PARENT CLUB

The purpose of the Parent Club is to support the educational aims and ideals of St. Joseph High School as set forth by the Christian Brothers, the lay faculty, staff and administration and to work for the betterment of all St. Joseph students.

All parents are members, by virtue of the commitment they make, when they send their son or daughters to St. Joseph High School. As a result, they are encouraged to engage in the varied and interesting club activities in order to:

1. Obtain information on the school
2. Meet and interact with faculty and staff
3. Meet and interact with other parents
4. Assist the faculty in obtaining the best possible educational aids for their students.

To become an active member, please call 708.562.4433x166 to speak to the Parent Club moderator. For those who become active members, the Parents' Club carries with it many other benefits in addition to those listed here.

STUDENT ACCIDENT PLAN

St. Joseph High School participates in (and pays premiums for) the Christian Brothers Student Accident Plan. This program is designed to reimburse parent/guardians for out-of-pocket medical

expenses incurred by a student as a result of a school-related accident, after payment consideration by the family's primary health coverage.

It is required that the Business Office be notified immediately of any injury and that an accident report is completed.

STUDENT ACTIVITIES/FACILITIES

ATHLETIC TEAMS

St. Joseph High School is a member of the Illinois High School Association (IHSA), the Chicago Catholic League (CCL) and the Girls Catholic Athletic Conference (GCAC). St. Joseph participates in interscholastic competition in the following sports:

CCL

- Baseball
- Basketball
- Bowling
- Cross Country
- Football
- Golf
- Indoor and Outdoor Track
- Soccer
- Tennis
- Volleyball
- Wrestling

GCAC

- Basketball
- Bowling
- Cheerleading
- Cross Country
- Dance Team
- Golf
- Indoor and Outdoor Track
- Soccer
- Softball
- Tennis
- Volleyball

ATHLETIC FACILITIES

The ball fields and gymnasium exist primarily for use by the St. Joseph athletic programs. The request for the use of these facilities should be submitted to the Athletic Director for approval.

CO-CURRICULAR ACTIVITIES

Co-curricular activities are an important part of a student's high school experience. It is through participation in these various activities that students add an appreciation of their talents and aptitudes. St. Joseph recognizes a student's participation in extracurricular activities as vitally important to the development of a sense of pride. It is often the case that a student who becomes involved in activities generally develops a more serious attitude toward their studies. Students are encouraged to become involved in some of the co-curricular activities listed here.

- | | |
|-------------------------|------------------------------|
| Chess Club | Peer Ministry |
| Eucharistic Ministry | Student Council |
| Lasallian Youth | Students for Peace & Justice |
| National Honors Society | Yearbook |
| Newspaper | |

St. Joseph reserves the right to add and drop Athletic, Co-curricular and Intramural offerings and programs without notice. Students interested in starting a club or activity not listed should put together a description of what they are interested in starting and make an appointment to see the Principal regarding their ideas.

STUDENT COUNCIL

The Student Council is the official representative of the student body in making its views known to the faculty and administration. It assists the administration in the management of the student activities within the school.

ATHLETIC POLICIES

ACADEMIC ELIGIBILITY

Participation in athletics is a privilege, not a right. St. Joseph High School and the IHSA have rules that must be followed in order to be eligible to participate in sports. The IHSA's rules have been adopted by the high schools which are members of the IHSA as part of the Association's constitution and by-laws. St. Joseph High School, as a member of the IHSA, has adopted these rules and by-laws.

Under the provisions of IHSA Bylaws, it is required that academic eligibility is checked each week to determine if a student is eligible to participate in athletics. (Bylaw 3.021).

At St. Joseph High School, a student may not fail more than one subject during each weekly eligibility period. A student who receives two or more failures is ineligible to participate in IHSA sanctioned athletic contests, but may participate in weekly practices.

Most important to note is that eligibility is determined by a student's performance on a CUMULATIVE BASIS, from the beginning of a semester through the date on which the check is made.

St. Joseph High School conducts this weekly check every TUESDAY. Student eligibility or ineligibility is then effective IMMEDIATELY. The student remains eligible or ineligible through the following MONDAY. A student who becomes scholastically ineligible by the weekly eligibility check remains ineligible for one full calendar week before possibly becoming eligible again.

ATHLETIC FEE

There is a \$100.00 athletic fee for EACH sport in which a student participates during a given school year. Fees will be added to the student's tuition bill. A separate permission form is required for EACH sport a student plays.

ATTENDANCE

1. You must represent only St. Joseph High School. Participation on a cooperative team of which St. Joseph High School is a member is acceptable.
2. You must be enrolled and attending classes in St. Joseph High School no later than the beginning of the 11th school day of the semester.
3. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have athletic eligibility.
4. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester.
5. You must be in attendance at school at least 4 full class periods to participate in a game or practice on that day. Excused absences will only be granted by the Principal or Dean of Students.

MISBEHAVIOR DURING CONTESTS

1. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
2. If you are ejected from a contest for un-sportsmanlike conduct, you will be ineligible for your team's next contest.

You are also subject to other penalties.

PHYSICAL EXAMINATION

You must annually have placed on file a certificate of physical fitness, signed by a licensed physician, in order to practice or participate in interscholastic athletic competitions and practices. This exam is good for one year from the date of the exam. All student athletes will be required to sign an IHSA Steroid Testing Consent Form.

SCHOLASTIC STANDING

1. At St. Joseph High School, if you receive two or more failing grades you are ineligible to participate for one week in IHSA sanctioned athletic contests, but may participate in practices. Each week a new eligibility check will be taken.
2. You must have passed and received credit toward graduation for twenty (20) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester. At St. Joseph High School, if you fail one course during any semester you are ineligible to participate in interscholastic athletics practice and competition for the entire following semester.

SPORTSMANSHIP

One of the goals of interscholastic athletic competition is to teach important values while enriching the educational experience of the students of St. Joseph High School. Good sportsmanship is certainly one of these important values, and as a result, promoting good sportsmanship is clearly one of our highest priorities.

Good sportsmanship is the attitude and behavior that exemplifies positive support for the interscholastic athletic programs of St. Joseph High School and the interscholastic athletic programs of their competitors, as well as for the individuals who participate in such programs. Those involved in all facets of the interscholastic athletic program, student athletes, parents, spectators, coaches and spirit groups, are expected to demonstrate respect for others and display good sportsmanship.

STUDENT ATHLETES USING SOCIAL MEDIA (MYSPACE, FACEBOOK) TO POST PICTURES OR IMAGES INVOLVING ATHLETES AND ANY ILLEGAL SUBSTANCE OR ACTIVITY MAY RESULT IN A SUSPENSION, OR EXPULSION FROM SPORTS, AS WELL AS ST. JOSEPH HIGH SCHOOL.

UNIFORMS

Sports team uniforms are the property of St. Joseph High School, and thus must be returned immediately following the end of each sport's season to avoid financial penalties