



# PARENT/STUDENT HANDBOOK 2018-2019

*Striving to form the  
MINDS,  
HEARTS, AND  
SOULS  
of its students in the  
likeness of Christ*

# ST. JOSEPH'S

CATHOLIC SCHOOL

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**Directions to St. Joseph's Catholic School:** Off Interstate 85, take exit 48A, Laurens Road/Highway 276 East and head towards Mauldin. Travel east ½ mile to the traffic light (intersection of Laurens Road & Fairforest Road). Turn right at the traffic light onto Fairforest Road. At the traffic light, turn right onto Ridge Road. Turn at the third right onto St. Joseph's Drive. The St. Joseph's Catholic School campus will be on your right. Take the first driveway on your right and proceed to visitor parking and enter at Burgess Hall.

St. Joseph's Catholic School is a non-profit 501 C (3) corporation run by a lay board of trustees. It is a private, Roman Catholic, co-educational, college-preparatory day school recognized and approved by and within the Diocese of Charleston. St. Joseph's Catholic School does not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of its educational policies, admissions procedures, financial aid/scholarship awards, and/or any other school administered programs.

*The information in this book was the best available at press time. St. Joseph's Catholic School reserves the right to change or amend this Parent/Student Handbook as necessary for the good of the school. Parents and Legal Guardians will be informed of any changes in a timely manner. Changes and additions will be announced in the "News & Notes," posted on the school website, and announced in school assemblies.*

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# ST. JOSEPH'S

CATHOLIC SCHOOL

Dear Parents and Students:

Welcome to the 2018-2019 school year!

As the Catholic Church has repeatedly affirmed, parents are the primary educators of their children. As one recent document explains:

Parents have the original, primary, and inalienable right to educate their offspring in conformity with the family's moral and religious convictions. They are educators because they are parents. At the same time, the vast majority of parents share their educational responsibilities with other individuals and institutions, primarily the school. (*The Holy See's Teaching on Catholic Schools*, p. 9)

The faculty, staff, and I are pleased that you have chosen to share your responsibility of educating your sons and daughters with St. Joseph's Catholic School. Few partnerships are more important than that of a Catholic school and its parents, for the very minds, hearts, and souls – indeed the ultimate destiny – of the young we educate are at stake.

St. Joseph's Catholic School proposes that Christ is the Alpha and Omega (the origin and destiny) of all creation and each person's unique existence. This proposal is made in every aspect of the life of the school: in all the classrooms, on the athletic fields, the fine arts stage, and in the myriad of social and co-curricular activities offered by the school.

This handbook defines the expectations and policies of the school's partnership with its parents and students. I ask that both students and parents carefully read the handbook in its entirety and then sign and return the agreement form included in the back of the book.

All the best to you in the new school year...

With love and prayers,



Keith F. Kiser  
Headmaster

# General School Information

## **Our Beginnings**

St. Joseph's Catholic School was born as the result of a 40-year effort to bring a Catholic high school to the Upstate area of South Carolina. Nine civic-minded individuals, referred to as the SJCS "founders," took that first leap of faith in 1993 to open the school with just 13 students in the ninth grade and only \$800 in the bank. Although the school began in a small house on Augusta Road donated by a Lutheran Church, within six months of opening, the Board of Trustees had purchased a 16,000 square foot facility, renovated it with volunteer labor, and relocated to 800 East Washington Street.

Slowly, the list of accomplishments and achievements began to grow. The Board and Steering committees were reorganized to include more than 50 volunteers; a Development Council was established; and fundraising materials and newsletters were distributed raising over \$100,000. The school became accredited by the South Carolina Independent School Association (SCISA), and forty-seven students were enrolled for the second year. A grade was added every year so that by September 1996, the school had a complete four-year high school program. In May 1997, the founding class graduated with acceptances to colleges and universities around the country, most notably Notre Dame, Vanderbilt, Ball State, Clemson, and USC.

On August 15, 2000, on the current campus of St. Joseph's Catholic School, The Most Reverend Robert J. Baker, Bishop of the Diocese of Charleston, signed the official agreement recognizing St. Joseph's Catholic School as a school approved by and within the Diocese of Charleston.

On August 24, 2003, the doors of our Middle School opened for the first time with 56 students enrolled in 6<sup>th</sup> and 7<sup>th</sup> grades. Today the school has over 650 students enrolled in grades 6-12, along with over eighty faculty and staff members. The school has been consistently recognized by the Catholic High School Honor Roll as one of America's best Catholic High Schools in both academic excellence and Catholic identity. The school provides a rigorous liberal arts curriculum with challenging College Preparatory, Honors, and Advanced Placement classes in co-educational high school instruction and single-gender middle school instruction. The school's spiritual environment, rooted in the teachings of the Catholic Church, helps to create a joyful, Christ-centered school in which students can learn and grow. St. Joseph's also offers more than 100 co-curricular sports, fine arts activities and clubs, in addition to a strong community service component. The school, which has a 100% college acceptance rate, has produced a multitude of National Merit Finalists and State Championship Sports Teams.

## **School Patron**

God chose St. Joseph as the Protector and Provider of Jesus and Mary. By our faith and confidence in Jesus our Savior, we entrust our school to St. Joseph's fatherly intercession, and we ask him to protect and provide for our school as he did for the Holy Family. St. Joseph's Catholic School gives special honor to its patron on two feasts of the Church. On March 19, the Solemnity of St. Joseph, Husband of Mary and foster father of Jesus, we celebrate the Patronal Feast of St. Joseph's Catholic School and honor St. Joseph's role in God's redemptive plan. On

May 1, the Feast of St. Joseph the Worker, we honor St. Joseph as the model worker who achieved sanctity by faithfully doing the work God gave him to accomplish.

### **Mission Statement**

St. Joseph's Catholic School is a private, Roman Catholic, co-educational, college-preparatory day school recognized and approved by and within the Diocese of Charleston. St. Joseph's seeks academic excellence and strives to form the minds, hearts, and souls of its students in the likeness of Christ.

### **Standing Tenets**

St. Joseph's Catholic School will . . .

- ❑ Create a joyful Catholic school culture rooted in the sacramental life of the Church.
- ❑ Pursue a rigorous, liberal arts curriculum designed to develop a Catholic/Christian vision of the world, of life, of culture, and of history.
- ❑ Provide students of college-preparatory abilities with the knowledge and skills necessary to succeed in higher education and in life.
- ❑ Encourage students to participate in co-curricular activities which complement and enrich their academic studies.
- ❑ Welcome students of other religious backgrounds in an atmosphere of Christian love.
- ❑ Nurture each student's awareness of his or her unique God-given vocation and foster his or her desire to live-out that call for the glory of God and for the good of others.

### **Religious Character**

The religious character of the school pervades and vitalizes all its aspects through formal teaching, moral example, common prayer and worship, and family support. In fidelity to the Church's Magisterium, St. Joseph's teaches the doctrine of the Roman Catholic Church as presented in the *Catechism of the Catholic Church* and other Church approved texts. Students are urged to become aware of the needs of others in the St. Joseph's family and the broader community and to respond in service.

### **The School Prayer**

An integral aspect of St. Joseph's Catholic School is the central role the faith of the Church plays in our daily life and routine. Every student receives daily religious instruction.

*Glorious Saint Joseph, spouse of the Immaculate Virgin and Foster-Father of Jesus Christ, obtain for me and all the members of my family, a pure, humble, and charitable mind, and perfect resignation to the Divine Will. Be my guide and model throughout life that I may merit to die as you did in the arms of Jesus and Mary. Help us, Saint Joseph, in our earthly strife, to fulfill our responsibilities and ever to lead a pure and sinless life. Amen.*

### **The School Hymn**

*All that is noble, all that is good. Nothing unworthy of purest knighthood. Aiming the highest, seeking the best. Ever undaunted, pursuing the quest. We're the Knights of St. Joseph. We follow His rule. Provided for and strengthened by His love. To serve our*

*loving God is our motto. He is first in our hearts and He's first in our school. Glory to God, Glory to God, Glory to God. He's the first in our school.*  
–Mrs. Ruby Jones

### **The School Colors**

The school colors are royal blue and white.

### **Board of Trustees, Administration, and Faculty**

Please see the school website for an up-to-date listing.

### **Accreditation and Affiliations**

St. Joseph's Catholic School is accredited by AdvancEd/Southern Association of Colleges and Schools.

In addition, the school holds membership in or is affiliated with the following organizations:

- ❑ The National Catholic Education Association
- ❑ The National Association of Private Catholic and Independent Schools
- ❑ The Palmetto Association of Independent Schools
- ❑ The College Board
- ❑ National Association of Secondary School Principals
- ❑ Southern Association of College Admissions Counseling
- ❑ South Carolina Independent School Association
- ❑ Independent School Management

### **Hours of Operation**

*School Office:*

|                                    |                   |
|------------------------------------|-------------------|
| Monday; Tuesday; Thursday; Friday: | 7:30 AM – 4:00 PM |
| Wednesday:                         | 7:30 AM – 2:00 PM |

*School Store:*

Open daily prior to morning Household, during lunch, after school until 3:30 PM (1:30 PM on Wednesdays).

*Cafeteria:*

Cafeteria is open daily from 7:30 AM to 7:48 AM. Lunch is served during 4<sup>th</sup> period (Middle School Lunch) and 5<sup>th</sup> period (High School Lunch). The Cafeteria reopens after school at 3:00 PM and closes at 4:00 PM except Wednesdays when it is open from 1:15 PM to 2:00 PM.

### **Sacraments**

Eucharistic Adoration:

|           |                     |
|-----------|---------------------|
| Thursday: | 10:00 AM – 12:15 PM |
|-----------|---------------------|

Daily Mass:

|         |          |
|---------|----------|
| Monday: | MS Lunch |
|---------|----------|

Tuesday: HS Lunch  
Thursday: Study Help  
Friday: MS Lunch

All School Mass Wednesday: 10:23 AM

Confession:

Monday: HS Lunch  
Tuesday: MS Lunch  
Thursday: 3:30-4:00 PM (Faculty/Staff Confessions)

### **Hours of Supervision**

The hours of supervision on campus are from 7:30 AM to 3:15 PM on all school days except Wednesdays. On Wednesdays, the hours of supervision are from 7:30 AM to 1:30 PM.

High School students arriving each morning should enter the building through the Student Entrance adjacent to the Faculty/Student parking lot. Students arriving prior to 7:40 AM should gather in the senior commons until the first bell rings that signals the beginning of morning household. Middle School students should enter the building via the cafeteria doors nearest to the gym and remain there until the 7:40 AM bell. All students must be present in their Household no later than 7:50 AM.

**Note:** Parents should **not** drop students off before 7:30 AM, as there is no supervision available. Middle School students who are dropped off before 7:30 AM because of a family emergency should be dropped off at the high school entrance. The doors to all school entrances will automatically lock at 7:50 AM. Students arriving late (after 7:50 AM) must enter school via the Burgess Hall Administration entrance and obtain a late pass from the Front Office.

**All students should depart campus no later than 15 minutes after their final class or activity.** All students on campus after that time must be under the direct supervision of a teacher or coach. Students remaining on campus unsupervised and/or without permission **must** go to the Late Stay Program to await transportation home. Unsupervised students wandering campus after 3:20 PM are subject to disciplinary action.

The school office will be closed on all school holidays and during the annual summer shutdown in July. Shortened summer hours are in effect for parts of June, July, and early August. Please refer to the school newsletter or call the school at (864) 234-9009 for the exact hours of operation during the summer months.

### **Late Stay Program**

Parents may make arrangements with the school to participate in the Late Stay Program in the event they cannot pick up their children at the end of the school day. The program is available for a fee from **3:15 PM** to 6:00 PM during regularly scheduled class days, and from **1:30-6:00 PM** on Wednesdays. Late stay charges of \$3.50 per hour (non-pro-rata) will be billed to the student's tuition and fees account and are due monthly. A past due account must be paid in full before the child may continue in the program. Reservations for students who wish to use the

program may be made by completing the Late Stay Form and sending it to the school receptionist. The Late Stay Program closes promptly at 6:00 PM. A late charge of \$1.00 per minute will be billed for students not picked up on time.

Students wishing to consume snacks during late stay have three options. They may bring a snack from home, purchase items from the School Store (open to 3:30 PM), or purchase food from the cafeteria dining service (Flik) on an a la carte basis. Cafeteria food for Late Stay students will be available until 4:00 PM on Monday, Tuesday, Thursday, and Friday, and until 2:30 on Wednesday. Student accounts will be billed for late stay snack purchases. **Note:** Any student not under the direct supervision of a teacher or coach fifteen minutes after dismissal is required to go to Late Stay.

### **Late Stay Pickup**

Students attending the school's Late Stay program can be picked up at the Cafeteria door in the Middle School Parking area between 3:30 PM and 6:00 PM (1:45 PM and 6:00 PM on Wednesdays).

### **Weather-Related School Closings**

Please listen to local television and radio stations, call the school and listen to the announcement on the phone, or visit our website regarding school closing or delay information due to inclement weather. St. Joseph's Catholic School will make decisions **independent of Greenville County schools** and will post closings and delays normally by 6:30 AM.

### **Emergencies**

#### **Fire/Emergency Drills**

Fire and tornado drills, at regular intervals, are required by law and are an important safety precaution. It is important that students become familiar with the fire evacuation plan posted in each room. When the fire alarm sounds, students will stand and leave the room **silently and in an orderly fashion**. Running is not permitted. Students are to be silent during a fire drill and are to re-enter the building quietly. No one is to return to the building until the Headmaster gives the signal.

### **Teacher Absence**

If a teacher fails to arrive for a scheduled class once the bell has sounded, all students should remain quiet and seated. After five minutes of absence, the students should inform a teacher in an adjacent classroom. That teacher will alert the front office of the room number and absence via the intercom.

### **The Privilege of Attending St. Joseph's**

Admission to St. Joseph's Catholic School is a privilege, not a right. Students who attend St. Joseph's must realize that with this privilege come duties and expectations, both academic and behavioral. The people of the Upstate look to St. Joseph's students to conduct themselves in public places in a manner indicative of the education and formation they are receiving at St. Joseph's. Therefore, St. Joseph's Catholic School students are expected to conduct themselves in an appropriate and well-behaved manner at all times.

## **Study Habits**

Every student is the principal agent of his or her own education. Thus, students who are motivated, independent, and organized are the ones who have been and will continue to be most academically successful at St. Joseph's. These characteristics can be encouraged and taught, but they cannot be substituted if a student desires genuine excellence. Hence, each student who desires excellence is expected to:

- ❑ Bring all necessary materials to each class every day
- ❑ Pay attention in class, keep a notebook, and participate according to the teacher's expectations
- ❑ Ask questions to clarify points of instruction or to prevent misunderstanding
- ❑ Accurately record homework assignments before leaving class
- ❑ Complete all homework, plan effectively for completing work, and use study hall time productively
- ❑ Make effective use of the student day planner
- ❑ Strive for nothing less than his or her best

## **Books**

Students are required to purchase the books they will need for class. They can purchase these books from MBS Direct. Students are encouraged to write their names in all of their books and notebooks as soon as they purchase them.

## **Personal Property**

Even though St. Joseph's has cultivated an environment of trust, particularly through its honor code, students are cautioned not to bring large sums of money or valuable objects to school. Students should keep track of their belongings at all times. They, not the school, are responsible for their personal property.

## **Lost and Found**

Lost items will be placed in a locked closet located in the Administration wing stairwell. Students may retrieve items during the lunch periods or before or after the school day. The hours are posted on the Lost and Found door. It is strongly recommended that students **label all items** that are carried to school and retrieve a lost item immediately after it is discovered missing. The Lost and Found closet will be cleaned out periodically. Any items not claimed in a timely fashion will be donated to charity.

## **Household Program**

A unique characteristic of St. Joseph's Catholic School during the course of its early development has been its extended family atmosphere, an atmosphere where students are known and loved as individuals. The Household Program is designed to continue in cultivating this atmosphere even as the St. Joseph's student population becomes larger. No one falls through the cracks in Household: friendship, competitions, leadership, discussion of issues in academics and discipline, attendance, prayer, and planning for excellence are all part of the Household Program. Each Household is under the direction of a faculty member known as a Household Dean, who is charged with ensuring that each student's academic and personal needs are known and met during his or her years at St. Joseph's. A dean may communicate to parents periodically if a student is struggling academically or socially at school. Parents are likewise encouraged to voice

concerns about their child to a Household Dean or, in the case of an academic problem, directly to the teacher.

The St. Joseph's student body is divided into single-gender Households. Each male Household is paired with a female Household for brother/sister planning, competitions, and activities. Each Household is composed of students from 6<sup>th</sup> through 8<sup>th</sup> grades (Middle School) and 9<sup>th</sup> through 12<sup>th</sup> grades (High School). Ideally, eighth graders (Middle School) and seniors (High School) in each Household assume the role of leadership in Household Team competitions, community service or school projects, or other designated Household activities.

### **Household Snacks**

St. Joseph's has long embraced a Household culture that integrates snacking and sharing meals periodically throughout the year including most Wednesdays. Parents and students are strongly encouraged to keep Household snacks simple and observe our peanut/tree-nut guidelines (p.15). All snacks should be carried into school by students (not parents) and stored in their Household classroom. During Wednesday Household periods snacks can also be purchased through Flick Dining Services with permission from the Household Dean. Information related to cost can be found on the school's website. Parents should not deliver or leave snacks with the school receptionist under any circumstance.

### **The Honor Code**

The St. Joseph's Catholic School Honor Code is established to ensure that students take responsibility for their own actions and thus create an atmosphere free from suspicion. By means of the Honor Code, St. Joseph's students practice moral leadership, accept personal responsibility, and develop strong character.

While the Honor Code is a part of our school as a total community, it is a special honor given to the students of St. Joseph's Catholic School due to their desire to be part of this family and to be concerned for its well-being. At the heart of the Honor Code is respect for the dignity of the human person. Lying, cheating, stealing, and tolerating those who do are damaging to the student's moral virtue and to the reputation of the school. Taking responsibility for one's actions is vital to the maturity of each individual. The students of St. Joseph's Catholic School are citizens of God's family, the St. Joseph's family, and their own respective families. The trust among all members of this family builds confidence in the overall school community and enables all to be grounded in Christ Jesus.

In light of this, a St. Joseph's student:

- ❑ ...always tells the truth. He/she is honest and cooperative with the administration, faculty, and fellow students, even when questioned about wrongdoing.
- ❑ ...has integrity. Any homework, reports, exams, tests or other graded or ungraded work is to be the sole work of the student whose name appears on that material. He/she does not claim another's work as his/her own without giving proper credit.
- ❑ ...does not steal. He/she does not take or use what belongs to another without being granted *prior* permission.
- ❑ ...upholds the code of honor. Through charitable fraternal correction, he/she does not knowingly tolerate another student's violation of the Honor Code.

## **Honor Code Pledge**

*I pledge before faculty and friends to uphold the Code of Honor of St. Joseph's Catholic School. Recognizing the image of God in every person, I will treat every member of St. Joseph's Catholic School with respect and dignity. I will honor truth in my words and goodness in my deeds. I will accomplish my work in study or in co-curricular activities with due diligence and with integrity. I will respect what belongs to others. I will strive to be a model of Honor that no one may err or falter on my account.*

## **Majority Age**

St. Joseph's Catholic School requires that, even if a student is of majority age (i.e., 18 years of age or older), every student's parent or legal guardian is the designated legal agent for all school matters. In instances where school policy or procedure requires the signature of a parent or the sending home or receiving from home of any records or school information (such as Absentee Notes, Progress Reports, Records for Student Files, Report Cards, or Field Trip Permission Forms), official communications or correspondences will be between the designated legal agent and the school. Furthermore, research demonstrates that "family involvement in children's education is important in fostering children's school success." (National Center for Education Statistics, US Department of Education, Oct 1997). For this reason, St. Joseph's requires that students – even if they are of majority age – reside with their parents or legal guardians. Exceptions must be approved by the Headmaster.

## **Boundaries and Restricted Areas**

Students are permitted in areas designated for students while on campus. All other areas are off limits or subject to restrictions:

- **Elevators** – Students are never permitted to use the freight elevator. Students who have an injury or handicap may use the main classroom building elevator and/or the middle school tower elevator only when written permission is submitted by a parent and granted by the Nurse. An elevator pass will be issued to students given permission to use the elevators. Disciplinary action will be taken for violations.
- **Warehouse** – Students are not permitted in the Old American Fibers building, located in front of the school, unless under direct supervision of a faculty or staff member. Disciplinary action will be taken for violations.
- **Rear Wooded Area/ J.L. Mann Site** – Unless they are participating in an activity supervised by faculty, students are not permitted in the wooded area behind the softball field adjacent to the J.L. Mann School and adjacent to the tennis courts. Disciplinary action will be taken for violators.
- **Parking Lot** - Students may park only in the student parking lot (large lot on northeast side of building), or the overflow lot by the baseball field. The parking lot is off limits to students during the school day. **Upon arrival at school, high school students are to park, lock, and leave their cars and immediately report to the building by means of the High School Student Entrance.** Students may not go to the parking lot during school hours without prior permission from a teacher or member of the school administration. Students must be accompanied by a member of the faculty/staff or an Administrator. Upon dismissal, students should not loiter in the parking lots and must depart campus **within 15 minutes** after their final class or activity, unless they are under the direct supervision of a teacher or coach.

- **After-School Parking** – Due to parking lot configurations and limited availability, students **are not** permitted to relocate their vehicles to parking lots adjacent to athletic fields for personal convenience. At no time and under no circumstances should students, coaches, or parents park vehicles on the grass lawns adjacent to athletic fields. Students should exit the parking areas shortly after a practice or contest has ended.
- **PE/Athletics Locker Rooms** - Students may be in the locker rooms only with the permission of a faculty or staff member, or a coach.
- **Weight Room** – Students must be under the direct supervision of a faculty or staff member while in the weight room.
- **Backstage/Theater Work Areas** – Students working in these areas must be under the direct supervision of a faculty or staff member.
- **Kitchen** – The kitchen is supervised by Flik dining service and will be unavailable to teachers, students, or school groups during normal school hours. Approval of after-hour use of kitchen facilities must be obtained from Flik Dining Service, the Chef/Manager, and the SJCS Director of Finance.

### **Parking Registration**

Parking a vehicle at school is a privilege afforded to students, not a right. All students must observe the following rules in order to retain their parking privilege. Seniors and Juniors are eligible to obtain a parking pass according to the regulations listed below.

- A copy of a student’s driver’s license, registration and insurance information must be provided to the Upper School Director prior to the issuance of a parking permit.
- Sophomores may be eligible to receive a parking pass only after all senior and junior spaces have been assigned. Freshmen who secure a driver’s license during the school year will not be eligible to obtain a parking pass unless spaces are available.
- Only those students with a valid South Carolina driver’s license will be issued a permit. All cars must have a St. Joseph’s parking permit.
- All cars must be parked in their designated spot.
- The speed limit of **10 mph** must be strictly observed **at all times** on campus.
- School authorities have the right to search any vehicle parked on campus and its contents at any time.
- Reckless use of a vehicle or failure to abide by these guidelines will be referred to the Student Life Associate and may result in suspension or forfeiture of parking privileges. Dangerous or illegal operation of motor vehicles may be referred to law enforcement officials.

### **Closed Campus**

Once students arrive on campus at the beginning of the regular school day, they may not leave campus until the school day ends unless they have received prior permission or they have submitted a written request to the Receptionist from a parent according to school attendance policy. Seniors leaving campus with a “Waiver” are considered dismissed for the remainder of the day. Waivered students who leave campus for the day may return to school after school hours (i.e., after 4:00 PM) for late afternoon and evening school events (sports, performances, meetings, and so forth).

## **Visitors**

For school safety and security, any person, including SJCS parents and volunteers, who visit St. Joseph's Catholic School must enter the school through the front doors of Burgess Hall, sign the attendance register, and receive a visitor's pass. Friends are not permitted to attend class unless they are applying to attend high school at St. Joseph's Catholic School and their visit is coordinated with approval of the Director of Admissions.

While we welcome alumni to visit the school, they are not permitted to attend classes without prior permission from individual teachers.

Prospective students and visitors are expected to adhere to the school dress code and follow our dress-down guidelines.

Persons who have been permanently dismissed from St. Joseph's or students who are suspended are not permitted on school property or at school functions unless given special permission from the Upper or Middle School Director, or the Headmaster.

## **Senior Study Hall Waivers**

Seniors who have a 1<sup>st</sup>, 3<sup>rd</sup>, 7<sup>th</sup> or 8<sup>th</sup> period waiver must abide by the rules outlined on the waiver form or lose the waiver privilege. Such privileges may be revoked for individuals in cases of student misconduct, excessive detentions, or academic probation. Senior waivers must be approved by the Upper School Director. Senior privileges are subject to review for behavioral or academic standing.

## **School Telephone Use and Messages**

Students may use a designated phone in the administrative building with permission from the receptionist. Students must sign a Log-In sheet and list a brief reason for the call. Students are otherwise not permitted to use school phones designated for use by staff or faculty. Messages called into the school for students should be limited to emergency situations only. Other messages will be relayed by the receptionist without interrupting classes and when practically feasible. Parents should not expect their child to receive a text message or cell phone calls while school is in session. Unauthorized use of a cell phone during school hours will result in disciplinary action. All outgoing calls must be approved by the receptionist. (See related cell phone guidelines on page 19).

## **Emergency Cell Phone Access**

While students are expected to observe and follow cell phone regulations that prohibit access during school hours, they may seek permission to send an emergency cell phone call or text to a parent during a lunch period or afternoon Household. Permission to place a cell call or text must be secured from a Household Dean or lunch moderator. These communications must be placed at the call center adjacent to the receptionist desk. All outgoing calls must be approved by the receptionist and registered on the log-in sheet accompanied by a brief explanation. Students placing a call during the afternoon Household period must secure a signed pass from their Dean and arrive at the beginning of the Household period. This privilege is reserved exclusively for urgent messages to parents or guardians.

## **Forgotten Items**

In an effort to create independent learners, parents are discouraged from bringing forgotten items such as projects, homework, textbooks, lunches, and clothing to school. Additionally, parents may not fax student work to the school office or a teacher. Emailing assignments is likewise strongly discouraged unless previously approved by a teacher. In the event that it is absolutely necessary for a forgotten item to be delivered to school, these items may be left with the receptionist to be placed on a bookshelf immediately adjacent to the receptionist's desk. Students will not be notified of a delivery, but may obtain permission to check with the receptionist for a delivered item between classes, during lunch break, or after school has dismissed for the day. Classes **cannot** be disrupted to deliver forgotten items.

### **Lockers**

Each student is assigned a locker for the storage of books and other necessary school supplies. While the locker is provided for the student's use, it remains the property of the school. No change to the locker is permitted without permission. The school reserves the right to inspect lockers at any time. It is the student's responsibility to see that the locker is kept in order at all times. **Opening or tampering with another's locker is strictly prohibited.** All decorations inside the locker must be in good taste and consistent with the school's philosophy and mission. Since lockers are a permanent part of the building and publicly visible to others, students are expected to keep them neat and in good, usable condition. Outside locker decorations are restricted to school event notices, or items of a celebratory nature such as birthday congratulations. In addition to their nametags, students should have no more than 3 of these type messages on the front of their lockers at any given time. These messages should be no larger than 5" x 7". Only athletic bags are permitted to be placed on the top of the lockers. The use of tape on lockers is prohibited. Students should use magnets to hang items. School Administrators will remove, without notice, any outside locker decorations not in keeping with these guidelines.

Any problems with lockers should be reported immediately to the Upper School or Middle School Director accordingly. The cost of repairs for damage caused by misuse or abuse of a locker will be charged to the student to whom the locker is assigned.

### **Book Bags**

Rolling book bags pose a danger to student's safety, especially on the stairs, and are not permitted at the school without special permission.

### **Food and Drink - NOT ALLOWED IN CLASSROOMS or HALLWAYS (except water)**

Due to severe peanut allergies within the student body, the school requests that students and parents be sensitive to these allergies when choosing snacks to consume at school. Bag lunches from home may still contain peanut products, but should normally be eaten in the Cafeteria during lunch. A student attending a lunchtime meeting in a classroom should take appropriate precautions to dispose of lunch wrappings properly to remove and keep peanut products from a desk or classroom table. Those Households who have a student with a severe allergy will not be permitted to serve peanut products during the Household snack periods. Parents will be notified shortly after school begins if their child has a household mate with severe peanut or tree nut allergies. All other Households are enthusiastically encouraged to limit peanut products for household snacks. Please refer to the following list for peanut and tree nut free products. [www.snacksafely.com/snacklist.pdf](http://www.snacksafely.com/snacklist.pdf).

To support the peanut policy the school store will no longer sell products that include peanuts or tree nuts during the school day. There will also be a clearly marked “**Nut Free**” table in the Cafeteria for students with severe allergies and classmates whose lunches are peanut and tree nut free. The cafeteria service will serve nut free meals for both breakfast and lunch. However, peanut butter sandwiches will be available for sale **after 3:00 PM** in the Cafeteria, and the school store will provide a protein snack option for those who remain after school for practices or late stay. Also, please note that the athletic concession stands will continue to sell nut products during the athletic games. Thank you for your cooperation with this policy as we seek to ensure a safe and healthy environment for all of our students.

### **Lunch Periods**

All **Middle School** students are required to eat lunch in the Cafeteria each day. After finishing their lunch, students are required to clean up their trash and wipe down the tables. **High School** lunch periods follow a similar policy except that seniors are permitted to eat in the senior commons or at the outdoor picnic tables. All other areas of the school building are off limits unless under teacher supervision. High School Households are assigned Cafeteria clean-up duty on a weekly basis. Students eating or drinking outside of the Cafeteria (other than during scheduled lunch) may be subject to disciplinary action. All students should demonstrate good manners and courteous behavior during lunch periods so that all may enjoy a pleasant and clean environment.

### **Cafeteria Food Service and School Store**

Flik Dining Services provides cafeteria service during the day. Breakfast items are served from 7:30-7:45 AM, lunch is served during Middle School and High School lunch periods, and snacks are sold for 45 minutes at the end of each school day. In addition, a la carte items, pizza, and Stromboli are served during Household on Wednesdays. Also, trays for Household snacks, Household lunches, and/or team meals are available for purchase. To see the options available for purchase, please see the following links on the website: [Household Lunch Options](#), and [Household Snack Options](#).

### **Setting up School Store Accounts**

School Store accounts are set up for every student in the school. School store accounts are different from a student's tuition and fees accounts. School store accounts use a debit balance system whereby a parent “deposits” funds into the student's account and these are drawn down by the student as he/she makes purchases. Payments for your child’s school store account should be made directly to Business Office personnel or by online payment. If your school store payment is included with your tuition and fees payment, please indicate on the comment line the amount to be credited to tuition and fees, and the amount for the school store account. Online payments can be made through the My Backpack portal which can be accessed through the school’s website under the “Forms” tab. (Currently, “My Backpack” payment software cannot be used to fund a school lunch account).

### **Yearbooks**

The yearbook is handed out at the end of the school year. A student must be enrolled in school at the end of the school year in order to receive a yearbook.

### **Day Planner Use**

Students are strongly encouraged to use a day planner to record assignments, calendar events, and other important information necessary for their success in school. The school provides each student a planner at orientation.

### **Weapons**

Any student in possession of a weapon or any object which could be used to inflict bodily harm in the school or at any school function will be subject to disciplinary action, up to and including immediate expulsion.

### **Alcohol and Other Controlled Substances**

It is against the law for students under the age of 21 in South Carolina to purchase, provide, or consume alcohol. Respecting this law, St. Joseph's Catholic School has a strict no-use policy. Any student involved in possession, sale or distribution of alcohol or illegal drug on campus or at any off-campus school event will be immediately suspended until further investigation with administration. Additionally, any student who, in violation of the law, is in possession of, gives, or consumes alcohol, illegal drugs, or other controlled substances off campus will be disciplined and become liable to suspension or expulsion. Students are expected to be above reproach in these matters and are to excuse themselves from events or occasions where the presence of alcohol, drugs, or other controlled substances constitutes a violation of the law. Students who fail to do so become liable to disciplinary action including possible removal from leadership positions and/or honor societies.

### **Tobacco Use**

**The use or possession of tobacco or any tobacco products and smoking paraphernalia (including e-cigarettes) on school property is strictly prohibited on campus and at all school events. Violations of this rule will result in disciplinary action.**

### **Off-Campus Conduct**

Students should be proud of their school and respectful of the reputation of St. Joseph's Catholic School in the local community. Students are expected to refrain from any form of illegal behavior or serious moral misconduct, whether on or off campus. Students who engage in any of the above are liable to disciplinary action including expulsion. Students may be removed from leadership positions and/or honor societies. These provisions also apply to athletic events hosted by other schools.

### **Public Displays of Affection**

In order to maintain a professional atmosphere of learning, romantic displays of affection, such as romantic hugging, kissing, sitting on laps, etc., are not permitted at school or at school-sponsored events.

### **Marriage**

St. Joseph's Catholic School does not admit married students; any student who marries must withdraw from St. Joseph's Catholic School.

### **Pregnancy and Abortion**

As a ministry of the Catholic Church, the school supports and promotes the Church's position that sexual relations are reserved for married persons. The school also supports and promotes the Church's position with regard to the sanctity of and the right to human life. In addition, abortion, at any stage of pregnancy, is the killing of an innocent human person. Therefore, a girl who attempts to procure an abortion or a boy who assists in this attempt must withdraw from the school. Male or female students who become involved in a pregnancy must adhere to the following guidelines in order to remain enrolled in school:

1. As soon as possible after learning of the pregnancy, the student (male or female) and a parent will meet with the Headmaster to inform the school of the situation.
2. A female SJCS student will obtain a medical statement from her doctor giving her due date and her medical fitness to remain in school. This statement must include any medical problems of which the SJCS should be aware. When it is deemed necessary by the administration, she will proceed to a homebound education program. At that time, the male SJCS student will also proceed to a homebound education program.
3. Female and male students must follow a bona fide program of counseling which their church or other religious support agency offers. The name of the counselor must be given to the Headmaster.
4. During the time of the pregnancy and after the birth, participation in all co-curricular activities as well as graduation is up to the discretion of the Headmaster.
5. After the birth, the students and their parents must schedule an interview with the school administration to determine the feasibility and condition of returning to school.

## **St. Joseph's Catholic School Technology Acceptable Use Policy for Students**

St. Joseph's Catholic School strongly believes in the educational value of electronic services and recognizes their potential to support its curriculum and student learning by facilitating resource sharing, innovation, and communication. St. Joseph's will make every effort to protect students, faculty, and staff from any misuses or abuses as a result of their experience using technology.

### **Parent/Guardian Consent for Web-Based Resources**

To provide students with access to web-based resources, schools must abide by federal regulations that require parent/guardian consent. Several third-party computer software applications and web-based services are utilized by St. Joseph's. These include, but not limited to, G Suite for Education, Typing software, Adobe, and WordPress.

In order for students to use these third-party programs and services, certain personal identifying information – the student's name and St. Joseph's email address – must be provided to the website operators. Under federal law, these websites must provide parental notification and obtain verifiable parental consent before collecting personal information from children (Federal Trade Commission – Children's Online Privacy Protection Act "COPPA"). The law permits schools to obtain this consent thereby eliminating the need for each website operator to request parental consent.

Your signature will constitute consent for St. Joseph's Catholic School to provide personal identifying information for your child consisting of only first name, last name and St. Joseph's email address to the operators of web-based education programs and services.

### **Terms and Conditions of Use**

The purpose of St. Joseph's Technology is to support research and education by providing access to unique resources and the opportunity for collaborative work.

St. Joseph's students must be aware that any information stored or transmitted using St. Joseph's Technology and/or St. Joseph's G Suite for Education (G Suite) account is not private. St. Joseph's administration reserves the right to review files and communications to maintain system integrity and to ensure students are using the system responsibly.

A student's G Suite account will be active until 7/31 the year a student graduates. After that date, the account and all data will be deleted and no longer accessible. Students that withdraw from St. Joseph's will have access to their account for seven days following their withdrawal. After that time, their account and all data will be deleted and no longer accessible.

A student who willingly misuses St. Joseph's technology and/or a St. Joseph's G Suite for Education account may be referred to outside authorities as required by law. St. Joseph's reserves the right to report illegal actions and/or to take appropriate internal action for technology misappropriation. Any information gathered by teachers/staff may be used in disciplinary proceedings.

### **Guidelines**

### 1. Personal Safety

- Students will not post personal contact information about themselves or other students without the permission of parents and/or faculty/staff. Personal contact information includes, but is not limited to photos, address, email accounts, telephone numbers, etc.
- Students will promptly disclose to a teacher or other school employee any message/document/file, etc. that is inappropriate.

### 2. G Suite for Education Account (G Suite)

- Each student will be issued a G Suite account which includes email access. This account will be set up and managed by a St. Joseph's administrator. Students are strictly forbidden to share their passwords with anyone else.
- A student's email account is reserved solely for all St. Joseph's education correspondence. Parents email addresses will still be used for communications to parents.

### 3. Device Usage

- Cell phone use by students in any school building is strictly forbidden during the school day. MS students may not be on cell phones while in the cafeteria in the morning while waiting for the 7:40 bell.
  - Any outside phone calls by students must be cleared through the receptionist or other school personnel during the school day. Further cell phone details are listed on page 14 and 25.
- Headphones, earphones, and earbuds are normally restricted during school hours except with permission from a teacher or staff member.
  - Academic classes that require earphone use are exempt from this regulation.
  - Students in Late Stay must ask permission from the supervisor to use ear devices.
- If a student is allowed the use of a device during school hours (e.g. Chromebook) it may be used only in the following places:
  - In classroom as directed by a teacher
  - In study hall and Library
  - Late Stay with staff approval
  - NOT to be used in Gym at anytime
  - NOT to be used in Cafeteria during lunch periods
  - NOT to be used in hallways

### 4. Illegal Activities

- Students are forbidden from attempting unauthorized access to St. Joseph's school network resources or any other school computer system. This includes attempting to log in through another person's account or gaining access to another student's files. **Violation of this policy will result in disciplinary action.**
- Students will avoid any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any similar disruptive action.
- Students will not use St. Joseph's school network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of a person.

- Students will not read, move, rename, edit, delete, or in any way alter computer files that have been created or organized by others.
- Students will not install software on any St. Joseph's computer or on the St. Joseph's network without direct supervision of St. Joseph's staff.
- Students will not alter hardware or software setups on any St. Joseph's computer resources. If an alteration is made accidentally or noticed by a student they must report the action to a teacher or an administrator.

#### 5. Plagiarism and Copyright Infringement

- Students will not plagiarize any works found on the Internet or on school computers.
- Students will respect the rights of copyright owners. Copyright infringement occurs when a user inappropriately reproduces a work or image that is protected by a copyright. If a work contains language that specifies appropriate use of that work, the user will follow the expressed requirements. If unsure whether or not the user can use a work, the user will request permission from the copyright owner. If there is confusion about copyright law, the student will ask a teacher or librarian to clarify.

#### 6. Security

- All Chromebooks are installed with a technology content filter.
- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from accessing their account.
- Students will immediately notify a teacher or administrator if they have identified a possible security problem with the network or peripheral computers. Students should not attempt to investigate or rectify a security problem as the action may be construed as an illegal attempt to gain access.
- Students will take all precautions to avoid the spread of computer viruses.
- Students will not attach non-St. Joseph's computer equipment or peripherals to the St. Joseph's network or its infrastructure. This DOES NOT include data storage devices such as USB drives, flash drives, wireless or wired mice or CDs.

#### 7. Inappropriate Language

- Restrictions against inappropriate language apply to public messages, private messages, and material created for assignments or to be posted on web pages.
- Students must avoid employing obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in any communication.
- Students are forbidden to engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass other students or persons. Harassment can be defined as deliberately and persistently acting in a manner that distresses and annoys another person.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.

#### 8. Respect for Privacy

- Students will not re-post a message, image and/or video that was sent to them privately without permission of the person who sent the message, image and/or video and permission of a teacher and/or administrator.

- Students will not post private information about another person.
- No device, personal or otherwise, may be used to record, store, or transmit any type of image, sound, or video from St. Joseph's, except for approved projects with the expressed permission of the teacher and/or administrator.

#### 9. Respecting Resource Limits

- All school-related technology must be used for educational activities.
- Students are forbidden to post chain letters or engage in "spamming."
- Students should not download or use games, pictures, video, music, instant messaging, email, or file sharing applications, programs, or executables unless they have direct authorization from a teacher or administrator and the actions support a school-related assignment.
- Student understands that St. Joseph's personnel may monitor and access any equipment connected to St. Joseph's network resources and any computer activity. St. Joseph personnel may delete any files that are not for a classroom assignment or appropriate to the school's mission.

#### 10. Inappropriate Access to Material

- Students will not use school network resources to access or store material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination toward other persons.
- If a student mistakenly accesses inappropriate information, they will immediately report the action to a teacher or administrator and will not attempt to access the inappropriate information again.
- Any action that results in access to inappropriate materials may be brought to the attention of parents by a teacher and/or school administrator.
- Students and parents should understand that Internet access is provided for support of classroom assignments, and there should be no attempt to surf anonymously or modify the computer in any way to allow access to websites or applications not authorized for school use.

#### 11. Social Media Sites and Usage

- The creation and continuation of SJCS Facebook pages and other social media sites, including but not limited to Twitter, Instagram, LinkedIn, Pinterest, Tumblr, etc., must be approved by the Communications Department and must be administered by an SJCS staff member or delegated administrator (verified in writing) which is also approved by the Communications Department.
  - This includes but is not limited to: student groups, clubs, and athletic teams.
  - SJCS reserves the right to terminate, without notice, any unregistered or farcical social media groups/pages/sites which claim to represent any part or whole of the school entity. Disciplinary action may follow pending individual situations.
  - Students are prohibited from accessing any social media site during school hours unless otherwise instructed by a teacher or staff member. Disciplinary action will result if a student is in violation at the discretion of the administration.

#### 12. School-Owned Devices that Remain at School

- Chromebooks, iPads, laptops, and desktops are available for student use at school only and remain the property of St. Joseph’s Catholic School.
- Students are expected to keep the devices in good condition.
- Students are expected to report any damage to a device as soon as possible to a teacher.

13. Student Home Use of Chromebooks

- Chromebooks checked out to students remain the property of St. Joseph’s Catholic School.
- Chromebooks will not be checked out to a student until the insurance form is completed.
- Chromebooks will be collected at the end of the school year.
- Students are expected to keep the devices and carrying cases in good condition.
- Chromebooks must be stored in the case provided by the school and should NEVER be stored or transported in a backpack.
- Students should not poke the screen or lean on the screen or the top of the Chromebook.
- Students are expected to report any damage to a device as soon as possible to a teacher.
  - Families are responsible for reimbursement of damage cost. Refer to student electronic device insurance policy for deductible and coverage.
- Students are responsible for keeping Chromebook batteries charged for school each day.
- Chromebook cases are furnished by St. Joseph’s and should be returned with the device at the end of the school year with only normal wear and no alterations to the case.
- Chromebook must be in a case when moving outside of the classroom.
- Chromebooks must be stored in lockers; they cannot be left in front of the locker at any time.
- When carrying a Chromebook off campus to sporting events and other extra-curricular activities, students should take every precaution to secure the Chromebook properly to deter theft or damage.
- If a student withdraws from St. Joseph’s prior to the end of the school year, the Chromebook, charger, and case must be returned to the school before transcripts will be released.

DISCLAIMER: St. Joseph’s makes no warranties of any kind, whether expressed or implied, for the service it is providing. St. Joseph’s will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or errors or omissions. Use of any information obtained via the Internet is at your own risk. St. Joseph’s specifically denies responsibility for the accuracy or quality of information obtained through the Internet.

ST. JOSEPH’S CATHOLIC SCHOOL RESERVES THE RIGHT TO DENY ACCESS TO ANY USER IF IT IS DETERMINED THAT THE USER IS ENGAGED IN UNAUTHORIZED OR INAPPROPRIATE ACTIVITY OR IS VIOLATING THIS CODE OF CONDUCT.

**Consequences for Violations of the Student Chromebook Policy**

|                                 |                                  |
|---------------------------------|----------------------------------|
| Level I Offenses (Less Serious) | Level II Offenses (More Serious) |
|---------------------------------|----------------------------------|

|  |  |
|--|--|
| <p>Level I offenses are less serious, and consequences begin with a student verbal warning and follow the school’s STEP program. These offenses may occur either on school grounds or as the student uses the school-owned device at other locations.</p>  | <p>Level II offenses are more serious, and consequences begin with administrative disciplinary action. These offenses may occur either on school grounds or as the student uses the district-owned device at other locations</p>   |
| <p><b>Examples of Level I Offenses:</b></p> <ul style="list-style-type: none"> <li>• Sharing passwords</li> <li>• Defacing computers (e.g., stickers, markers, etc.)</li> <li>• General mishandling of the device during class time</li> <li>• Creating, accessing, downloading, or distributing non-educational materials (e.g., games, music) without permission and/or during class time</li> <li>• Accessing chat rooms, bulletin boards, or blogs without teacher/administration permission</li> <li>• Failure to follow teacher directives</li> <li>• Failure to be polite and courteous digital citizens</li> <li>• Consecutive failure to bring device to class</li> <li>• Other items as deemed by school administration</li> </ul> | <p><b>Examples of Level II Offenses:</b></p> <ul style="list-style-type: none"> <li>• Downloading, posting, or distributing material that is harmful or prejudicial to others (e.g., defamatory, libelous, bullying, or harassing), is pornographic, obscene, or sexually explicit, or profane (e.g., photos and music), is illegal (e.g., copyrighted materials), refers to weapons, alcohol, drugs, guns or gangs, constitutes gambling, or is otherwise restricted</li> <li>• Intentionally destroying hardware or software</li> <li>• Engaging in theft</li> <li>• Engaging in any illegal activity</li> <li>• Harming or destroying another user’s data</li> <li>• Creating or sharing a computer virus</li> <li>• Disrupting the network or the educational process</li> <li>• Other items as deemed by school administrators</li> </ul> |
| <p>Violations of these policies will result in these disciplinary actions:</p> <ul style="list-style-type: none"> <li>• 1st offense: Notify Parent/Warning in RenWeb</li> <li>• 2nd offense: Notify Parent/Admin After-School Detention</li> <li>• 3rd offense: Notify Parent/Saturday Detention</li> <li>• 4th offense: Notify Parent/2 Saturday Detentions</li> <li>• 5th offense: Notify Parent/OSS</li> </ul>  | <p>Violations of these policies may result in one of the following, but is not limited to these disciplinary actions:</p> <ul style="list-style-type: none"> <li>• After-School Detention</li> <li>• Saturday Detention</li> <li>• OSS</li> <li>• Expulsion</li> </ul>   |
| <p>Level I offenses may also require:</p> <ul style="list-style-type: none"> <li>• Financial Restitution</li> <li>• Removal of unauthorized files and folders</li> <li>• Restriction of School-Issued Chromebook Use Privileges</li> </ul>   | <p>Administrative actions for Level II offenses may include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Removal of unauthorized files and folders</li> <li>• Financial Restitution</li> <li>• Notification of Law Enforcement</li> <li>• Temporary or Permanent Suspension of Chromebook Use Privileges</li> </ul>  |

## **Library Use Policy**

Fines will be charged for overdue material at 5 cents a day and accrued on schooldays only. Students will be charged for lost as well as for damaged materials (including CDs/DVDs) that are no longer operational. The cost of the material will be found in the Follett database, Books in Print, or a catalog. When no cost is available or the price listed in the database is insufficient to purchase and process a replacement, an estimate will be made. Students will receive a signed receipt when paying for a lost or damaged item. At the discretion of the Library/Media Specialist, students with overdue books may lose their library privileges. All overdue material and fines need to be taken care of prior to receiving semester report cards.

## **Electronic Equipment**

**Cell Phones:** Students are not permitted to access a cell phone during regular school hours without permission from an administrator, a Household Dean, or the receptionist. Cell phones should be turned off (or not be visible or audible) and left in the student's backpack or locker. Phones may be used after dismissal, but should **not** be operated by middle school students **standing** in the middle school carpool line (safety issue). **USE OF CELL PHONE CAMERAS OR RECORDING APPS DURING THE SCHOOL DAY IS ABSOLUTELY PROHIBITED.**

### Cell Phone Violation Policy:

*If a student complies and turns over the phone without incident...*

- 1st offense: Hold for remainder of school day/Notify Parent/Warning in RenWeb
- 2nd offense: Hold for remainder of school day/Notify Parent/After-School Detention
- 3rd offense: Hold for remainder of school day/Notify Parent/Saturday Detention
- 4th offense: Hold for remainder of school day/Notify Parent/2 Saturday Detentions
- 5th offense: Hold for remainder of school day/Notify Parent/OSS

*If a student refuses to hand over a phone...*

1 to 3 days OSS

Confiscated cell phones must be retrieved from the office of the Upper or Middle School Director after school. Repeated cellphone violations can result in a permanent ban of cell phone privileges and/or additional disciplinary actions including suspension from school. The school reserves the right to review all cell phone content.

## **Other Electronic Equipment**

MP3 devices such as iPods, gaming electronics including calculators used as games, recording devices, digital cameras, and other electronic equipment are not appropriate in the academic setting and should not be present during regular school hours. While smartwatches are permitted, faculty reserve the right to ask a student to remove the watch at any time in the classroom setting.

## **Language**

St. Joseph's students should use language that is respectful and reflective of proper Christian discourse and conversation. Profanity, obscenity, blasphemy, and the like in word, writing,

gesture, or action is unacceptable at St. Joseph's Catholic School. Use of such language demeans the speaker and the community. Disciplinary action will be taken for violations.

### **Chewing Gum**

Gum chewing is prohibited at all times on campus both inside and outside. Disciplinary action will be taken for violations.

### **Student Accident Insurance**

The school carries Student Accident Insurance for all students participating in school activities. This policy is a full excess policy, rather than a primary. This means benefits are payable to the applicable maximum for covered medical services expense that are not recoverable from another plan providing accident medical expense benefits. Accordingly, parents should depend on their own health insurance plan to act as primary with the school's policy being secondary.

If an accident occurs while a student is participating in a school activity, the student or parents should immediately notify the SJCS teacher or coach who was supervising the activity, so that they can complete the student accident form for the school nurse. The school nurse can provide the paperwork to the parents to file for insurance benefits under the school's plan.

## Uniform and Dress Code

It is important that students keep in mind they serve as ambassadors for St. Joseph’s Catholic School; therefore, they should be well-groomed, neat, clean, and modest – during and after school, while on campus and at all school-related functions. In keeping with these principles, students at St. Joseph’s Catholic School are required to wear uniforms, and every student who accepts a place in the St. Joseph’s student body agrees to abide by the uniform and dress guidelines.

**Upon entering the school building**, students are expected to be in the full uniform of the day. From time to time, a “Free Dress” day may be approved by the Headmaster. Guidelines governing the free dress must be followed. Otherwise, all students are required to follow the uniform dress code during the school year and during scheduled semester and AP exams.

### Dress Code Violation Policy

- 1<sup>st</sup> offense – Documented warning in RenWeb
- 2<sup>nd</sup> offense – After-School Detention
- 3<sup>rd</sup> offense – 2 After-School Detentions
- 4<sup>th</sup> offense – Saturday Detention

### Uniform styles

The school has two uniform configurations: dress uniform and casual uniform. The dress uniform is worn on All-School Mass days, and occasionally other days as directed. The casual uniform may be worn when the Dress Uniform is not required. Primary uniform items must be ordered from our school uniform vendor Mills Uniform Company. **ONLY** approved school outerwear and spirit wear may be worn during school hours. Shoes, leg wear, and belts may be purchased anywhere. All students **should have their full name legibly written inside** all their uniform pieces. Students are not required to wear socks with the casual uniform, but must wear socks with dress uniform.

### MIDDLE SCHOOL DRESS UNIFORM

| <b>GIRLS:</b>                                   | <b>BOYS:</b>                                    |
|---|---|
| <u>REQUIRED</u>                                 | <u>REQUIRED</u>                                 |
| Plaid kilt or skort                             | Uniform khaki pants                             |
| White or blue short or long sleeve oxford shirt | White or blue short or long sleeve oxford shirt |
| Uniform navy blue V-neck sweater or vest        | School tie                                      |
| Knee socks (white or navy blue)                 | Uniform navy blue V-neck sweater or vest        |
| Black or brown non-athletic dress shoes         | Belt (solid-colored black or brown)             |
| <u>**OPTIONAL</u>                               | Socks (solid black, brown, or navy blue)        |
| Hosiery (solid white, black or navy blue)       | Black or brown non-athletic dress shoes.        |
| Dark leggings with dark solid colored socks     |   |

### MIDDLE SCHOOL CASUAL UNIFORM

| <b>GIRLS:</b>                                 | <b>BOYS</b>                              |
|---|--|
| <u>REQUIRED</u>                               | <u>REQUIRED</u>                          |
| Plaid skirt, skort or khaki pants             | Uniform khaki pants or shorts            |
| Uniform gray polo shirt                       | Uniform gray polo shirt                  |
| Brown or black belt are required with pants   | Black or brown belt                      |
| Athletic shoes are permitted                  | Athletic shoes are permitted             |
| <u>**OPTIONAL</u>                             | <u>**OPTIONAL</u>                        |
| Uniform navy blue V-neck sweater or vest      | Uniform navy blue V-neck sweater or vest |
| Uniform navy blue fleece jacket               | Uniform navy blue fleece jacket          |
| School-approved sweatshirt or hoodie          | School-approved sweatshirt or hoodie     |
| Socks (solid white, black, or navy blue)      | Socks (solid white, black, or navy blue) |
| Dark colored leggings with dark colored socks |  |

**\*\*OPTIONAL – You may choose if you want to wear any of these items along with your required attire, BUT if you choose to wear the items, they must adhere to the policy or be listed above.**

### HIGH SCHOOL DRESS UNIFORM

| <b>LADIES:</b>                                   | <b>MEN:</b>                                     |
|--|---|
| <u>REQUIRED</u>                                  | <u>REQUIRED</u>                                 |
| Plaid kilt or skort                              | Uniform khaki pants                             |
| White or blue short or long sleeve oxford blouse | White or blue short or long sleeve oxford shirt |
| Uniform navy blue blazer                         | School tie                                      |
| Solid white or navy blue knee socks              | Uniform navy blue blazer                        |
| Black or brown non-athletic dress shoes          | Black or brown belt                             |
| <u>**OPTIONAL</u>                                | Dark colored socks                              |
| Hosiery  | Black or brown non-athletic dress shoes         |
| Solid white, black, navy blue tights             |   |
| Black leggings with dark socks                   |   |

### HIGH SCHOOL CASUAL UNIFORM

| <b>LADIES:</b>   | <b>MEN:</b>   |
|--|---|
| <u>REQUIRED</u>  | <u>REQUIRED</u>   |
| Uniform plaid kilt, skort, or khaki pants                                  | Uniform khaki pants or shorts   |
| Uniform white or navy blue polo shirt<br>or<br>White or blue oxford blouse | Uniform white or navy blue polo shirt<br>or<br>White or blue oxford shirt |
| Athletic shoes are permitted   | Black or brown belt   |
| <u>**OPTIONAL</u>  | Athletic shoes are permitted  |
| School-approved sweatshirt or hoodie                                       | <u>**OPTIONAL</u>   |
| Uniform navy blue fleece jacket  | School-approved sweatshirt or hoodie                                      |
| Socks  | Uniform navy blue fleece jacket   |
| Tights (solid white, black, or navy blue)                                  | Socks   |
| Dark colored leggings with dark colored socks                              |   |

**\*\*OPTIONAL – You may choose if you want to wear any of these items along with your required attire, BUT if you choose to wear the items, they must adhere to the policy or be listed above.**

### **OTHER UNIFORM REQUIREMENTS FOR ALL STUDENTS**

- ❑ Only the top button on polo and oxford shirts may be unbuttoned on Casual Dress days.
- ❑ All skirt hems must be no more than one ID length above the knee and no longer than bottom of the knee.
- ❑ All shirts must be tucked in at all times with the exception of the high school girls banded bottom polo shirt.
- ❑ All shorts, pants, and skirts must rest at the waist
- ❑ All heel heights are measured from the heel back. MS girls are limited to one-inch heel shoe.
- ❑ A student will be asked to remove any article of clothing or jewelry that is distracting.
- ❑ No open toe shoes, open heel shoes, sandals, or clogs are permitted.
- ❑ No hats, hoods, or other head covering may be worn inside the school buildings.
- ❑ Any Middle School student taking a P.E. class on campus is required to be in the school's P.E. uniform. The required shorts and shirt are sold through the P.E. Department.
- ❑ **Forgotten Uniform Items:** Household Deans and the front office do not keep extra clothing for those who forget uniforms. The Lost and Found is not for this purpose either.
- ❑ **Outerwear:** During the school day to ensure warmth students may wear an approved St. Joseph's sweatshirt, hooded sweatshirt, navy blue fleece jacket, or uniform sweater on Casual Dress days, or a blazer on Mass days. All other **outerwear must be kept in a locker during the school day.** However, students wishing to go outside during the lunch

periods are permitted to use non-St. Joseph's outerwear for warmth. Any exception to these outerwear regulations must be approved by the Student Life Associate.

- ❑ **Undergarments:** Only solid plain-white undergarments may be worn under the uniform shirt or blouse. No undergarments with logos, slogans, patterns or other writing are allowed. Undergarment sleeves should not extend past the length of the shirt or blouse. Undergarment straps, bralettes and waistbands should not be visible.
- ❑ **School Ties:** The green/blue striped tie available from Mills Uniform Company is the official tie for St. Joseph's students and when properly tied should extend to the bottom of the student's belt.

### **Jewelry, Hair and Other**

- ❑ No visible body piercing, tattoos or distracting jewelry are permitted.
- ❑ Girls are limited to a maximum of two earrings per ear.
- ❑ Boys are not allowed to wear earrings.
- ❑ Hair, for both boys and girls, should be kept out of the eyes and look clean and neat.
- ❑ Girls are permitted to dye, tint, color, or highlight their hair, provided that the color is consistent with a natural hair color. Extreme colors or distracting hairstyles are not acceptable.
- ❑ Boys' hair is not to extend over the top of the ear, eyebrows, or below the natural hairline.
- ❑ Boy's hair may not be held up with a ponytail holder/rubber band or held back with any type of headband
- ❑ Boys are not permitted to dye, tint, color, or highlight their hair.
- ❑ Boys are to be clean-shaven and sideburns are not to extend below the earlobe.
- ❑ Middle school girls are not allowed to wear any makeup.
- ❑ No extreme makeup is allowed on any student.

### **“FREE DRESS” GUIDELINES**

From time to time, the Headmaster may permit students a “Free Dress” Day when students are excused from some casual and dress uniform guidelines. On such days, students will be expected to follow these guidelines:

- ❑ **General:** Jeans, sweatshirts, flannel shirts, T-shirts, sweaters, high tops, and hiking boots are permitted. Jeans or pants are not to be torn or cut. T-shirts may have no advertisements or cartoons that are tasteless or offensive in nature. Shoes must have closed toes and heels; flip-flops, clogs, or sandals are not permitted. Pajamas are not permitted.
1. Baggy/sagging/torn pants are not permitted. Shorts must have a 9” inseam or longer.
  2. Yoga/Spandex type pants are not permitted without shorts or pants over them. The shorts must be visible under a shirt.
  3. Skirt, blouse, undergarment (including bralettes), and/or shirt lengths must be consistent with the school uniform policy as previously stated in this Handbook.
  4. Tight-fitting, low-cut and midriff-revealing blouses are not permitted.
  5. Spaghetti-strap, tank, or halter type tops, and bare shouldered or similar shirts are not permitted.

6. Torn or excessively tight jeans or pants are not permitted. Tights, leggings, and yoga pants are only permissible if worn underneath a pair of regulation length shorts.

HS: Shorts may be worn only on team competition days or unless special permission is granted by an administrator. Shorts may be no shorter than where your fingertips touch your legs with your arms at rest by your side.

**MS: Only PE shorts are permitted on team competition days.**

### **Uniform Code for Off-Campus Travel**

Students traveling off campus for a conference, retreat, or event where they are representing the school are expected to follow the school's uniform dress guidelines or Field Trip guidelines depending on the nature of the event. Each faculty advisor supervising an off-campus event will communicate dress code expectations in keeping with the guidelines outlined in this handbook.

### **Field Trip Guidelines**

Students on field trips that are not required to wear their casual or dress day uniform may wear their Household T-shirt and bottoms that are in accordance to the Free Dress Day guideline.

### **Homecoming Dance Dress Code**

**General Guidelines:** The dress attire for students attending the Homecoming dance is Dressy Casual. The general guidelines outlined in the student handbook apply, but the following are more specific to the dance.

**Males** – Slacks, dress shirt, casual button-down shirt, open collar or polo shirt, optional tie

**Females** – Dress, skirt and dressy top, dressy pants outfit

**Not permitted** –

- dresses/skirts that are shorter than 4" above knees
- dresses/tops that show cleavage
- dresses/tops that plunge in the back
- bare midriffs

### **Prom Dress Guidelines**

**General Guidelines:** The dress attire for students attending the Prom is formal evening wear. The general guidelines outlined in the student handbook apply, but the following are more specific to the dance.

**Boys:** Tuxedo, Suit with tie, or sport coat with slacks and a tie

**Girls:** Dress, two-piece dresses, dressy pants outfit

**Not permitted:** excessively tight or baggy pants (male or female), shorts, dresses/skirts shorter than 4" above knees, dresses/tops that show cleavage, or under garments, dresses/tops that plunge below waistline, bare midriffs. Please remember the guidelines when shopping. If you have any specific questions, please speak with your Household Dean.

# Academic Policies & Information

## General Admissions

### Admissions Criteria

St. Joseph's Catholic School academic curriculum is college preparatory and intended for students planning to further their education at the college level. St. Joseph's admits students who work at or above their grade level and who are highly motivated, organized, independent, and possess a strong desire to learn. Admissions decisions are based upon results from the school's Admissions Test, teacher recommendations, previous academic performance, and student/family interviews. In the event of limited space, qualified siblings of current students, followed by qualified Catholic students, will be given priority in admissions decisions.

St. Joseph's Catholic School provides opportunities for all motivated students wishing to receive a quality education (regardless of race, creed, or color). However, the school does not accept students who have been suspended or expelled from other schools or who have behavioral problems at their current school.

Local applicants to St. Joseph's will be considered for admission with a start date in August and again in January at the beginning of the second semester. We close admissions for the semester (except to out-of-town transfer students) following our Add/Drop period, about eight days into the start of each semester.

- **Application:** An enrollment application must be completed and submitted to the Admissions Office with a non-refundable application fee.
- **Teacher Recommendations:** High School applicants submit recommendations from their current Math and English teachers. Middle School applicants submit only one recommendation from either their current Math or English teacher.
- **Records:** An official transcript, health records, birth certificate, attendance records, and disciplinary records must be on file with the school.
- **Admissions Test:** All applicants must take the school's entrance test.
- **Interview:** High School applicants will be interviewed by a member of the Admissions Committee. In addition, the Headmaster or another member of the School Administration will conduct a family interview with the parents and student together.

### Placement Testing

Current SJCS eighth graders, who have earned an 85 or higher in a high school level course at St. Joseph's in Math (Algebra I or Geometry) or World Language (Spanish I or French I) are not required to take the school's Placement Tests in May to receive the related discipline's credit on their SJCS transcripts. All other newly accepted and enrolled incoming high school students who are currently completing a high school course for credit (Algebra I, Geometry, and/or any level of French or Spanish) and who wish to receive high school credit and advance to the next level in any of these classes must take the placement tests in order to ensure accurate placement in these upper level classes. While credit will be awarded for these classes, the grade will not factor into the student's high school CWA.

## Summer Reading

All students entering SJCS are required to complete summer reading, and in some cases, specific summer reading assignments, before the first day of classes each fall. Honors and AP courses may have additional summer assignments as well. The Admissions Office will provide SJCS teachers with a list of students accepted after August 1<sup>st</sup>, and these students will have until September 15<sup>th</sup> to complete their summer reading and summer reading assignments.

## Scholarships and Tuition Assistance

- ❑ **St. Joseph's Scholar** - St. Joseph's recognizes the achievement of academic excellence by designating two incoming freshmen as St. Joseph's Scholars. This scholarship covers one-half the tuition and is renewable provided the student maintains a 3.5 cumulative GPA and an excellent disciplinary record. In order to receive this distinction, a candidate for admission must achieve grades of 90% or above in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades, score in the 90<sup>th</sup> percentile on the scholarship qualifying examination, and embody the mission of St. Joseph's Catholic School.
- ❑ **Tuition Assistance & Flexible Tuition** - Depending on the grade a student is in, a family may apply for the Flexible Tuition Program or Tuition Assistance. See the school's website for the application process for both programs.

## The St. John Bosco Achievement Center

St. Joseph's recognizes that some students may be in need of additional support to achieve their full potential. Under the direction of the Dean for Student Academic Support Services, the St. John Bosco Achievement Center hosts a number of initiatives aimed at promoting the success of all our students, including:

- ❑ **Knights Success** is a study skills and support program for 7<sup>th</sup> and 8<sup>th</sup> grade students who struggle with organization, study skills, and/or time management. Students are referred by teachers and/or administration and meet with the instructor for a 45 minute period two times a week during the school day. Second-semester 6<sup>th</sup> grade students may also be part of the program in coordination with their Foundations teacher.
- ❑ The **St. Thomas Aquinas Program** serves those students who have been identified as academically at risk. This includes students whose admission into the school is conditional. Aquinas students are a unique group of college-bound learners who possess average to above average educational abilities. Aquinas students benefit from professional assistance to develop academic and organizational skills so that each can become as independent a learner as possible.
- ❑ This program is available to the Middle School students and High School students in 9<sup>th</sup> and 10<sup>th</sup> grade. Students in the Aquinas Program earn one full credit (towards electives) per year for enrollment. A student must meet the established criteria for enrollment in the program and admission is considered on an annual basis. Further details considering cost, enrollment, and goals of the program will be made available upon request. St. Joseph's employs a full time learning specialist dedicated to teaching, training, and supporting all Aquinas students.

A full list of our academic support services is available online or from the office itself.

## High School Graduation Requirements

St. Joseph's Catholic School is a member of and accredited by AdvancEd. To receive a high school diploma from St. Joseph's Catholic School, a student entering in the 9<sup>th</sup> grade as a freshman must:

- Successfully complete twenty-five and ½ (25.5) course credits
- Complete 65 hours of Community Service
- Take the SAT or ACT
- Apply to at least one college

## Course Requirements for Graduation

### (Classes of 2019-2021)

|                    |     |
|--------------------|-----|
| Theology           | 4.0 |
| English            | 4.0 |
| Mathematics        | 4.0 |
| Science            | 3.0 |
| History            | 3.5 |
| World Language     | 3.0 |
| Physical Education | 1.0 |
| Computer           | 0.5 |
| Fine Arts          | 1.0 |
| Electives          | 1.5 |

TOTAL: 25.5

### (Beginning Class of 2022)

|                    |     |
|--------------------|-----|
| Theology           | 4.0 |
| English            | 4.0 |
| Mathematics        | 4.0 |
| Science            | 3.0 |
| History            | 4.0 |
| World Language     | 3.0 |
| Physical Education | 1.0 |
| Computer           | 0.5 |
| Fine Arts          | 1.0 |
| Electives          | 1.0 |

TOTAL: 25.5

## NOTES

<sup>1</sup> Math credits must come from the list of courses that satisfy the requirements identified in this catalog. Most colleges require students to take a math course every year in high school.

<sup>2</sup> Some colleges and universities now require 4 years of lab sciences. Check with your college counselor before making final selections.

<sup>3</sup> Beginning with the class of 2022, students are required to take 4 credits in history, including a half-credit each in government and economics. **For the academic year beginning in the fall of 2019, European History will return to a two-semester, full credit class.**

<sup>4</sup> Many colleges and universities now require 3 years of the same world language. SJCS encourages students to stay in the same world language.

<sup>5</sup> P.E. credit may be earned by taking an SJCS P.E. class or participating in an SJCS team sport. Each season played at either the JV or Varsity level while in high school earns .5 credits.

<sup>6</sup> Credits earned beyond the minimum requirements listed in each subject area will fulfill the Electives requirement. Additional courses in all subjects can be considered Electives.

Note: Please refer to the Course Catalog for a full description of academic course offerings.

### **Community Service Requirements for High School Graduation**

St. Joseph's Catholic School is an institution that depends on the community and in turn, wishes to serve the community. As such, St. Joseph's requires its High School students to complete a specified number of community service hours in order to pass each year. A total of sixty-five hours is required for graduation. Community service must be completed within the current school year or the previous summer and may not be carried over from year to year. To ensure accurate record keeping, students are responsible for completing a community service form and having it signed by the adult supervisor and submitted to their Household Dean. Unsigned forms will not be accepted. Forms are available on the school's website or from the Registrar's Office.

Completed community service hours required for graduation are as follows:

|              |                   |
|--------------|-------------------|
| Freshmen     | 10 hours per year |
| Sophomores   | 15 hours per year |
| Juniors      | 20 hours per year |
| Seniors      | 20 hours per year |
| <b>TOTAL</b> | <b>65 hours</b>   |

### **SAT/ACT Requirement for High School Graduation**

All seniors are encouraged to have SAT or ACT scores reported to the College Counseling Office by December of their senior year in order to graduate from St. Joseph's Catholic School.

### **College Board School Code: 410902**

Students who complete college applications or who take the SAT, PSAT, or ACT will be asked to use this College Board code designated for St. Joseph's Catholic School.

### **College Counseling Office (High School)**

SJCS offers a full service College Counseling Office that is available to help students with course scheduling, college selection, college applications, standardized testing, and transcripts. Students and parents are introduced to the services provided by the College Counseling Office as freshmen with formal and individualized services beginning in the second semester of the junior year. Upperclassmen should see the counselor on a regular basis as they begin to make their college selections. Students should visit the College Counseling handbook on the website for detailed information.

### **Grading and Promotion Requirements**

SJCS uses a numerical system ranging from 0-100 that is reflective of our college preparatory curriculum. Each course is graded on the 100-point scale, with the grades from all courses averaged together at the end of each academic year to calculate the Cumulative Weighted Average (CWA). Advanced courses are weighted with an additional 3 points for courses at the Honors level and 7 points for Advanced Placement courses. The weighted scores are ONLY used in calculating the CWA and are not reflected in individual course grades. Grades will be reported quarterly using percentage grades. SJCS employs the Uniform Grading System required by South Carolina for all in-state scholarships, including Palmetto Fellows, Life Scholarship, and Hope Scholarships.

St. Joseph's Catholic School is a college preparatory school. As such, one of our primary academic goals is to ensure students are prepared for college-level work. Our students demonstrate that readiness by achieving a mastery score of 70 or better in all classes **required**

**for graduation.** Any student with a score between 60 and 69 in a class required for graduation is expected to complete a St. Joseph's program of subject-specific remediation as determined by individual departments. The original average earned in the class will still be recorded on the transcript. Completion of summer remediation will not be reflected on the transcript and does not alter the CWA. However, the SJCS policy regarding this matter is explained in the school profile sent to all colleges. For freshmen, sophomores, and juniors, remediation must be completed in order for students to progress to the subsequent grade level. For seniors, remediation must be completed in order for students to receive a diploma from St. Joseph's Catholic School.

Students who earn 59 or below in a course required for graduation must retake the course either through an approved summer school program or at St. Joseph's Catholic School the following year. The Dean of Student Support must approve a summer school remediation plan in advance. Credit for approved summer school courses will be accepted by St. Joseph's and the grade will appear on the transcript, but **the grade will not be factored into the high school student's CWA.** The original grade earned in the St. Joseph's course will remain on the transcript and be factored into the CWA. Any Theology course in which a student receives a 59 or below must be made up at St. Joseph's Catholic School. Information on summer school is available from the Dean of Student Support.

**NOTE:** Pass/Fail grades and grades earned in high school courses during the middle school years are not included in the Cumulative Weighted Average (CWA).

A semester average of 90 or above in each class is required for placement on the High Honor Roll, and an 85 or above is required for the Honor Roll.

### **Rank Policy**

(SJCS) utilizes the South Carolina Uniform Grading Policy (SCUGP) in calculating and determining class rank. While SJCS has a policy on the academic ranking of students, SJCS does not believe that ranking students provides a valid measure of performance and therefore we do not publish class rank as part of the college admission process.

### **Course Scheduling Conferences**

All current sophomores and juniors are required to have a course scheduling conference with a College Counselor before submitting their schedules. All current freshmen are offered optional course scheduling conferences with the Dean of Student Support. Any current freshman or eighth grade student requesting an appeal into a higher-level course is required to meet with the Dean of Student Support.

### **Add/Drop a Class**

When a student chooses his/her courses, the student is making a commitment to that proposed schedule; thus careful consideration of course offerings is vital. Therefore, once students have completed their schedule requests and their schedules have been approved by both the parents and the school, generally schedule changes are not made. In extreme cases, class schedule changes for legitimate reasons **must be made during the designated Add/Drop Period at the beginning of each semester.** Students seeking a schedule change should do so with the help of the College Counseling Office and the instructor of the class. **Please Note:** full-year courses cannot be modified during second semester, and switching between sections of the same course is not permitted.

### **Withdrawals from Classes Policy**

High School students who wish to make changes to their schedule after classes have begun should do so during Add/Drop period. Parents are required to sign the Add/Drop form that is available through the school registrar. Students wishing to withdraw from a course after the Add/Drop period must do so by the day after mid-quarter grades are released during the first quarter of the school year. In all cases, Withdrawals are noted on the transcript, with a Withdrawal Pass or Withdrawal being determined by the student's grade at the time of the Withdrawal. No credit will be given for a Withdrawal Pass or a Withdrawal. Please note that a request to change levels in a course, e.g., from Honors to CP, is considered a Withdrawal. Student schedules must observe all school policies before a Withdrawal will be considered. Seniors must see their College Counselor before the Withdrawal will be approved. **Students who appealed into a higher-level course cannot withdraw after the Add/Drop period.**

### **Course Placement Appeal Request**

Teacher recommendations and objective criteria determine which courses students are placed into each year. The course recommendation process is thorough and collaborative. Students may petition to overturn a teacher's recommendation for course placement, in which case they must schedule a meeting with a member of the College Counseling staff or Dean of Student Support, depending on the grade level, to discuss enrollment in a higher-level course for which the student was not recommended. Students seeking recommendations into Honors or AP courses must perform exceptionally well in the subject (or prerequisite subjects); they must demonstrate a strong work ethic and other related habits of mind; and they must show a passion for the subject.

The Upper School Director will make the final decision as to whether or not a student may overturn a teacher's recommendation. If you are seeking admittance into a higher level course against teacher recommendation, be aware that the class will move at a brisk pace and that significant additional work on your part may be necessary to ensure your success.

**Please note:** Course Placement Appeal Requests are not a guarantee for admittance into a course. All courses are subject to class size and scheduling conflicts. The Appeal Process is as follows:

- Obtain a Course Placement Appeal Request form from the registrar.
- Appeal forms must be submitted with a student's course scheduling packet. **Appeal forms received after the submission date for course scheduling packets will not be considered.**
- All current sophomore and junior appeals are first reviewed by/with a College Counselor. All current eighth grade and freshman appeals are first reviewed by/with the Dean of Student Support. The Upper School Director will make a final decision based on input from the aforementioned departments, as well as course instructors and department heads.

Once classes begin, students who appealed for entry into a higher level course may request a schedule change during the Add/Drop period if they feel misplaced in the Honors or AP course. However, such a change may not be possible due to scheduling conflicts. **Once the Add/Drop period has passed, students who were granted an appeal can not withdraw from that course for any reason.**

### **Auditing a Class**

St. Joseph's does not permit students to audit classes.

### **High School Credit for Eighth Grade Courses**

Credits for high school courses taken during middle school are awarded **only** in the subject areas of Math and World Language. In regards to these courses, students must meet the following requirements to be placed in the next level and receive credit in the related discipline. While credit will be awarded for these classes and appear on the high school transcript, the grade will not factor into the student's high school CWA.

### **Course Placement for Incoming High School Students**

Current SJCS 8<sup>th</sup> graders –

- Earn a 77 or higher in a high school level course at St. Joseph's in Math (Algebra I or Geometry) or World Language (French I or Spanish I)
- A placement exam is not required unless a student has below a 77 in the high school level course, in which case he/she may elect to take the placement exam (in May) in hopes of receiving the credit

All other rising 9<sup>th</sup> graders –

- Must take the placement exams in order to ensure accurate placement in Math and World Language classes and to receive the appropriate high school credit in the related discipline

Rising sophomores, juniors and seniors –

- Must take placement exams in World Language classes to ensure accurate placement

If a student takes the World Language placement test and places in a level beyond the first year and they have not actually taken the class, then either they can begin at the higher level with no credit issued for earlier levels or they can opt to start at the lower level.

SJCS students in Algebra I A who pass the Math placement test will receive a "P" on their transcript for Algebra I. SJCS students in Algebra I B who pass the Math placement test will receive a grade on their transcript for Algebra I. For both classes, no grade will be calculated into the CWA.

### **Minimester**

All students are expected to participate in minimester. Middle School students attend grade-level field trips while High School students sign up for faculty-led minimester offerings. While not graded, students do receive academic credit for minimester and these are counted in each student's earned credits.

### **Courses Offered Outside St. Joseph's**

Except for the purposes of course remediation, there will be no credit issued for courses taken outside of SJCS. As such, they do not appear on the transcript and should be considered the equivalent of an outside-the-school extracurricular activity. All courses necessary for graduation from SJCS must be taken at the high school. **Students are not permitted to alter their course requirements within St. Joseph's in order to take coursework outside the school.** Students wishing to enroll in the Fine Arts Center during their senior year may be granted a schedule modification at the discretion of the Upper School Director in conjunction with the College Counseling office, but **all graduation requirements remain in place.** Other policies regarding coursework and graduation requirements also remain in effect.

### **Advanced Placement (AP) Courses and Exams**

Any SJCS student enrolled in an AP course is required to take the AP exam given in May. Depending upon space and availability, students who did not enroll in an AP course may be permitted to take the AP exam depending on teacher recommendation as well as the reason the student was not in the AP class. Non-AP enrolled students, if they are permitted to take the exam, will do so under the homeschool code. The cost of this exam will be billed to the student's account in March and is payable by March 31<sup>st</sup>.

### **Withdrawing from St. Joseph's**

If parents or guardians choose to withdraw their child from St. Joseph's at any time or for any reason, the following procedures must be followed before any records can be released:

- Parents should contact the Admissions Office, in writing, and submit formal notification that the student is withdrawing from the school. The Admissions Office will then verify that the student's account with the school is paid in full and that any school-owned electronic equipment on loan to a student has been returned. Once this step has been cleared, the Admissions Office will notify the Registrar to release the student's records. At this point, parents must provide all contact information, including the fax number, of the forwarding school where the child plans to enroll.
- Re-Enrollment Contracts for the upcoming school year are due to the school in February, and parents have until July 1<sup>st</sup> to withdraw their child for the upcoming school year without penalty. After July 1<sup>st</sup>, as noted on the signed Re-Enrollment Contract (a legal and binding document), a family's obligation to pay tuition for the full upcoming academic year is unconditional, and that the school, in assigning a place for this student, relies upon the parent's promise to pay the tuition. Except for a parent job change or transfer more than 30 miles from the school, no portion of tuition paid or due to the school will be refunded or canceled. In certain cases approved by the Headmaster, a withdrawal fee is assessed upon the family wishing to withdraw a student after the July 1<sup>st</sup> cutoff instead of the full year's upcoming school year tuition.
- Students who withdraw or leave SJCS and who later wish to return must re-apply for admission by following the normal admissions process.

### **Assessment Practices**

In an effort to give every student the best chance for success, St. Joseph's academic departments are assigned specific days of the week on which they may test students in their courses. Any student with more than three summative assessments on a single school day may petition to have one of them moved to a different time period in the same week. Students should turn in an Assessment Practices request to the teacher whose test they want to reschedule (forms are available in the Registrar's office) **at least 24 hours in advance**. Note, this only applies to major tests. Quizzes, daily work, and other long-term assignments such as projects or research papers are exempt from this policy. All rescheduling is done at the approval of the teachers and in conjunction with the office of the Upper or Middle School Director accordingly.

### **Exam Exemption Policy**

Excepting juniors in Math courses, juniors and seniors may exempt final exams in year-long courses if they have a 90 average in the course by the Friday before final exams are scheduled to begin. Exemption averages are calculated by averaging the Fall semester grade with the third and

fourth quarter grade. Students on academic probation or who have been subject to certain disciplinary actions, including academic integrity violations, may not be eligible for exam exemptions.

### **Earning High School Course Credit**

The final grade for a course is computed by taking the average of semester one and semester two. For high school students and 8<sup>th</sup> graders who take a final exam, the quarter grade is valued at 20 percent (for 8<sup>th</sup> grade students the first semester exam is valued at 10 percent) of the semester grade; each of the two cumulative semester exams is valued at 10 percent each.

Therefore, for a 1-credit course, the final grade is computed as follows:

|                               |       |
|-------------------------------|-------|
| 1 <sup>st</sup> quarter grade | = 20% |
| 2 <sup>nd</sup> quarter grade | = 20% |
| <u>Semester I exam</u>        | = 10% |
| Semester I grade              | = 50% |

|                               |       |
|-------------------------------|-------|
| 3 <sup>rd</sup> quarter grade | = 20% |
| 4 <sup>th</sup> quarter grade | = 20% |
| <u>Semester II exam</u>       | = 10% |
| Semester II grade             | = 50% |

One unit of high school credit is awarded for full year courses that meet regularly on a daily basis. One-half unit of high school credit is awarded for courses that meet for one semester only, or every other day throughout the year. P.E. credits may be earned for student participation in a team sport. One-half unit of high school credit is awarded for each season played at the Junior Varsity or Varsity level during high school. High school P.E. credits are reflected on the transcript, but not on report cards.

### **High School Course Credit for Classes Completed Prior to Ninth Grade**

Credits from a previous school's transcript will be awarded only if the student can prove mastery of content via a placement test approved by St. Joseph's Catholic School for Math and World Languages only.

Based on a parent's request, and if the prior course summary and syllabus support it, the department chair may allow the middle school course to serve as a prerequisite and to skip the entry level course that is normally required of all St. Joseph's Catholic School students. However, since no credit is being awarded, the graduation requirements for the discipline would still need to be met in full.

### **Communication with your Teacher**

Communication between the teacher and parent is vital to a student's success. However, it is a parent's responsibility to contact the teacher with any concerns or for an update on their child's progress. Teachers may be contacted at the school. Because teachers do not have access to a phone during the school day, parents are requested to make contact via e-mail. ([firstinitial+lastname@sjcatholicsschool.org](mailto:firstname.lastname@sjcatholicsschool.org)). You may also find their email address on the school website. Generally, emails will be returned within 24 hours. Parents are encouraged to have their child in attendance for any meetings with the teacher regarding their child's academic performance. **It is a school requirement that a parent or student meet with a teacher regarding any specific concern prior to requesting a meeting with a department chair, the Upper or Middle School Director, or the Headmaster.**

### **St. Joseph's values constructive partnerships with parents, in which all parties:**

- **Treat all members of the St. Joseph's community with respect**
- **Embrace the principle of subsidiarity, allowing those closest to a situation to have the primary responsibility for resolving any differences**
- **Assume the good will and positive intentions of all actors**
- **Accept that teaching students to take responsibility for their conduct shapes character in a positive way**
- **Agree to discuss any disagreements that may arise in a spirit of cooperation, recognizing that decisions may impact other members of the community as well.**

**Failure to adhere to these expectations may influence the status of an enrollment contract.**

### **Academic Reporting**

St. Joseph's strives to communicate with parents regularly on student progress:

- **Student Grades and Progress:** Grades are available for parents to view through the Parent Portal of RenWeb. Parents are encouraged to access their child's progress at least twice per quarter.
- **Report Cards:** Report Cards are issued quarterly. Report Cards are emailed, and parents can find the email dates on the school calendar. If parents do not receive a Report Card on the scheduled date, they should contact the Registrar.
- **Parent-Teacher Conferences:** After the first Report Card has been issued, parent-teacher conferences are offered. These conferences provide parents the opportunity to meet with teachers to discuss their child's academic progress and to address any issues that prevent their child from realizing his or her full potential. Normally, conferences last for fifteen minutes. If more time is necessary, the parent should arrange another time to meet.

### **PSAT**

The PSAT will be given to all 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grade students in October. Freshmen and sophomores take the test as a practice only; juniors are eligible for the National Merit Scholarship competition. This test is not available to middle school students.

### **AP Courses and AP Exams**

Any St. Joseph's Catholic School student enrolled in an AP Course is required to take the AP Exam scheduled in early May. The cost of this exam will be billed in the spring. Students enrolled in AP courses are expected to consider it a college level course requiring a student to work at a college level. Any student not enrolled in an AP course but wishing to take an AP exam may do so only with the permission of the Upper School Director.

### **Eighth to Ninth Grade Transition**

Unlike parish schools that end after the eighth grade year, St. Joseph's is a seven-year academic program that extends through twelfth grade. Therefore, St. Joseph's does not award eighth grade diplomas nor celebrate an eighth grade graduation. Our seven-year program of study is the same reason that St. Joseph's eighth graders need not reapply for admission to the ninth grade, but simply re-enroll. The school, however, does recognize this as a time of transition from the middle to the high school years, and that transition is marked in a special way at the end of eighth grade.

## High School Graduation Awards and Honors

At the conclusion of each academic year, several awards and honors are given to graduating seniors.

### Academic Distinctions

- ***Summa Cum Laude***: The designation *summa cum laude* is announced at graduation for students who have achieved an eight-semester cumulative **CWA of 94.000 or above**.
- ***Magna Cum Laude***: The designation *magna cum laude* is announced at graduation for students who have achieved an eight-semester cumulative **CWA of between 91.000 and 93.999**.
- ***Cum Laude***: The designation *cum laude* is announced at graduation for students who have achieved an eight-semester cumulative **CWA of between 88.000 and 90.999**.

### The Outstanding Christian Athlete Award

This award is presented annually to the graduating student athlete who best embraces the school's mission and philosophy, both on and off the playing field. Members of the senior class may nominate any senior athlete that they feel is deserving of this award, whose names are then submitted to the Headmaster, with the recipient being selected by coaches and faculty vote.

### The Father Fox Award

This award, named in honor of Father Fox, the first priest to celebrate Mass regularly at St. Joseph's Catholic School, is given annually to the senior who epitomizes the qualities of Christian charity and compassion. Members of the Senior Class may nominate any senior that they feel is deserving of this award, whose names are then submitted to the Headmaster, with the recipient being selected by faculty vote. The recipient delivers the salutatory address at graduation.

### The *Redemptoris Custos* Award

This award is given annually to the senior who excels in scholarship, Christian leadership, and service, and who best exemplifies the virtues of St. Joseph and the principles upon which the school was founded. This is the highest honor a student may receive at St. Joseph's Catholic School. *Redemptoris Custos* is the Latin title for St. Joseph, meaning "Guardian of the Redeemer." Members of the Senior Class may nominate any senior that they feel is deserving of this award, whose names are then submitted to the Headmaster, with the recipient being selected by faculty vote. The recipient delivers the farewell address at graduation.

### National Honor Society

Requirements for St. Joseph's chapter of the National Honor Society are available on the school website.

### Subject-specific Honor Societies

Requirements for St. Joseph's chapters of all Honors Societies are available on the school website.

### Academic Probation:

Students who earn a grade below 70 for two consecutive quarters will be placed on Academic Probation. Students who failed a course or earned a grade lower than 70 the prior school year will also be placed on Academic Probation. Those students on Academic Probation will be required to meet with the Dean of Student Support to create a tiered action plan. Probationary

plans may include mandatory tutoring (student or professional) and/or mandatory participation in teacher-led help sessions. Students who do not meet the obligations of their recovery plan will lose privileges. For seniors, this may include study hall in the senior commons and/or late arrival/early dismissal privileges. For all students it may also include removal from leadership positions and suspension of participation in extracurricular activities (clubs, sports, etc.).

### **Homework**

Diligent and consistent study is vital to academic success at St. Joseph's. On average, one to two hours of homework and studying per night is required in the middle school. Two to three hours of homework and studying per night is required in grades 9-12. Students in Honors or Advanced Placement classes should expect more preparation time. Experience has shown that this amount of homework is necessary for success in a college-preparatory school. Even when a formal assignment may not be given, a review of the material covered that day is still encouraged.

### **Study Hall**

Students who have a study hall should take full advantage of that time to do homework so that they may participate in co-curricular activities. Study halls are designed to be silent periods of study, and students are expected to come to study hall prepared to do class work.

Students have the opportunity to seek some individual or small group assistance from teachers after school. Seniors granted the privilege of studying in the commons or the library during a study hall period must nonetheless check in with their scheduled study hall teacher for attendance or lose the privilege.

### **Make-up Work**

Students who are absent for any reason are expected to complete all assignments, including missed class work and homework. When absent, it is the student's responsibility to consult classmates for the day's assignments. Students may make up all graded work for an excused absence (illness, funeral, prior permission) at the discretion of the teacher. Teacher policies regarding make-up work and test and quiz make-ups will be found in the course syllabus.

It is the *student's* responsibility to make arrangements with all teachers immediately upon returning from an absence. Failure to do so will not excuse or exempt a student from assignments or tests and could result in zero grades for missed work. This responsibility of the student extends to papers, tests, quizzes, homework, and reading assignments. If a student misses class due to a late arrival or early dismissal on a particular day, that student is responsible for turning in any assigned homework and arranging the making up of tests by the end of the same day. Parents must send a valid excuse to the front office for any absence. Parents have one week to turn in a valid excuse or the missed work may not be accepted.

Students must realize that schoolwork is primarily *their* responsibility. In cases of extended illness (3 days or more), a notation or list of assignments may be obtained by emailing each individual teacher (preferred method) or by calling the school office. A parent or other person with parental permission who signs in with the receptionist may retrieve books or other materials needed from the student's locker in order to make up missed work.

### **Academic Dishonesty**

St. Joseph's Catholic School upholds the highest standards of academic honesty. All students are expected to turn in work that is the result of their own academic labor. Forms of dishonesty include, but are not limited to:

- Plagiarism is a form of academic dishonesty in which a student presents the work of another as one's own. Failure to cite sources, paraphrasing or summarizing material without giving credit to the source, or turning in work produced by someone else are all examples of plagiarism.
- See the Harbrace College Handbook for questions, or consult the Center for Academic Integrity's website at <http://www.academicintegrity.org/icai/home.php>.
- Collaboration on assignments without permission from the teacher. If doubt arises, the student should consult with the teacher before turning work in for credit.
- Allowing another student to copy one's work or to submit one's own work is an act of academic dishonesty.
- Seeking inside information from students who may have already taken a particular exam is a form of academic dishonesty.

Teachers who suspect academic dishonesty should confiscate the work in question and report it to the Upper or Middle School Director accordingly. No teacher may sanction a student for academic dishonesty without reporting it to the Upper or Middle School Director's office. If warranted the Upper or Middle School Director will contact the parents of any student implicated in academic dishonesty.

If it can be determined that an act of academic dishonesty took place the student will receive an automatic zero (0) on the entire assignment in question, no exceptions. Multiple acts of academic dishonesty, in one class or across different classes and academic terms, may be subject to additional sanctions including failure for the course, in-school suspension, or academic dismissal. All sanctions will be determined by the office of the Upper or Middle School Director accordingly.

### **Teaching about Human Sexuality: Some Guiding Principles**

*(Taken from: The Truth and Meaning of Human Sexuality, The Pontifical Council on the Family)*

St. Joseph's endeavors to teach each individual student the truth about God's gift of human sexuality and to promote chastity as the God-given vocation of all unmarried persons. To this end, the following principles are observed in any instructions or materials employed.

- Human sexuality is a sacred mystery and must be presented according to the doctrinal and moral teaching of the Roman Catholic Church.
- Only information proportionate to each phase of their development should be presented to young people.
- No material of an erotic nature should be presented to young people of any age, individually or in a group.
- No one should ever be invited or obliged to act in any way that could offend against modesty or which could subjectively offend against his or her own delicacy or sense of privacy.

To assist in the proper teaching of human sexuality, families are invited to participate in the *Family Honor* program which may take place at the school and in local parishes.

# Attendance Policies & Information

**Note that all email communication for attendance must be emailed to: [frontoffice@sjcatholicschool.org](mailto:frontoffice@sjcatholicschool.org)**

## Attendance Requirements

Perfect attendance is expected of each student and is important for scholastic progress. In order for a student to receive a unit of credit in a subject, he or she must not accumulate more than ten (10) excused or unexcused absences in a school year. After ten absences, students are required to have a doctor's note for each subsequent absence. Any absence in excess of ten (10) *may* cause the student to lose credit for the year. If a student is in danger of losing course credit due to absences, parents must meet with the Upper or Middle School Director. Absences for CHRONIC or EXTENDED illness or for extreme hardships may be approved by the Upper or Middle School Director only when verified by a physician's statement. Additionally, any student that is participating in an extracurricular activity (athletics, theater, etc.) must be present for at least the last four academic periods on Monday, Tuesday, and Friday, and the last two periods on Wednesday and Thursday. A student may not leave school early due to illness and participate in a sport that day.

## Absence Procedures

**If it is necessary for a student to be absent, a parent or guardian MUST send an email or note to school with the reason for the student's absence. All emails regarding attendance should be sent to [frontoffice@sjcatholicschool.org](mailto:frontoffice@sjcatholicschool.org) or turned into the front office.**

When a parent or guardian is planning an absence, **prior permission** must be obtained using the Pre-Arranged Absence form.

## EXCUSED ABSENCES

The only reasons for an absence to be considered "excused" for all students are the following:

1. Personal illness/Doctor's appointments
2. Death in the immediate family
3. A family health emergency
4. A baptism, ordination, wedding, or graduation involving a member of the immediate family
5. Seniors who vote in a state or federal election are granted an excused tardy not past first period.

## Pre-Arranged Absences

Many times students know they are going to be out of school because of family trips or other unexcused reasons. SJCS will work with students who plan ahead and wish to get their assignments so that they will not miss class work.

- **Pre-Arranged Absence Procedure:**
- Five (5) school days before the absence the student should have their parent/guardian complete the Pre-arranged Absence Form (on SJCS website), print it, **and take it to all of their teachers for their signatures. Return the completed form to the front office.** It is the student's responsibility to make arrangements for make-up work with their teachers, who may require the work missed to be made up either before or after the absence.

## College Visits

Juniors and seniors are permitted to visit colleges or attend early decision day. In order for a college visit to count as a field trip, you must provide advance notice of the trip to the front office, and documentation (standard college visit letters) from the college or university must be provided immediately after the visit. Second-semester sophomores and all juniors are allowed two (2) college visits. Seniors are allowed up to four (4) college visits over the course of the academic year. Siblings who go with the family for college visits must fill out a Pre-Arranged Absence Form.

## Attendance Procedures

- Prior to 8:00 A.M. on the day returning to school after an absence, the student must present to the front office **an email ([frontoffice@sjcatholicschool.org](mailto:frontoffice@sjcatholicschool.org)) or a note** written by a parent, legal guardian, or physician explaining his or her absence. Notes must include the dates of absence, the student's name, and the REASON clearly indicated, so that the absence may be properly noted.
- Students who have an excused absence and have not exceeded the absentee limit must make up tests and work missed at the teacher's convenience.
- In the case of an unexcused absence due to truancy, the student receives a zero on any tests and quizzes missed.
- Students who miss classes due to participation in school-sponsored activities are not marked absent. However, they are held responsible for all missed class work, tests, and assignments.
- **St. Joseph's has no authorized skip days, mornings or afternoons.**

## Late for School (Tardy)

St. Joseph's emphasizes the importance of punctuality and dependability and maintains a strict policy regarding tardiness. **The Household Dean will record Absent a student failing to attend morning Household or Tardy if arriving to Household after the bell.** When the student signs the attendance register in the front office, the student will receive a tardy pass and the attendance record will be changed to "tardy." Students arriving to school after the bell cannot enter Household or class without a tardy pass. Note: The school doors automatically lock at 7:50 A.M each morning.

Every effort should be made to schedule medical/dental appointments at times other than during school hours. Nonetheless, tardiness will be excused for scheduled doctor, dentist, or orthodontist appointments, illnesses, and emergencies when students submit a note from the doctor or a parent to the front office upon arrival at school.

Tardiness will not be excused for reasons of tiredness, traffic, or errands. An athletic tardy will be excused only with the approval of the Athletic Director and the Upper or Middle School Director. A student with an approved SJCS athletic tardy should arrive to school prior to the beginning of third period on Monday, Tuesday, and Friday, **prior to study help** on Thursdays, and **prior to 2<sup>nd</sup> period** on Wednesday. An automated RenWeb notification will be emailed **to parents and students at the end of day**, when a student receives an unexcused tardy.

Please check traffic related news prior to leaving for school to make time allowances to avoid late arrivals.

## Unexcused Tardy Violation Policy

Tardy 1      Parent Contact by email

|         |   |
|---------|---|
| Tardy 2 | Parent Contact by email                                   |
| Tardy 3 | Lunch Detention (Documented in Renweb) and Parent emailed |
| Tardy 4 | Discipline referral: Administrative Detention             |
| Tardy 5 | Discipline Referral: Saturday Detention                   |
| Tardy 6 | Discipline Referral: 2 Saturday Detentions                |

\*\* Tardies reset at **the beginning** each QUARTER

### **Early Dismissal**

Every effort should be made to schedule medical/dental appointments at times other than during school hours. All early dismissals require written notice from a parent or guardian explaining the reason for the early dismissal. The school will not permit students to leave school with anyone other than the designated person. Parents should come to the administration building to sign out their child. Students who drive must sign out at the front office if leaving early.

### **Dismissal during Mass**

Every **Wednesday** we have an All-School Mass from **10:23-11:25**. If you **MUST** pick your child up for an early dismissal during this time, **please plan ahead and pick up your child by 10:20**.

### **Semester Examination Attendance and Tardy**

In treating semester examinations with the seriousness and effort deserved, students must take semester examinations with the other members of their class on the day and at the time scheduled. Students should refrain from scheduling appointments or activities during this time. Personal illness and injury are the only reasons a student can be excused from a semester exam; students who are ill or injured will be given an opportunity to make up their missed exam. All other absences will be considered unexcused. Semester examination schedules cannot be changed to accommodate individual travel or vacation schedules. Further, students who arrive to an exam after it has already been distributed to the students will not be permitted to take the exam at that time. Questions about semester examination attendance should be addressed to the Upper or Middle School Director. A student who misses an examination due to an excused absence or excused tardy is expected to see his or her teacher to make up the exam. Students who are absent or tardy unexcused will not be permitted to make up a missed exam.

# Discipline Policies

## Discipline at St. Joseph's

St. Joseph's Catholic School is dedicated to providing every student an opportunity to pursue excellence consistent with the school's mission and the teachings of the Roman Catholic Church. Through personal example, exhortation, and the publication and enforcement of the rules stated in this handbook, faculty and administrators at St. Joseph's strive to encourage law-abiding behavior and cooperation with right order. The school also promotes and encourages basic human virtues like punctuality, diligence, and organization. Further, in addition to promoting the three theological virtues of faith, hope, and love, special attention is paid to the cardinal virtues of prudence, temperance, justice, and fortitude. In modern terms, St. Joseph's strives to develop the virtues of sound judgment, responsibility, self-control, and personal toughness in our students. In doing so, St. Joseph's faculty and administration make every effort to maintain a respectful environment that fosters a commitment to doing what is right, because it is right. Ideally, St. Joseph's strives to follow the philosophy of St. John Bosco who prescribed a Preventive System of education based on three key principles: Reason, Religion, and Loving Kindness.

Nevertheless, it occasionally becomes necessary for a student to face discipline for actions that disturb the school's learning environment or for actions that violate school rules and codes of conduct. At a moment such as this, as the apostle St. Paul says, "Discipline seems a cause not for joy but for pain; but later it brings the peaceful fruit of righteousness to those who are trained in it" (Hebrews 12:11). Enrollment in the school indicates knowledge of and a willingness to comply with the school's regulations.

## Communication with Teachers

Typically, classroom teachers handle discipline issues. They have authority to apply appropriate measures to maintain order in their classrooms and ensure the safety of our students. Communication between the teacher and parent is vital to a student's success. Because teachers do not have access to a phone during the school day, parents are requested to make contact via e-mail. You may find their email address on the school website. Generally, e-mails will be returned within 24 hours. Parents are encouraged to have their child in attendance for any meetings with the teacher regarding their child's behavior. For serious discipline matters an administrator may be consulted to adjudicate a violation of rules and codes of conduct.

While administration reserves the right to make changes or exceptions when assigning discipline, the following is a general guideline for some offenses.

|   |  |
|---|--|
| Dress Code  | See dress code policy – pg 27.   |
| Cell Phone Violation  | See cell phone policy – pg 20 & 25.  |
| Insubordination (including refusal to turn over a cell phone) | Minimum After-school Detention<br>Refusal to turn over phone – minimum 1 day OSS |
| 5+ Lunch Detention per month                                  | Minimum Saturday Detention   |
| Lunch Detention Violation                                     | Minimum After-school Detention   |
| Saturday Detention Violation                                  | Minimum 1 day OSS (served the following Monday)                                  |
| Stealing  | Minimum OSS  |

|              |                                |
|--------------|--------------------------------|
| Disobedience | Minimum After-school Detention |
|--------------|--------------------------------|

**Lunch Detentions**

Lunch Detentions are held on Thursdays. Students serving these detentions must arrive before the lunch period bell rings (4<sup>th</sup> period bell for Middle School and 5<sup>th</sup> period bell for High School) and remain silent for the entire period. Students who purchase their lunch will be permitted to visit the cafeteria during the detention period, but will immediately return to the detention room. Any teacher or administrator has the authority to issue a lunch detention (LD) when this consequence is determined to be in the best interest of a student. If a student receives a LD then the issuing teacher will email the parents as well. Students who earn a LD must serve it on the next available LD day. Postponing a LD must be arranged directly with the Student Life Associate. Failure to serve a LD will result in additional penalties that may include After-School or Saturday detentions.

**After School Detention**

After School Detentions (ASD) are held on Tuesdays and Thursdays and reserved as an administrative consequence. It begins at promptly 3:10 PM and concludes at 4:00 PM. Students who have athletic or extracurricular activities that begin prior to 4:00 PM will be late for these activities. Students serving ASD's have the responsibility to arrange for their post-detention transportation needs. While ASD's always take precedence over co-curricular activities, a practicum or other academic activity that involves credit, it can be completed on the next available ASD day with permission from an administrator. **Students are not permitted to attend an athletic practice, game, or extracurricular event (including clubs or theatre) until their ASD has been served, which could be the same day the infraction was issued or next available date.**

**Saturday Detention**

These detentions are assigned by an administrator and are held from 9:30-12:30 PM each Saturday morning. Students are required to wear their Mass Day uniform and will enter at the front entrance. They are to bring homework or something to read. If the student does not arrive on time, they will be required to serve the remainder of that detention period AND attend another full Saturday Detention the following week. If the student does not attend Saturday Detention, they will earn an Out of School Suspension (OSS) on the following Monday (or next available school day).

**Out of School Suspension (OSS)**

This suspension is the temporary removal of a student from all classes and the school campus. The student may not participate in any extracurricular activities while serving OSS. An administrator, with the approval of the Upper School or Middle School Director accordingly, may issue OSS if a student's behavior is determined to be gravely detrimental to the school or our students. OSS may be result if a student fails to respond to lesser disciplinary measures. A student serving OSS may be restored to normal status after the offending student and his parents/guardians have met with the Headmaster and he is satisfied that the student intends to reform their behavior.

**Expulsion**

Expulsion is the permanent dismissal of a student from St. Joseph's Catholic School for disciplinary reasons. The Upper School or Middle School Director, in consultation with the Headmaster, and the chairman of the Board of Trustees, may issue an expulsion. A student may

be expelled for repeatedly disregarding school rules or for malicious and/or criminal conduct unbecoming of a St. Joseph's student.

### **Expulsion & Due Process**

The Parents or Legal Guardian of an expelled student may appeal the dismissal to the Board of Trustees within two (2) days of the action by submitting, in writing, a letter addressed to the Board Chairman stating the reason for the appeal.

### **Disciplinary Probation**

Disciplinary probation is a trial period during which the student must demonstrate that he or she has corrected the unacceptable behavior, attitudes, or bad habits. An Administrator will send written notice of probation to the parents. Disciplinary Probation may remain in effect for the entire school year in which it was issued. A student's infraction of any school rule while on probation may result in immediate dismissal from the school.

### **Corporal Punishment**

St. Joseph's prohibits the use of corporal punishment. This prohibition shall not be understood to include the use of reasonable and necessary force:

- ❑ to quell a disturbance
- ❑ to prevent a student from inflicting harm on himself or another
- ❑ in self-defense
- ❑ to obtain a weapon or a controlled substance

### **General Student Harassment Policy**

St. Joseph's Catholic School is committed to maintaining an educational environment in which all individuals treat each other with dignity and respect. The school environment will be free from all forms of intimidation, exploitation, bullying and harassment be it verbal or non-verbal, including sexual harassment. Any threats, harassment, bullying, fighting, injury, or damage to a person or property of any person, by any individual or group, is strictly forbidden. Such actions render the student liable to detention, suspension, or expulsion.

### **Definition of Sexual Harassment**

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct or language of a sexual nature used toward or about another.

### **Examples of Sexual Harassment**

Unwelcome sexual conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual nature. Types of conduct, that violate this policy, include, but are not limited to:

- ❑ Unwanted sexual advances or propositions
- ❑ Offering academic benefits in exchange for sexual favors
- ❑ Making or threatening reprisals after a negative response to sexual advances
- ❑ Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters
- ❑ Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes
- ❑ Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes and/or invitations
- ❑ Physical conduct such as touching, assaulting, impeding, or blocking movements

## **Respect for Others**

All students are expected to obey rightful authorities and to follow their directives and instructions. Obedience is an important virtue to be cultivated. Any disrespect or defiance toward a school authority in word or gesture will be considered a grave offense and may result in suspension or expulsion. Disrespect to fellow students will not be tolerated. Students may face disciplinary action for bullying behavior that includes, but is not limited to, teasing, touching each other, gossip, derogatory notes and unwanted comments, whether spoken or written. Engagement in online blogs and social media accounts such as, but not limited to: Twitter®, Facebook®, MySpace.com®, Xanga®, Friendster®, Instagram®, Snapchat® etc. may result in disciplinary actions if the content of the students' blog includes defamatory comments regarding the school, the faculty, the Catholic Church, or other students. All students of the school are part of the St. Joseph's Catholic School family and should be treated with respect.

## **Bullying and Cyberbullying**

St. Joseph's Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously, in jest, or online**) may face detention, suspension, and/or expulsion.

Any bullying or harassment behavior can become a serious discipline issue especially if the behavior is unrelenting. Students should immediately and directly request the offending student to stop harassing behavior or harassing messages. However, if the activity continues then the issue should be reported to a teacher, Household Dean, or member of the staff. Harassment issues that continue or are especially injurious will be reported to an administrator for investigation and consequences.

## **Student Harassment Reporting Policy**

Students who feel victimized by other students or employees of the school should report the harassment/bullying to their Household Dean or an administrator immediately. Likewise, if a student feels another student is being victimized, they should report the harassment/bullying to their Household Dean or an administrator immediately.

# Student Activities

St. Joseph's Catholic School encourages its students to participate in co-curricular activities as a vital complement to their academic studies in developing their God-given capacities to the fullest extent possible. Any student organization that uses the school name comes under the direct authority of the school, and the school always has the proprietary interest in the activities and communications of the organization. Please refer to the St. Joseph's website to review the various student activities and organizations to which all students are encouraged to support and participate.

## **Eligibility: Student Activities**

St. Joseph's Catholic School policies and the regulations of AdvancEd govern eligibility for participation in all co-curricular activities. In addition to maintaining academic eligibility, a St. Joseph's student must maintain a satisfactory disciplinary record.

## **Clubs and Activities**

Clubs are for the purpose of sharing and promoting interest in and participation in educational hobbies. All clubs using the name of St. Joseph's may function only with the prior approval of the Upper or Middle School Director, accordingly, and with a faculty moderator. Clubs generally meet during non-school hours or at lunchtime. In many cases, they choose to meet either before or after school.

## **Fundraising by Students**

To engage in a fundraising activity, every student organization, club, or class must have the prior approval of the Upper or Middle School Director, and the Director of Development. A Fundraising Request Form must be completed at least two weeks prior to the fundraising activity. These forms are available at the Advancement Office or may be requested by the Club Moderator of the student organization requesting the fundraising event.

## **Socials**

All social activities of the school come under the direct control and supervision of school authorities. No social event may be scheduled without the prior approval of an administrator and the Moderator of the sponsoring class or activity. At such events, the school must be represented by a faculty member and approved chaperones. Conduct and dress at such functions must conform to school regulations or special guidelines given by the school. Individuals who are 21 or older may not attend any of the school dances.

## **Sacrament of Confirmation**

Catholic parents enroll their sons/daughters in their parish sacramental program for Confirmation, as St. Joseph's is not a parish school. Our Theology teachers teach the academic preparation for the Sacrament of Confirmation; however, the liturgical preparation, parent meetings, and student retreats are completed at the family parish in which the student is spiritually nurtured.

# Athletics

The athletic program of St. Joseph's Catholic School exists as a vital and integral part of the school's educational program. Practice sessions and athletic contests should not disrupt the academic program, but enhance it.

## Goals of the Athletic Program

- To teach the values of fair play and good competition
- To encourage team work as an important part of a student's growth toward maturity
- To promote school spirit and develop a sense of pride in the school
- To develop proper care and respect for one's body, knowing that conditioning the body also helps develop the mind
- To nurture respect for other athletes, fans, and authority on the athletic field as a means to learning respect for others in day-to-day living

## Athletic Participation Guidelines 2018-2019

Due to the school's association with the South Carolina High School League (SCHSL), the following must be met:

- ❑ **The required SCHSL Physical, History and Parent Permission Statement must be completed and/or submitted online at Arbiter Athlete at [www.arbiterathlete.com](http://www.arbiterathlete.com).** These documents must be dated after April 1<sup>st</sup> in order for athletes to participate in any St. Joseph's upcoming summer team practices and must be submitted prior to the start of summer practice. If your child does not plan to be involved in summer practice, the form must be uploaded prior to his/her particular sport tryouts. Forms dated on or after April 1<sup>st</sup> will be good for the rest of that school year, the upcoming summer, and the entire upcoming school year. Parents should keep a copy of the physical form for their records.
- ❑ **A copy of your child's birth certificate must be uploaded at Arbiter Athlete** in order for students to be eligible to try out and/or participate on any sports team over the course of the school year. This is only required once. Birth certificates are not required in order to participate in summer practices.
- ❑ The Greenville Health System offers St. Joseph's athletes the services of an athletic trainer. You must also complete the **online Athletic Training Services Consent & Authorization Form found on Arbiter Athlete.**
- ❑ Any student who begins 6<sup>th</sup> grade at SJCS will be eligible to participate in athletics. **Also, most students who begin 9<sup>th</sup> grade at SJCS will be eligible to participate in athletics. Any 7<sup>th</sup> through 12<sup>th</sup> grade student who transfers to SJCS after the start of the school year, or any new students entering 8<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade will be subject to SCHSL transfer rules (which can be found in Section 10 of the SCHSL Bylaws found on the SCHSL website) that may affect athletic eligibility. Questions about eligibility should be directed to the SJCS Athletic Director.**
- ❑ **Sixth grade students are permitted to participate on St. Joseph's middle school teams. All 7<sup>th</sup> grade students are permitted to participate on St. Joseph's Middle, JV, or Varsity athletic teams, excluding Varsity football, lacrosse, soccer, and wrestling. The school offers a Basketball intramural program for all 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students.**
- ❑ For additional questions, contact St. Joseph's Athletic Director Eric Nash at (864) 234-9009, ext. 113 or [enash@sjcatholicschool.org](mailto:enash@sjcatholicschool.org).

### Parental Responsibility

In signing the “Agreement for Participation” online declaration noted above under “Eligibility,” a parent gives explicit permission in writing for the student to participate in interscholastic sports. Such permission includes a declaration of the parents’ awareness of the risks involved in such athletic participation and their acceptance of the responsibility for any injury the student might incur thereby, including, but not limited to, participation in training, practices, scrimmages, league or non-league games, and transportation to and from such events. St. Joseph’s Catholic School cannot assume responsibility for medical costs incurred by students and their families as a result of participation in interscholastic sports and therefore requires parents to ensure that student-athletes are covered by adequate health care insurance.

### 2018-2019 ATHLETIC OFFERINGS

| FALL SPORTS           | WINTER SPORTS                   | SPRING SPORTS         |
|-----------------------|---------------------------------|-----------------------|
| <u>Girls</u>          | <u>Girls</u>                    | <u>Girls</u>          |
| Varsity Cheerleading  | MS Basketball                   | MS Soccer             |
| MS Cross-country      | JV Basketball                   | JV Soccer             |
| JV Cross-country      | Varsity Basketball              | Varsity Soccer        |
| Varsity Cross-country | Varsity Cheerleading            | JV Softball           |
| Varsity Golf          |                                 | Varsity Softball      |
| Varsity Swimming      |                                 | Varsity Track & Field |
| JV Tennis             | <u>Boys</u>                     | Varsity Lacrosse      |
| Varsity Tennis        | MS Basketball                   |                       |
| MS Volleyball         | JV Basketball                   | <u>Boys</u>           |
| JV Volleyball         | V Basketball                    | MS Baseball           |
| Varsity Volleyball    | MS Wrestling                    | JV Baseball           |
|                       | Varsity Wrestling               | Varsity Baseball      |
| <u>Boys</u>           |                                 | Co-Ed MS Golf         |
| MS Cross-country      |                                 | JV Golf               |
| JV Cross-country      | <u>Intramurals (Grades 6-8)</u> | Varsity Golf          |
| Varsity Cross-country | Basketball (Girls & Boys)       | JV Soccer             |
| MS Football           |                                 | Varsity Soccer        |
| JV Football           |                                 | JV Tennis             |

|                  |  |                       |
|------------------|--|-----------------------|
| Varsity Football |  | Varsity Tennis        |
| Varsity Swimming |  | Varsity Track & Field |
|                  |  | Varsity Lacrosse      |

### **Physical Examinations**

Physical examinations conducted by a physician are required for all student-athletes **before** attending any team practices or try-outs. The date of the physical exam must be after April 1<sup>st</sup> of the previous school year.

### **Lost Equipment**

Students are responsible for the care and timely return of all equipment and uniforms issued to them. Equipment and uniforms must be returned to the Athletic Department within one week after the end of the season. If a uniform or any equipment is not returned by the deadline, the student's account will be billed for the replacement value by the Business Office.

### **Sportsmanship and School Spirit**

In demonstrating their love for and loyalty to St. Joseph's Catholic School and the teams which represent the school, all St. Joseph's students, team members, and coaches are expected to exercise courtesy and hospitality to visiting teams and officials and to conduct themselves in a sportsmanlike manner at all times. The conduct of parents should also reflect this Christian mission of St. Joseph's. Athletes and fans are encouraged to be mindful of the fundamentals of good sportsmanship:

- Show courtesy and respect for all faculty, staff, coaches, fellow students, opponents, officials, and property
- Know, understand, and appreciate the rules of the contest
- Exercise self-control and restraint
- Appreciate skill and performance regardless of an athlete's affiliation
- Maintain a healthy desire to excel and win, while having the ability to win and lose gracefully

*Any student, parent, or fan demonstrating unsportsmanlike conduct may be asked to leave the event. A St. Joseph's student demonstrating unsportsmanlike conduct may face further disciplinary action.*

### **Disciplinary Standing**

Only students in good disciplinary standing will be permitted to participate in co-curricular activities. Any student suspended from school is not permitted to participate in any co-curricular activity until the day following the last day of the suspension. A coach may suspend an athlete from participation in any sport for a period of twenty-four hours for inappropriate or unsportsmanlike conduct. The Upper or Middle School Director will make a decision as to further disciplinary action.

### **Preserving the Academic Schedule**

The daily academic schedule is the first priority at St. Joseph's. Athletic events will be scheduled in such a manner as to avoid unnecessary disruption in the academic schedule. Every effort will be made to schedule events involving travel after school hours. If an early dismissal becomes necessary, only members of the team will be dismissed early.

## **Travel**

The Athletic Director must approve all travel. As representatives of the school, all students must travel to and from athletic contests neatly dressed and groomed. It is recommended that all team players, managers, cheerleaders, etc., travel to and return from athletic contests via school transportation whenever it is provided. SJCS believes that team travel helps to create team unity and encourages all team members to travel to and from sporting events together. If there is an occasion when a student athlete is unable to take school provided transportation, that athlete's parent must communicate to the athlete's head coach in writing notifying the coach of the child's circumstance and indicating how the child will be transported. In such occasions, it is the parent's responsibility to arrange safe and timely travel. No other persons will be permitted to travel with the team unless cleared by the Athletic Director. The Athletic Director, coaches, or another designated authority may assign seating for travel.

## **Medical Insurance**

Parents and guardians must provide proof of medical insurance to the school each year via the Emergency Contact, Event /Field Trip Permission, and Medical Information Form. The Athletic department requires every student athlete to create an account at Arbiter Athlete, and provide the following: Athletic Pre-Participation History, Physical Exam, a Parent Permission/Acknowledgment, Concussion Consent , Birth Certificate, Athletic Training Services Consent & Authorization that authorizes medical treatment for injuries. A guide to creating an Arbiter Athlete account is located on the St. Joseph's Website under Athletics and Forms.

## **Issues/Concerns**

The following chain of communication should be followed if a parent or student/athlete have any/all issues or concerns:

- 1) The parent should initiate conversation with their child; if not satisfied, then
- 2) The parent should ask their child to meet with the coach; if not satisfied, then
- 3) The parent should email the coach to set up a meeting; if not satisfied, then
- 4) The parent should email the Athletic Director to set up a meeting

Parents should not attempt to confront a coach before or immediately after a game or practice. If a parent needs to speak with a coach concerning an issue or concern, the parent should email the coach and schedule an appointment with the coach. It is required to wait at least 24 hours before making contact to give the player, the parent and the coach time to process any situation that has arisen. As a general rule, parents should not be discussing playing time with coaches.

## **Hazing Policy**

Athletic Department will not tolerate hazing in any form. Hazing is defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent. Violators of this policy may face suspension or expulsion from the team, and/or referral of the incident to SJCS administration for further disciplinary action. In addition, the team may be subject to group discipline that can include, but is not limited to, team probation, cancellation of individual contests, and/or cancellation of the entire season.

# Parent Information

## Contact Information and Email

It is important that all information regarding students and their families remain current, i.e., emergency contacts, address, or phone. Therefore, if a student or family changes a residence, telephone number, or email address anytime during the student's years at St. Joseph's Catholic School, it is the parent's responsibility to notify the School Receptionist as soon as possible.

## Parents Out of Town

When parents are planning to be out of town, they should send a note to the school office with the specifics including how to reach them in case of emergency and who will be staying with their child in their absence.

## Custodial Parent

A non-custodial parent has the same right to receive interim and final school reports, conferences, etc., as a custodial parent except if a written court order is on file with the school office. Any updated parental custody agreement should be on file with the school, if applicable.

## Car Line

Parents should remain in their cars, pay close attention and proceed through the regular carpool process as directed by faculty moderators. **Additionally, parents should not be driving through the pickup line while using their cell phones.** Middle School students are not permitted to walk to a parked car without a teacher's permission. It is the responsibility of the parent to contact carpool members when a child is absent, leaves school early, or needs to make other arrangements. A driver at the front of the car line awaiting passengers for an unreasonable amount of time will be directed to re-circle the car line route or park their vehicle while awaiting passengers.

## HS Carline Dismissal Procedures

Please drive around the student parking lot and pull down the last row past the buses and around to the HS entrance. We ask that parents continue to fill in on the LEFT side UNTIL the little white "NO PARKING" sign. Once spaces are filled to the small white sign, please line up on the RIGHT SIDE STARTING at the SPEED BUMP. When school dismisses at 3:00 PM, a staff member will be at the top of the hill (at the speed bump) directing traffic, allowing for people to make the left turn to exit, and allowing for drivers to transition over to the left side.

We do understand that it would be much less confusing if we simply followed the laws of traffic and took the first right into the student lot, picked our student up then exited towards the back of the lot by the buses all while staying on the right side of the road. Unfortunately, law enforcement has requested that we have as many cars as possible in our driveway and not on St. Joseph's Drive, due to the large trucks entering and exiting Carmax and regular traffic trying to get through. Our current car line procedure allows for the greatest number of cars.

The administrative parking lot is closed to traffic/pick-up as the carline begins to form in the afternoons. We have to keep this single lane open for emergency vehicles and for staff cars to exit.

## Buckley Amendment

St. Joseph's Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Only faculty members and appropriate administrators have the right to access student records.

### **Student Records/Transcripts/Recommendations**

Parents and/or students requesting records, transcripts, recommendations, educational/psychological testing assessment, etc., must make a minimum of a five-school day written request to the Guidance Office or other appropriate personnel. These documents will be sent only through U. S. Mail and will not be given directly to the student or parent.

### **Grievance Procedure**

In every effective organization, the principle of subsidiary is observed. This principle requires that decisions and issues be handled at the lowest, most appropriate level. The purpose of the Board of Trustees is to establish policy, to ensure that policy is being correctly carried out, and to develop and implement the long range and strategic plans and financial funding of the school. The Headmaster is the chief administrator of the school and is responsible for the day-to-day operations of the school, for all academic and disciplinary matters, and for carrying out policy. Concerns or grievances which may arise concerning classroom related matters such as instruction, grading, homework, or class discipline, should **first be addressed** to the faculty member concerned. Normally, issues are resolved at this level. If unresolved, the issue should be brought – if academic – to the attention of the Department Chairperson and – if disciplinary or attendance related – to the attention of the Upper or Middle School Director. If a resolution remains to be found, the issue may be brought before the Headmaster. If satisfaction is not found with the Headmaster, a parent may submit concerns in writing to the Chairman of the Board of Trustees within 5 days of the Headmaster's decision.

### **Development Office**

The Development Office is responsible for promoting and advancing the mission of St. Joseph's Catholic School. All fundraising, official athletic sponsorships and recognition on school grounds, public relations, communications, marketing, and recruitment come under the oversight of the Development Office. As previously noted on the student's Application for Admission, by enrolling your son or daughter in St. Joseph's Catholic School, you (the parent) have given the school permission for photographs of your child(ren) to appear in school and community publications, area newspapers, the school website, and official school social media sites.

### **Parents Guild**

The St. Joseph's Catholic School Parents Guild is a school organization whose membership is open to all current parents of the school. The Parents Guild comes under the authority of the Development Office, and its purpose is to support the mission of the school and the academic, spiritual, and social life of its students.

### **National Fundraising Campaigns**

Each year, a number of community causes arise (Red Ribbon Week, Go Pink Campaign, Susan G. Komen Race for the Cure, and others) that parents and students are interested in championing and therefore request involvement through our students and school families. While many of these organizations have strong personal ties, the organizations as a whole do not always fit into the St. Joseph's established school activities calendar and/or coincide with our Catholic mission. Please remember that all fundraising and marketing of events such as these must be approved, in advance, by the school's Development Director and the Upper or Middle School Director.

## **Field Trips**

St. Joseph's Catholic School permits field trips that are educational in nature. Students are given *Permission Forms* that must be completed by a parent or guardian and returned to the faculty moderator in charge. These forms give the student permission to participate in the trip, apprise parents/guardians of the degree of supervision the school will provide, and release the school and its personnel from liability.

Teachers have the right not to release students from their classes for any particular trip. It is the teacher's responsibility to notify the field trip moderator if a student will not be released. In general, field trips will not be scheduled two weeks prior to the end of any given quarter. Further, the Upper or Middle School Director may deny permission for a student to participate in a field trip for disciplinary or academic reasons. *Serving a detention or suspension always takes precedence over attendance at any school function.*

## **Driving/Chaperoning Field Trips**

### **Volunteer Drivers**

From time to time, parents may volunteer to drive students on field trips. Any parent driver must complete a Driver Permission Form at least two weeks in advance of the field trip. Any parent with more than two points against their driver's record will not be allowed to serve as a field trip driver. All volunteer drivers must complete Virtus or Armatus training programs prior to transporting students. (See instructions below for these two student safety programs).

### **Volunteer Chaperones**

Only St. Joseph's employees, contract workers, spouses of current SJCS employees, parents, grandparents, and guardians of current students are allowed to serve as chaperones on overnight field trips. Any person serving as a chaperon must submit the information for a National Criminal/Sexual Misconduct Background Check at least two weeks prior to the field trip. In addition, volunteers must have completed *Safe Haven* or *Armatus* training. Catholic parents should contact their Catholic parish for information on completing the *Safe Haven* training. *Armatus* is a fee-based online course which a volunteer can choose to go through rather than the *Safe Haven* training. For information completing a Background Check and *Armatus* training, contact Lisa Lawrence at [llawrence@sjcatholicschool.org](mailto:llawrence@sjcatholicschool.org).

## **Use of School Name**

No person, club, organization, or fundraising group may use the name of St. Joseph's Catholic School without the prior authorization of the Headmaster. No funds may be solicited on behalf of the school without prior authorization of the Headmaster and the Development Office. Any student or parent organization that uses the school name comes under the direct authority of the school, and the school always has the proprietary interest in the activities and communications of the organization.

## **Newsletter**

In order to keep Middle School and High School parents informed of news and events at the school, the Headmaster's office publishes a monthly newsletter entitled *News & Notes*. *News & Notes* is emailed to all parents at the beginning of each month (there is no July issue). In addition, the Communications Office publishes a newsletter, *The Shield*, which is emailed to alumni, parents, and friends of the school several times per year. Parents may also expect periodic emails with important updates and information. Therefore, it is critical that both MS and HS parents provide their current mailing and email addresses to the school office.

## **Friday Flash**

The Friday Flash contains the upcoming week's events and is emailed to St. Joseph's parents every Friday.

## **Enrollment & Re-enrollment Contracts**

St. Joseph's Catholic School enrolls students whose parents seek the type of education that the school offers and who support the philosophy, policies, and personnel of the school. In addition, the school requires a financial commitment from parents in order to assist them in their role as primary educators of their children. In order for the school to properly meet the educational needs of its students for the entire academic year, parents are asked to complete an annual enrollment contract and pay an annual, non-refundable enrollment fee. This contract is the agreement between parents and the school, which establishes the partnership that is essential for the Catholic education of their children. Re-enrollment contracts will be issued to families of rising 7<sup>th</sup> to 12<sup>th</sup> grade students in January. The re-enrollment contract and the annual, non-refundable re-enrollment fee must be submitted by published deadlines for a place to be held for the student, for a student to be considered for tuition assistance, and for an individual class schedule to be prepared. Students who do not plan to re-enroll for the following academic year must notify the Admissions Office in writing.

## **Financial Standing**

The timely payment of tuition and fees is essential for the operation of the school and should be made according to the provisions of the enrollment or re-enrollment contract. The school reserves the right to refuse admittance to class and participation in co-curricular activities, to withhold access to ParentsWeb, student schedules, report cards and transcripts, and to refuse graduation and or/transfer of credits if financial obligations are not met.

All family tuition accounts with the school must be paid in full by June 30<sup>th</sup> of each year. Students will not be admitted to the school for the following academic year if a family's financial account is not paid in full by June 30<sup>th</sup>. This policy applies even to those students registered for the next academic year.

The school reserves the right to pursue legal remedies for family accounts that are not paid in full by June 30<sup>th</sup>.

## **Tuition Payments**

Tuition rates are set annually to cover the school's educational costs. The timely payment of tuition is expected by the published deadlines so that the school can also be timely in meeting its financial obligations. Information regarding balance due for tuition and incidentals and the available balance in a student's school store account can be accessed online at <https://sjcs.seniormbp.com/seniorapps/>. The school accepts e-checks, Mastercard, Discover Card, Visa, and American Express through the online payment portal noted above. Credit card payments are subject to a convenience fee of 3.75% and e-checks are subject to a convenience fee of 1.25%. This fee is not retained by the school, but rather the third party vendor who handles the credit card transactions for the school.

Families on Plans A and B may choose to participate in the automatic withdrawal process. Families on Plan C or D must have their tuition drafted monthly. The draft is for tuition only. Payment for all other incidentals, such as late-stay and field trips must be paid monthly by the methods noted above. The monthly draft occurs on the 10<sup>th</sup> of each month (or the first business

day after the 10<sup>th</sup>). In order to stop a monthly draft, the school's business office must be contacted prior to the 20<sup>th</sup> of the preceding month.

A \$25.00 fee will be assessed for all returned checks and non-sufficient funds draft notices. A late payment penalty of 1.5% of the overdue balance will be assessed on all overdue accounts.

Each family possesses a debit account for school store purchases. Payments can be made by cash or check to the front office or online at <https://sjcs.seniormbp.com/seniorapps/>. In addition, each student has a debit account for cafeteria purchases. Payments can be made by cash or check to the front office or online at [www.myschoolbucks.com](http://www.myschoolbucks.com).

## **Health Services**

School nurses, in partnership with students, parents, school staff, and the medical community, strive to enhance the educational process for all students.

If you have questions or concerns about your child's health or school health services, please email the school nurse at [nurse@sjcatholicschool.org](mailto:nurse@sjcatholicschool.org). Please report any illness or condition that your child has that may require medical support during the school day.

### **Health Room Policies and Procedures**

#### **Health Insurance**

As part of tuition, St. Joseph's Catholic School provides each student with student accident insurance. This insurance covers the student at all school-sponsored functions, both on and off campus. Insurance claim forms are available in the health room.

#### **Emergency Contact Form**

All students must have current Emergency Contact, Event/Field Trip Permission, and Medical Information forms on file in the health room.

#### **Illness**

If a student becomes ill or injured during class, the teacher will excuse him or her immediately, and the student is to report to the health room. If the student seems too ill to return to class – according to the judgment of the nurse– or runs a temperature above 100 degrees, the parents will be contacted to pick up the student, and the student must leave school. If your student drives, he/she is not able to leave school without parental permission.

Students should be fever-free without fever reducing medications (Advil, Tylenol, etc.) for 24 hours before returning to school. In addition, students may not return to school until 24 hours post-vomiting.

#### **Immunizations**

All students must have a valid South Carolina Certificate of Immunization or a medical, religious, or special exemption on file at the school.

If your child does not have a valid certificate, please take his/her shot records to your physician or the local county Health Department to acquire the correct paperwork.

#### **Medication Policy**

All medication must be delivered to the School Nurse or other designated school employee by the student's parent or a designated adult. It is against St. Joseph's policy for a student to carry ANY medication on their person without physician permission, parent permission and permission from the school nurse to self-administer and self-monitor. Failure to comply with the medication policy may result in disciplinary action.

**Please note:**

- ❑ All medications must be in their original container.
- ❑ All prescription medication requires parental and physician authorization before medication can be administered at school. These medications must be administered as instructed on the container's label.
- ❑ Over the counter medications may be provided by the parent if it is in the original container, clearly labeled with the student's name, and is accompanied by written parental permission. OTC medications may not exceed package directions.
- ❑ Acetaminophen, ibuprofen, and cough drops may be given to a student by the school nurse if parents have granted permission as indicated on the "Emergency Contact Form" filled out at the beginning of each school year.
- ❑ Parents are responsible for knowing the expiration date of any medication brought to school and replacing medication before the expiration date. School Nurses will not administer any medication past the expiration date.
- ❑ Only FDA-approved medications may be administered by school personnel.
- ❑ No medication containing aspirin can be given at school without a doctor's authorization. This includes but is not limited to Pepto Bismol, Excedrin, and some OTC cold medications.
- ❑ If your child forgets to take a morning dose of medication, school nurses are not allowed to give that dose at school. Parents may come to the health room to give the missed dose.
- ❑ If a student begins a new medication, the first dose must be given at home to allow parents to monitor their child for adverse side effects.

**SAVE Act – Access to Epinephrine**

The recently approved SAVE (Safe Access to Vital Epinephrine) Act, allows South Carolina schools to store emergency supplies of epinephrine auto-injectors for certain school staff members to use in the case of an allergic reaction by a student.

If your student has a known allergy, you should still continue to provide an Epi-Pen and Benadryl for your child. You will also need to submit an "Emergency Healthcare Plan" form filled out and signed by both a parent and a physician.

**Forms**

All forms may be picked up from the health room, or can be emailed to you at your request. If you have any questions, please email the school nurse at [nurse@sjcatholicschool.org](mailto:nurse@sjcatholicschool.org).

**Child Abuse Laws**

St. Joseph's Catholic School abides by the Child Abuse laws of the State of South Carolina. This law mandates that all cases of suspected abuse and/or neglect (including truancy) be reported to Child Protective Services.

### **Death in the Family**

Please notify the Receptionist in the event of the death of a member of a student's family.

### **Civil Emergencies**

In an emergency, parents are asked not to call the school in order to keep lines open for emergency information calls. Periodic fire and/or tornado drills will be conducted. Each classroom teacher will review procedures for both with each class. Teachers will accompany each group and check the roll after safely exiting the building. If an alarm occurs during a class change or lunch, students are to follow emergency evacuation procedures as posted in each space. Household Deans will review these procedures with students.

### **Asbestos in School Buildings**

As required under Section 203 of Title II of the Toxic Substance Control Act (TSCA), the EPA has issued a final rule requiring all local school agencies (public and private) to identify all asbestos-containing materials (ACM) in their building and to take appropriate actions to control the release of asbestos fibers. Accredited personnel have inspected each of St Joseph's school buildings and taken samples of certain suspected materials. As part of this survey, accredited personnel have also developed an asbestos management plan for St Joseph's. Asbestos found in a building does not need to be removed from a building to control fiber release. Fiber release can be controlled by encapsulation, enclosure, and/or repair. When handled properly, fiber release can be far below the "acceptable for occupancy" level of 0.01 fibers/cc. The management plan identifies all samples taken, those samples that contain asbestos and their locations, the type and percentage of asbestos present, the current physical condition of the asbestos-containing material, and it includes a written plan to control future asbestos fiber release. St Joseph's complete management plan is on file in the business office and can be examined on any school day during normal working hours.

# ST. JOSEPH'S



CATHOLIC SCHOOL

## *Parent/Student Handbook Acknowledgement*

*By signing below, we acknowledge receipt of, complete review of, and commitment to adhere to all the policies and procedures stated in the Parent/Student Handbook.*

|                                   |  |
|-----------------------------------|--|
| <i>Student Name:</i>              |  |
| <i>Grade:</i>                     |  |
| <i>Student Signature:</i>         |  |
| <i>Parent/Guardian Signature:</i> |  |
| <i>Date:</i>                      |  |

*Please sign and return this form on Orientation Day.*

*Your failure or refusal to sign and return this form does not constitute a waiver of the rules and regulations contained herein.*