St. Joseph High School
Student & Parent Handbook

Updated August 1, 2026

PRAYER TO ST. JOSEPH

O Blessed Saint Joseph, to whom God entrusted Jesus and Mary, we entrust ourselves to your intercession today. We ask you to guard and protect us as we strive to live in loyalty and love the truths that have been imparted to us during these years of study and discovery. Pray for us, St. Joseph, that like you we may worship, work and wonder at God's gift to us and our gift to others. Hail Holy Joseph, son of David, Spouse of Mary, Holy Joseph, Foster Father of Jesus Christ, pray for us as students, now and at the hour of our death. Amen.

SCHOOL SEAL

The seal of St. Joseph High School symbolizes the roots of our Christian tradition. Inscribed in the circular ensigns are the Greek letters Alpha and Omega representing the beginning and the end of all things in God, our Creator. The Cross, the symbol of our faith, is the sign of our redemption through Christ. The rays from the cross symbolize the Resurrection, extending Christ's love and mercy to all humankind.

Accredited:

Texas Catholic Conference of Bishops Education Department

An Independent Catholic School for Young Men and Women
Founded 1868

St. Joseph High School admits qualified students who evidence the ability and willingness to pursue a rigorous course of study. Students must demonstrate values commensurate with the philosophy, goals and objectives of St. Joseph High School. The school does not discriminate on the basis of color, race, national or ethnic origin in administration of its educational or admissions policies, scholarship and grant programs, and athletic and other school-related and administered programs.

Attendance at St. Joseph High School is a privilege and it is also a voluntary association between the student and the school. As such, the relationship can be terminated at any time by the student and their family and/or by the school administration.

St. Joseph High School - 110 E Red River Street, Victoria, Texas 77901 - (361) 573-2446

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SCHOOL SERVICES AT A GLANCE

For:		Contact	Extension
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Business Office	Mr. Jones	sjones@stjflyers.com	227
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Graduation	Mrs. Schott	mschott@stjflyers.com	221
Guidance Counseling	Mrs. Brogger	abrogger@stjflyers.com	222
Cafeteria and Lunch Payments	Mrs. Balderaz	lbalderaz@stjflyers.com	238
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Transcripts	Mrs. Carson	jcarson@stjflyers.com	232
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2026-2027 BOARD of DIRECTORS

Corbin Lauger '07, Chairman
Jory Achttien '09, Vice Chairman
Carly Wall, Secretary
Jeremy Janak '03, Treasurer
Sam Atchison
Buddy Billups
Michael Cavazos '76
Annie Cullen
Fr. Kristopher Fuchs
Brendan Holm '04
Michael Klingle
John Pierce

Trustees Emeritus
The Honorable Joseph P. Kelly '57
Morgan Dunn O'Connor NA '70
Susan M. Oakley
Travis M. Schaar, D.V.M. '77
Roger F. Welder '76
Mark E. Zafereo '68

2026-2027 ADMINISTRATION & STAFF

Mr. John Gilley	President
Mrs. Megan Schott	Principal
Mr. John Brouillette	Dean of Students
Mr. Steve Jones	Finance Manager
Mrs. Linda Balderaz	Cafeteria Manager
Mr. Arndra Thomas	Director of Facilities
Mrs. Ann Brogger	Guidance Counselor
Mrs. Jennifer Carson	Registrar
Mr. Jacob Vasquez	Director of Athletics
Mrs. Shandee Harrell	Director of Advancement
Mrs. Jen Korinek	Director of Operations
Mrs. Matina Weempe	Advancement Coordinator
Mrs. Lisa Petrisky	School Secretary
Mr. David Pozzi	Staff Emeritus
Ms. Dana Searcy	Athletics Administrative Assistant
Mrs. Ashley Novosad	Campus Minister, Student Services

2026-2027 FACULTY

Mrs. Gina Bludau	English
Ms. Felicia Boyd	Art, Choir, Theatre Arts
Mr. Benjamin Boyle	Math
Mrs. Kristin Clark	Finance, Law
Mrs. Amy Eastham	Science
Mr. Thomas Eisman	Social Studies
Ms. Hayley Fleener	English, Journalism
Mr. Michael Golla	Theology
Mr. Brett Hager	English
Mr. Jim Jenkins	Math
Sr. Magdalene Katua	Theology
Mr. Brent Mascheck	Social Studies
Mrs. Veronica McManus	Spanish
Mr. Kevin Moseley	Science
Mrs. Anna Ortega	Cheer, Starlighters
Mrs. Jeanne Peterson	Math
Mrs. Sarah Ramsey	Math
Mr. Jordan Schott	Science
Mrs. Megan Schott	English
Mr. Michael Shimek	Theology
Mr. Ted Steinhauser	Social Studies

HISTORY OF ST. JOSEPH HIGH SCHOOL

St. Joseph High School is an independent Catholic school with a Marianist legacy. In 1868, Father Augustine Gardet founded a Catholic school for boys in downtown Victoria, Texas. The school was subsequently administered for most of the 20th century by the Brothers of the Society of Mary. When the school became co-educational in 1975, the Sisters of the Incarnate Word and Blessed Sacrament led the school. Today, St. Joseph High School is independently owned and operated by a volunteer board of directors in close partnership with the Roman Catholic Diocese of Victoria.

MISSION STATEMENT

St. Joseph High School, inspired by the life of Saint Joseph, protector and nurturer of the Holy Family, is a Catholic educational community that cultivates a peaceful, challenging, and loving atmosphere fostering spiritual growth and academic excellence for our school family.

VALUES & PHILOSOPHY

The family spirit at St. Joseph High School creates a climate that enables and encourages student growth and achievement. It is the responsibility of the entire educating community--parents, faculty, students and collaborators--to prepare students for life and to be active in the improvement of society according to Gospel principles. As students leave St. Joseph, they will be prepared to assume roles of Christian service in the many other communities they will help to form.

The Blessed William Joseph Chaminade, founder of the Marianist Order, had a vision for education that encompassed five principal characteristics of educating the whole person. St. Joseph High School remains deeply rooted in this Marianist charism which guided it for nearly 70 years. The characteristics of a Marianist Education and the vision for St. Joseph High School include the following five elements:

- Educating for faith formation
- Educating for an integrative, quality education
- Educating in the family spirit
- Educating for service, justice, and peace
- Educating for adaptation and change

THE OBJECTIVES OF ST. JOSEPH HIGH SCHOOL ARE...

- That each member of the community is in a personal relationship with Jesus Christ and focused on the continuous formation of the whole person, God-given talents, and a commitment to a lifetime of service. Together, students, parents, faculty, and administration build a community, and as one, we serve God.
- The qualities of our patron Saint Joseph--guardian of Jesus, devoted husband of Mary, model worker, faithful servant, righteous man---inspire the school family to be a community of faith, hope, and love.
- That academic excellence and intellectual challenge are a central focus for all students.
- That embracing a diverse population of individual differences and abilities creates an environment in which the students can prepare for the immediate challenges of college, the workplace, and a life-long commitment to faith, education, leadership and service in a multicultural society.
- Those educational principles and learning experiences should extend beyond the classroom in order to foster the spiritual, moral, intellectual, emotional, and physical growth of the whole person to her or his fullest potential.

ADMISSION & FINANCIAL OBLIGATIONS

A student must have completed the eighth grade in an accredited school or its equivalent to be eligible for admission. The school admits students of any race, color, creed, or ethnic group. All students who are enrolled must follow the total curriculum program, including theology. Before final acceptance is granted by the President and Principal, a student must have on file the following:

- An academic record of credits/grades earned, conduct & attendance records, and standardized test scores
- A current immunization record
- A copy of their birth certificate

Transfer Students

Students who wish to transfer from another high school must make an appointment with the Director of Operations to discuss the terms for transferring to St. Joseph High School. The procedure for transferring is as follows:

1. Parent(s) or guardian(s) make an appointment with the Registrar to initiate the transfer process.
2. Admission application is completed and returned to the Registrar at least one week prior to the start of the semester.
3. Transcripts, academic records, as well as conduct & attendance records, are requested from the current school.
4. Upon receipt, transcripts, academic records, conduct, & attendance records are reviewed by administration prior to admission.
5. The student will meet with members of administration prior to transfer approval.
6. The President and the Principal approve the transfer.

Normally, an admissions decision is made at least one week prior to the start of the new semester.

Withdrawal

Students who withdraw from school do so through the President and must do so in person. Before transcripts of records can be released, the student must not have outstanding obligations in courses (e.g. school issued books and materials), athletics, or anywhere else school property has been issued. All tuition and fees must be paid in full. An exit form signed by the student, parent, and administrative representative must be completed.

Tuition

Tuition must be paid in full or a Tuition Payment Plan must be arranged with FACTS no later than July 15th. Payments under the tuition plan are made in various installment options throughout the year. Students who fall two months in arrears for any financial obligation to the school at the end of a semester will not be allowed to return the following academic semester.

Transcripts & Fees

Students must request a transcript from the guidance office. All tuition and fees must be paid in full before any transcript will be released. Seasonal athletic uniforms, library books, fines, and cafeteria fees must be returned or paid before semester exams. Students are responsible for the care of books, uniforms, and other materials used in school. All textbooks must be returned before final exams. Damaged or lost items must be paid for before final exams.

ACADEMIC REQUIREMENTS

The curriculum at St. Joseph High School is designed to meet a wide range of student abilities and needs. Courses prepare students for college or non-college degree careers. Course offerings provide for flexibility in graduation requirements and selection of challenging Honors and Advanced Placement courses.

Throughout the curriculum students are trained in critical thinking skills, creativity, theoretical processes, practical application, and intellectual self-examination and analysis. Technology instruction, including elements of digital citizenship, responsible use, and mastery of Google and related applications, is woven into classes throughout the curriculum. Faculty employ instructional strategies that accommodate and develop the learning styles of students and employ both independent as well as guided research.

Graduation Requirements

Theology	4 credits	One credit per year attending St. Joseph High School
Christian Service	1 credits	0.5 credit Junior year & 0.5 credit Senior year
English	4 credits	One credit per year attending St. Joseph High School
Math	4 credits	Requires Algebra I, Geometry, & Algebra II
Science	4 credits	Requires two labs, including Biology I and Chemistry
Social Studies	4 credits	Requires Geography, World History, US History, US Government, & Economics
Foreign Language	2 credits	Requires credits in the same language
Physical Education	1 credit	May be earned through select co-curricular activities
Fine Arts	1 credit	May be earned through select co-curricular activities
Finance *(Class of 2028 forward)*	1 credit	May be earned through Personal Finance or AP Business with Personal Finance
Elective Credits	3 credits	
Total	29 Credits	

To earn credit in a year-long course, the final average of both semesters must be at least a 70.
To earn credit for a semester-long course, the semester average must be at least 70.

Christian Service Program

As a Catholic school, St. Joseph High School believes that Christian service is an essential part of living the Gospel. Through service, students are called to imitate Christ by using their time, talents, and gifts to serve others with compassion, humility, and love. Service is an opportunity to grow as disciples and positively impact our community.

The Christian Service Program requires service hours for each grade level. Students receive 0.5 transcripted credit for junior year and 0.5 transcripted credit for senior year upon completion of required service hours.

All service hours must be approved and verified. Approval comes from the Campus Minister and verification is provided by the agency or service recipient. Service requirements may begin during the summer months and are to be completed by the end of the school year. Students are responsible for submitting all required documentation by the published deadline, typically proving that they have completed half of the year's hours before Christmas break.

Freshmen:	15 hours
Sophomores:	15 hours
Juniors:	25 hours
Seniors:	25 hours

Eligible Service

Service hours must benefit the broader community or a church ministry and should reflect the spirit of Christian discipleship. Examples of acceptable service include:

- Volunteering with a church or parish ministry
- Serving at nonprofit organizations or charitable agencies
- Assisting at community outreach events
- Participating in service projects that directly benefit others
- Volunteering with organizations that serve those in need

The following activities will not qualify for service hours:

- Routine household chores or family responsibilities (e.g., taking out the trash, mowing your own lawn, babysitting siblings, cleaning your room)

- Paid employment
- Activities that primarily benefit the student or an immediate family member

Timeline
Students may begin earning service hours during the summer preceding the school year. All required hours must be completed and submitted by the annual deadline published by the Campus Ministry Office and/or Student Services Office.

Service to St. Joseph High School
Service performed for St. Joseph High School will only count toward the Christian Service requirement if it is completed outside of the normal school day and has been pre-approved.

Additional Service Requirements
Additional Christian service hours may be assigned as part of St. Joseph High School's disciplinary or restorative practices when deemed appropriate by the administration.

ACADEMIC GUIDELINES, POLICIES, & PROCEDURES

Grade Reports
Progress Reports are emailed midway during each quarter and Report Cards are emailed at the end of each quarter--normally in October, January, March, and June. Students and parents or guardians should monitor their academic progress through the school's learning management system, Schoology. If students or parents need assistance in creating or accessing a Schoology account, they should contact the Principal, Mrs. Megan Schott, at mschott@stjflyers.com.

School-Wide Grading Policy

100 – 90	"A"	Indicates excellence and mastery
89 – 80	"B"	Indicates above average work
79 – 70	"C"	Indicates average work
69 – 0	"F"	Indicates failure to meet course requirements; no credit is earned

Class Rank
St. Joseph High School does not rank students except for automatic admissions purposes at public colleges and universities and for the recognition of the Valedictorian, Salutatorian, and Historian of each graduating class.

Reported Grades
Report card grades for each quarter and semester shall not be over 100 (even if a grade in Schoology is over 100). Midterm exam and final exam grades may be reported over 100, if those extra points are available and earned.

Semester Grades
A semester grade is a combination of the student's grades for both quarters and the grade earned on semester exams. Teachers determine the final grade average for the semester by obtaining the average of three components: each quarter at 40% and the semester exam at 20%.

Semester Exams
The school year consists of two semesters of two 9-week grading periods each. Midterm and final exams are scheduled and taken during the last week of each semester.

Semester Exam Guidelines

Any student may not miss school for co-curricular events the Thursday and Friday prior to semester exam week. No teams or groups may play games, give performances, etc. in the evenings before semester exam administration. Limited practice of approximately one hour prior to 5:00 p.m. is permitted during exam week.

If a student is absent on an exam day and does not have a doctor's note for their illness, they will be assessed a makeup fee of $100.00. Under ordinary circumstances, exams may not be rescheduled; students are required to take their exams at their regularly scheduled exam periods and dates.

Spring Semester Senior Exam Exemptions

Seniors may be exempt from the final examination in a second semester course provided the following requirements are met for a year-long or semester course:

- Course average for a year-long or semester-long course must be at least 90.
- No outstanding fines, fees, or tuition.
- No more than 9 absences in the course for the spring semester
- No more than 18 absences in the course for the entire year
- No more than 6 course tardies for in the course for the entire year
- Be in good disciplinary standing, upon recommendation of the Dean of Students' Office

Weighted Averages

When calculating student averages, a weighted average is used. For Honors courses, six points are added to the grade and for AP and Dual Credit courses, eight points are added. This weighted average is also used in calculating Honor Roll, and National Honor Society eligibility.

Honor Roll

The Honor Roll is compiled at the end of each 9 week grading period. There are two classifications--First and Second Honors. To determine if a student meets the following academic requirements a weighted average is used.

First Honors:	No grade below 90, an average of 94 or higher, in good disciplinary standing
Second Honors:	No grade below 85, an average of 90 or higher, in good disciplinary standing

Homework

Successful and consistent completion of all homework assignments is expected of all students because homework contributes to students' quarter grades and performance on assessments. Students are expected to undertake homework as instructed by faculty and are expected to take necessary materials home for this purpose. Students are responsible for being aware of homework assignments and due dates.

Make-Ups, Late Work, Missing Zeroes

Students who are absent for any reason will be required to make up the work missed in each course. Students will have one day to make up work per day absent, up to five days. Absences exceeding five days in a row will be handled by an attendance resolution plan, facilitated through Student Services.

When an assignment is not submitted by the deadline, the teacher will record a grade of zero in the gradebook and mark the assignment as "Missing." The zero will remain in the gradebook until the assignment is submitted and graded, if late work is permitted under the teacher's classroom policies. In courses where late work is not accepted, the zero grade will remain. It is the responsibility of the student to know the late-work policy for each of their teachers.

To promote student accountability and ensure timely communication with families, a Behavior Observation Report (BOR) will be issued when a student accumulates a missing assignment resulting in a zero. The BOR will be added to the student's file and parents/guardians will be notified via email.

The student should proactively email or communicate with teachers about how and when work must be completed. It is the responsibility of the student to obtain any outstanding work from the teacher. Students and parents are also encouraged to monitor grades regularly through the school's online gradebook system (Schoology) and communicate with teachers regarding any missing work or concerns.

Honors & AP Courses

The Honors and AP programs are designed for highly motivated and capable students. Advanced Placement courses follow the curriculum designed by the College Board. An AP course gives students an opportunity to take college level courses and exams while still in high school. Through AP courses, students may earn college credit, advanced placement, or both for college.

Passing an AP course will assure high school credit but may not guarantee college credit. Students are given the option to take Advanced Placement tests for college credit even if they do not take the AP course.

Honors & AP Courses

The following Honors courses are offered:

- Biology, Chemistry, Physics, Anatomy & Physiology
- English 1, English 2
- Spanish 3
- Algebra 1, Algebra 2, Geometry, Pre-Calculus

The following AP courses are offered:

- Business with Personal Finance
- Calculus
- Chemistry
- English Language & Composition (English 3)
- English Literature & Composition (English 4)
- Physics 1
- Statistics
- US History
- World History

Honors & AP Admission Requirements

Biology Honors

- All incoming freshmen wishing to take Biology Honors will complete an application process at registration. The student must take a placement test that will be administered by the school and submit required grade information. Notification of acceptance into the program normally occurs at the start of summer break. Enrollment in Biology Honors will be contingent upon timely completion of the required summer assignment.

Chemistry Honors and AP Chemistry:

- Completion of the following prerequisite courses:
    - Chemistry Honors with at least an 88 average and Algebra II or Algebra II Honors with at least an 88 average.
    - Students in Chemistry with at least a 94 average may enroll with instructor approval if space is available.
    - Course size is limited to 24 due to lab space requirements.

AP Physics

- Chemistry Honors with at least an 88 average and Algebra II or Algebra II Honors with at least an 88 average.
- Evaluation of Chemistry/Chemistry Honors grades, with consideration of teacher recommendation.

English Honors and AP Courses:

- The AP program in English is a four-year program. Ordinarily, a student must begin enrollment at the freshman level in order to proceed through all the levels. Students must have completed English 3 AP in order to take English 4 AP.

- All incoming freshmen wishing to take English I Honors will complete an application process at registration. The student must take a placement test that will be administered by the school and submit required grade information. Notification of acceptance into the program normally occurs at the start of summer break.
- Continuation in the program is not automatic. At any time in any Honors or AP course, the teacher may recommend placement for the student into the regular English program. At the end of each Honors or AP course, the student must have a year-end grade average of 88 (without the points for rank) and/or the teacher recommendation to stay in the program. Even if a student meets this average requirement to stay in the program, any problems with attitude, academic integrity (cheating or plagiarism), or chronic irresponsibility would be grounds for removal from the program.
- Students may be moved into an AP English course if they meet the requirements of having a 94 average in the regular course, having the recommendation of their teacher, and completing an interview process. If any students are accepted into the Honors sections for the second semester, they may have to complete the summer assignment that was given to those courses as well as any other catch-up work deemed necessary by the Honors teacher. Changes are not normally made at any other times during the year.
- English 1 Honors, English 2 Honors, English 3 AP, and English 4 AP have required summer reading and assignments.

Math Honors and AP Courses:

- Placement into Freshmen or JH Honors Algebra 1 courses requires standardized test scores in the 90th percentile in math and an average grade of 94 or above in the previous year's math course. Any JH Algebra 1 student with a grade below an 80 will be required to retake the Algebra 1 Honors course as a freshman with STJ.
- Sophomore, Junior, and Senior Honors or AP math courses require completion of the prerequisite Honors course with at least an 88 average and Completion of the prerequisite on-level courses with at least a 94 average.
- Recommendation of the Guidance Counselor, Principal, and/or the teacher(s) of the prerequisite course for students requesting admission and not meeting the previous conditions may be considered.

History AP Courses:

- The AP program in U.S. History is a two-year program. Ordinarily a student must begin enrollment at the sophomore level to proceed to the junior level.
- It is recommended that applicants to World History AP have at least a 90 average in English 1 (or an 88 average in English 1 Honors) and a 90 in World Geography. Admission is contingent upon the results of teacher recommendation/evaluation, the student's grades in English I and World Geography, and consultation with the student's English and World Geography teachers. Notification of the student's acceptance will occur prior to the end of the student's freshman year.
- Continuation in the program is not automatic. At any time, in any AP History course, the teacher may recommend placement for the student into the regular History program. At the end of the World History AP course, the student must have a year-end grade average of 88 (without the points for rank) and/or the teacher recommendation to stay in the program. Even if a student meets this average requirement to stay in the program, any problems with attitude, academic integrity (cheating or plagiarism), or chronic irresponsibility would be grounds for removal from the program.
- There may be a rare instance in which a student who has been in the regular History program may wish to enroll in World History AP or U.S. History AP without having met prerequisites. The student may petition to be admitted, and a committee composed of the Guidance Counselor, Principal, and the teacher of the current course will consider the petition. The student would have to have at least a 94 average in a regular History course.
- World History AP and the U.S. History AP have required summer readings and/or assignments.

General Admission Policies for Honors and Advanced Placement Courses:

- Completion of the pre-requisite courses that are part of an Honors sequence with at least an 88 average, unless specifically outlined by a department.
- Above average achievement test scores in math and/or reading for courses.

- Recommendation of a committee composed of Guidance Counselor, department head, and the teacher(s) of the prerequisite course for those students requesting admission and not meeting the previous conditions.
- If there is special information regarding and AP course requirements, it will be given to applicants at the time of registration.

Dual Credit

Dual credit courses are those taken in high school and count as elective credit for high school and college. Dual credit courses may not replace a core class (English, Math, Science, Social Studies, Theology) offered at STJ. Students who qualify may apply for dual credit courses at St. Joseph High School to satisfy requirements of elective credits required for graduation.

To apply for dual credit courses, the student must:

- Be a junior or senior (underclassmen may be advised on an individual basis)
- Meet all requirements and deadlines of Victoria College or Texas A&M-Victoria
- Obtain permission from the Guidance Counselor and parents or guardians
- Successfully pass the corresponding TSI section(s) required for the desired course. , if not exempt by an:
    - ACT English 18, Reading 22, Math 22
    - SAT EBRW 480 and Math 530*

      *Scores must be higher to qualify for college math courses
- Any dual credit course which takes place during a course period during the school day will be included on the student's official high school transcript and the grade(s) earned will be used in calculating the GPA. Those dual credit courses taken outside the school day and which are not used to satisfy any high school graduation requirements may be transcripted if the student opts to do so. Any two dual-credit courses taken during the summer other than P.E. may be used in calculating the GPA.
- One hour dual credit classes may not be taken during the school day.
- One hour dual credit classes will not be added to the transcript with the exception of one hour science labs taken in conjunction with a science lecture course.
- No matter the number of dual credit courses taken in a given semester, a student will only be allowed to use one elective class period during the school day.
- Students enrolled in dual credit classes are considered college students for those classes and therefore must abide by all rules and expectations set forth by the college offering the class. Students are responsible for management of all communication with regards to course content, exams, materials, etc. with their professors. While STJ is always here as a resource to support our students, any disputes regarding grades, etc. will need to be resolved directly with the professor and/or college personnel as they are not within the purview of STJ administration.
- If STJ is made aware of academic integrity issues within a dual-credit course, the student in question will be processed according to STJ's academic integrity policies and parents will be notified. Students may also become ineligible to take further dual-credit courses with STJ.

Non-Dual Credit Online Enrichment or Independent Study

Any courses offered through a college program that are designed specifically for high school students may be placed on the transcript, but the grade will not be included into the GPA calculation.

Credit Recovery

Students who earn a final grade below 70% in any core academic course are required to complete summer school through a local ISD approved by St. Joseph High School. Students who do not achieve 70% or higher in a Theology course are not required to attend summer school; instead, Theology credit recovery will be completed in coordination with the St. Joseph High School Theology Department and Student Services Team at the beginning of the following semester.

As part of the credit recovery program, students must:

- Attend all scheduled sessions in a timely, responsible manner
- Complete all assigned mastery units/modules
- Meet deadlines as set by the instructor and/or Student Services team
- Conduct themselves professionally and appropriately
- Demonstrate independent effort

ACADEMIC STANDARDS & EXPECTATIONS

It is fundamental to the Catholic principles of education and to STJ that students actively engage in the educational process. Consequently, the faculty and administration expect each student to realize that the primary responsibility for learning rests squarely on their shoulders. Parents, teachers, and friends may guide and direct the learning process, but real achievement in an academic endeavor is not possible when students take passive roles in the process.

"Ready to Learn" Standards

Student engagement and participation are the primary components of our curriculum at St. Joseph High School. We expect students to participate as active members of class and learning activities. Lack of participation, disengagement, and/or sleeping are not acceptable. Continuous instances of sleeping or disengagement may lead to a removal from the learning environment and may prompt further evaluation to determine student potential for continued participation in our curriculum.

St. Joseph High School students will arrive at school ready to learn. This means specifically:

- A student is expected to be on time for each course and to miss a course only in the case of illness or other serious reasons. The student is expected to engage actively in the dialogue and lesson exercises. Further, they are expected to assist in maintaining the due order and decorum of the classroom by refraining from disruptive conduct and actively promoting the learning process.
- A student is expected to be in compliance with the dress code.
- A student is expected to have their cell phone turned off and out of sight.
- A student is expected to bring all necessary materials to a course including a charged Chromebook and charger, textbooks, homework, notebooks, pens and pencils, binder paper and any other materials required by the teacher in a particular course. Book bags and backpacks may be brought to a course; however, they must be of reasonable size.
- A student is expected to check their emails at least once every morning.
- A student is expected to check Schoology at least once every morning, but it is preferred that they check it periodically throughout the day.

A thorough and evaluative check is conducted at the beginning of each school day to support students in meeting the Ready to Learn Standards.

Christian Scholarship & Academic Integrity

A hallmark of Catholic education is academic excellence, but not for the sake of acclaim or profit. A Christian scholar seeks to know God by knowing God's creation, believes that greater knowledge gives greater glory to God, and that God's greater glory is ample reward for scholarship. Catholic scholarship is Christian scholarship, an act of love.

Christian scholarship recognizes both the gift and fallibility of individual scholarship. Scholars are careful to identify sources of information, opinion, and help. It is open and thankful about sources, and helps others to know and verify sources.

Christian scholarship is responsible scholarship; it requires the development of each scholar's personal ability to a level that makes him or her an effective, constructive contributor to learning. At STJ, students experience a range of academic exercises: some aim to develop individual skill and therefore prohibit or restrict collaboration; others aim directly at collaborative skills and therefore expand permissible resources. In every case, the student must fully attribute both information and help that comes from others.

Christian scholarship is fair and disciplined. It means following rules that the teacher has specified for an assignment. It means cooperating with the teacher in each assignment in order to develop each student's ability, the better to know and serve God.

Cheating means obstructing or subverting the rules of an assignment. It usually occurs when a student places grades before learning, therefore forgetting or neglecting the priority of Christian scholarship over grades. It occurs in several ways:

- copying another's work from an assignment (even from a previous year) intended for individual effort
- helping, writing for, or giving answers to another in an assignment intended for individual effort
- falsely attributing words, statements, numbers, equations, algorithms, programs, answers, translations, images, music, artifacts or other materials presented in an assignment
- using prohibited materials during an exam or quiz
- ***plagiarizing***, or summarizing, paraphrasing, or quoting an outside source without attribution
- ***false attribution***, or making it seem that information has an outside source when it does not, failing to attribute all sources, or attributing a false source
- unauthorized use of generative AI programs (e.g. ChatGPT, Gemini, etc.) in lieu of original thought and/or presenting AI-generated work as one's own original work will be considered plagiarism. Any use of AI programs must be cited and approved by instructors. Use of AI for your own study purposes is allowable, but use it with caution.

When cheating is observed, in any of its forms, the teacher will inform the student, parent, and the Dean of Students.

For a *first offense*, the student will receive a grade of zero on the assignment or examination, notice will be sent home via email, and a notation will be placed in their file. For a *second offense*, the student will receive a grade of zero on the assignment or exam and will be placed on a Behavioral Change Plan (BCP). A *further offense* will place the student in jeopardy of being expelled from St. Joseph High School.

Any violations of academic integrity, even a first offense, will be taken into account for consideration for honor roll distinction and NHS eligibility and continued membership.

Co-Curricular Ineligibility & Academic Probation

Any student involved in an STJ co-curricular activity will adhere to the following TAPPS eligibility requirements:

- Students failing more than one course are ineligible for two weeks following a progress report or report card.
- The period of ineligibility shall begin no later than 1 week after grades are announced and shall continue for 14 days.
- A student who continues to fail more than one course (not limited to the initial courses) shall be ineligible on a week to week basis until such time as the student is failing no more than one course.
- A student who is failing no more than one course after the 14 days shall be considered eligible to participate in activities.

If, at the end of any quarterly grading period, a student is struggling academically and/or are failing or near failing in their *overall* GPA, they are placed on an academic improvement plan (AIP) and closely monitored by the Dean of Students, Student Services Coordinator, and the Principal. While on an AIP, the student may continue their participation in all school-sponsored activities. If the student's next quarterly report card again reflects an *overall* GPA of 69 or below, their AIP may also limit their participation in any school-sponsored activity (practices, games, rehearsals, shows, etc.), or ability to publicly represent STJ in any manner, for the subsequent grading period. Parents of these students will be contacted by the Dean of Students and/or Principal. A student whose GPA is 69 or below for the 4th quarter shall be placed on academic probation during the first quarter of the following school year. Students on AIP will be placed in mandatory tutorials and academic improvement periods for a period of time set by the Student Services Coordinator.

GRADUATION INFORMATION & HONORS

Based on their cumulative grade point average (GPA), graduates are eligible for the following honors:

Summa Cum Laude	98.501 and above
Magna Cum Laude	96.001 – 98.500
Cum Laude	93.500 – 96.000

Valedictorian, Salutatorian, & Historian

The top three seniors of the graduating class--Valedictorian, Salutatorian, and Historian--are determined on eight semesters of academic averages. A graduate must have been enrolled at St. Joseph High School for their junior and senior years to be eligible for this selection.

Honor Cords & Stoles

Various campus and community service organizations recognize graduating seniors with a stole or cord. These will be awarded under conditions set by each organization in conjunction with sponsors and administration. Students are **not** permitted to wear custom or unapproved stoles or cords during Baccalaureate Mass and Graduation.

Awards Given to Seniors at Graduation

- Mr. and Miss STJ are selected on the basis of scholarship, leadership, service and character. One boy and one girl from the senior class are chosen for St. Joseph High School's highest honor. Each senior girl and boy honored with this award best embodies the ideas of the school. The senior class nominates candidates from their class, and the final selection for the award is made by the school administration and teachers.
- The Father Clement Otting Golden Jubilee English Award is presented to the senior who most excelled in the study of English during his or her academic career.
- The Thomas O'Connor Memorial Theology Award is presented to the senior who has most excelled in the study of Theology during his or her academic career.
- The Father Sean Donohue, CSC Memorial Science Award is presented to the senior who has most excelled in the study of science during his or her academic career.
- The David Pozzi Math Award is presented to the senior who has most excelled in the study of science during his or her academic career.
- The Michael V. Boyle Social Studies Award is presented to the senior who has most excelled in the study of social studies during his or her academic career.
- The Sister Ernestine Vollmering Memorial Humanitarian Award is presented to the senior who best embodies helpfulness, consideration, and Christian service exemplified in the life of Sister Ernestine.
- The Cathy Wagner Memorial Sportsmanship Award and John Lyons Memorial Sportsmanship Award are presented to the senior female and male athletes who best exemplifies sportsmanship in their sport(s).
- The Carolyn Shimek Fighting Heart Award is presented to the senior male and female athlete who evoke the courage, resilience, determination, and fortitude of Mrs. Carolyn Shimek whose bravery in the face of ALS inspired the St. Joseph Family.
- The Steve Tibiletti Best All-Around Athlete Awards are selected by the coaching staff of that particular sport. Recipients should be a good player who plays almost all of the time, a team leader, sportsman, and coachable.
- Top Academic Senior Athletes are determined by GPA and are presented to a boy and girl athlete who participated in at least two sports in their senior year.

STUDENT SUPPORT SERVICES

In order to improve our ability to provide an environment in which students can achieve their best in academic growth and faith formation, St. Joseph High School uses an integrated student support services model to meet the needs of our student body. The foundation of this model is established by defining, reinforcing, and consistently enforcing our standards of student norms and behaviors, through our campus ministry program and our curriculum, and in the development and execution of Academic Improvement Programs. In essence, these programs fulfill our school's mission: to cultivate a peaceful, challenging, and loving atmosphere, fostering spiritual growth and academic excellence for our school family.

When academic or behavioral performance falls below our expectations for student achievement, our first consideration will be to identify any unmet needs the student may have. This starts in the classroom and requires self awareness and effective communication on the part of the student and teacher. In most cases, the needs of the student are identified and met with classroom interventions through the hands of our very capable teaching staff. In some cases, additional support is needed and requires more time or resources than may be available during a standard class period. The need may be academic, behavioral, stress or crisis oriented, or a combination of these factors.

Student Support Services will be constituted by cooperative efforts between students, teachers, parents/guardians, coaches or club sponsors, and school administrators. When a student's need is identified, through performance evaluation, observation, or request, the student will work with an advising administrator in the development of a plan of action aimed at academic improvement or behavioral change as it relates to his or her identified needs. These plans of action will include feedback from school staff, a parent/guardian, and an advising administrator, as well as reflection by the student. When all parties have contributed their feedback, the advising administrator will sit down with the student to develop a comprehensive plan of action to maximize optimal learning, student enrichment, potential for academic achievement and meaningful faith formation respective to the specifics of the student's need.

NORMS OF STUDENT CONDUCT

As members of this Christian community, all actions must necessarily meet the test of being signs of love and respect for each member of the STJ community. The basic norm is Christ's commandment that we love God and our neighbor. All aspects of a student's conduct--their speech, manners, personal grooming–should reflect a Christian respect for themselves and for the rights and sensibilities of others. Further, the Dean of Students will counsel a student who violates the rights of another or who shows a lack of respect for those rights in minor matters. A student severs themselves from this community if their behavior shows little improvement after such counseling.

Since parents and guardians are the primary educators of their children, the responsibility for the development of the discipline necessary to achieve intelligent, self-directed behavior belongs primarily to them. Parents and guardians cannot abdicate their responsibility for the conduct and actions of their students during school hours, school sponsored events, or thereafter.

Respect

It is generally accepted that a person can only benefit a community if they truly respect themselves. Out of this basic self-respect emerges a respect for the rights and property of others. The school's values presume such an attitude as a basis for full personal growth and will not tolerate a lack of respect in the following areas:

Respect for Self

- Presenting a continual negative appearance or an apathetic attitude toward academic and/or other requirements.
- Possessing, using, or sharing any type of restricted substance (alcohol, drugs, tobacco products) on school property, or at school functions, or attending school or these functions under the influence of alcohol or drugs. See *Drug & Alcohol Policies* section for more information.

Respect for Others

- Publicly dishonoring the good name of St. Joseph High School by acts of misconduct, on or off campus, that contradict the school's mission and values.
- Involvement in criminal activity on or off campus.
- Treating faculty members and other school personnel with disrespect, as evidenced by insubordination, lying, racist, sexist, or elitist comments and actions.
- Treating others with disrespect, as evidenced by racist, sexist, or elitist comments and actions.
- Abetting the violation of school guidelines by other students, such as by providing or transmitting to others any illegal or controlled substance.
- Violating the rights of other students (assault and battery, hazing or initiating other students or guests, fighting, stealing, false fire alarms, etc.)
- Vandalizing or defacing St. Joseph High School, other schools, or private property.
- Misbehavior at STJ school activities (e.g. games, plays) that publicly dishonor the reputation of STJ.
- Endangering themselves or others by bringing a weapon to school or to school related activities.
- Possessing or using on campus any firework or any material which is explosive or otherwise hazardous.
- Possessing or providing to others any pornographic material, or any material which violates the Christian norm of respect for the human body.
- Interference in the communication between school and parents, such as alteration of records, interception of correspondence, etc.
- A negative influence on other students and/or a negative attitude toward the school.
- Chronic tardiness to school or absence from school.
- Continuous violations of school policies.

Students who violate the norms of respect for self and others are subject to disciplinary action by St. Joseph High School. In addition, students are subject to disciplinary action for the following:

- Disruptive conduct on buses or school-rented transportation.
- Membership or association in a gang.
- Gambling on campus or at school-related events.
- Reckless driving on or off campus.
- Violations of all other school guidelines stated elsewhere in the Student & Parent Handbook, or violations of norms that are implicit in the mission and the philosophy of St. Joseph High School.

If a student feels threatened (physically, emotionally, or sexually) due to any lack of respect from students, faculty or staff, they should report this to the Counselor and/or the Dean of Students.

Anyone concerned about abuse should contact the Texas Department of Family and Protective Services 24/7 hotline number at 1-800-252-5400 and The Diocese of Victoria's Office of Pastoral Care and Outreach at pastoralcare@victoriadiocese.org or (361) 827-7186.

Fighting

Due to the seriousness of fighting, and because of the real risk of permanent injury to those involved, any students, regardless of fault, will be subject to disciplinary consequences that may include at-home suspension or dismissal (for more information about disciplinary enforcement, please see the *Disciplinary Procedures* section for more information).

Harm to Oneself or Others

Any student who endangers themselves or others, or threatens to do so, is liable for immediate dismissal. All members of the community (students, staff, parents, faculty, and administrators) are obligated to notify a member of the administration

immediately to insure the safety of the individual(s) at risk. Professional care may become a requirement for continued enrollment. Please see the *Student Well-Being & Self-Harm* section for more information.

Punctuality

Students are expected to be on time for school and for all courses. Please see the *Attendance, Absences, & Tardies* section for more information.

Out of Bounds

No student is allowed to leave St. Joseph High School's campus at any time during the school day unless they have received clearance from administration and parental consent through the STJ front office. The following areas are off-limits during the school day:

- The student parking lots and vehicles, surrounding neighborhood, and railroad tracks.
- All athletic facilities, labs, classrooms, the library, the Pozzi Center, and any other office not supervised or authorized by an adult.

Students who leave campus without permission or who are out of bounds will be assigned disciplinary measures deemed appropriate by administration.

Parking Lot & Vehicles

St. Joseph High School uses an Assigned Parking System for students. All student drivers are required to apply for a Student Parking Permit and will be assigned a numbered parking space in the Pozzi Center Parking Lot or the Flyer Dome Parking Lot. During regular school hours, students are required to park in their assigned space. Not doing so may result in your vehicle being towed.

Parking permits are acquired through the school's website (https://www.stjflyers.com/flyer-life/student-parking-permit.cfm). Permits must be displayed in the lower right-hand corner of the front windshield. All vehicles that are parked on St. Joseph's property are subject to search if the Administration deems it necessary. Student accounts will be assessed a $10 fee per parking permit.

Each year there will be an opportunity for students to pay an additional $75 fee to choose their parking space based on class seniority. The proceeds from this program will benefit the STJ Athletic Department.

No permits will be given to students without valid driver's licenses. Illegal parking may necessitate towing. Parking on the streets of the neighboring subdivision is prohibited. Violations of these guidelines, as well as reckless driving, will result in disciplinary action. After a third such violation, the student will have their parking privileges revoked for 30 days. After any further violations, the student will have their permit revoked for one calendar year.

Automobiles and other vehicles in the parking lot are to be vacated as soon as the student arrives at school and left vacant until the student's departure. Books, uniforms, food, materials, or equipment are not to be stored in the automobiles for use during the day because students are not permitted access to vehicles during school hours. Violations will result in a disciplinary action or enrollment in a behavioral change plan (for more information about disciplinary enforcement, please see the Disciplinary Procedures section for more information). Loitering in parking areas or remaining in unsupervised spaces is not permitted. Vehicles are not to be used as gathering spaces before the school day begins because there is no active supervision in our parking lots.

Campus Access & Tutorials Periods

Students who are dropped off in the morning must enter an academic building or other authorized supervised space without delay.

Tutorials are normally conducted Monday-Thursday from 7:30-8:30 a.m. and from 3:20-3:50 p.m. Campus officially closes at 4:00 p.m., excepting extracurricular competitions, practices, or activities. Students will be asked to leave academic halls at 4:00 p.m. unless they are in a space supervised by a faculty or staff member.

As a courtesy to all faculty and students, all students not attending tutorials are required to do the following:

- If arriving at school before the first period warning bell at 8:20 a.m., students may report to the library for proctored, quiet study space. Starting at 7:30am, students may be present in O'Connor or Welder Halls.
- Leave the building corridors quietly and quickly after 3:20 dismissal or remain quiet and have orderly conduct if remaining inside the building corridors.
- Students who are noisy or rowdy inside the building corridors during tutorials are subject to disciplinary action.

Public Displays of Affection

The expectation of students on campus is that there should be no extraordinary public displays of affection. Kissing, prolonged hugs and hand holding, or other similar kinds of behavior are not permitted.

Student Visitors & Visitors to Campus

No student may bring visitors onto campus for visitations without permission from the Dean of Students at least two days in advance of the visit. All visitors to campus must check in with the STJ front office to receive a visitor badge.

Use of School Name & Imagery

The name St. Joseph High School, or any variation thereof, may not be used for any event, either social, athletic, political, etc., nor may anything be published under the name of the school without the expressed permission of the Director of Advancement and the President of the school.

Sportsmanship & Fan Behavior

When representing STJ at games or other events, student spectators shall refrain from any and all unsportsmanlike conduct (obscenities, taunting, "trash-talking", demeaning shouts or gestures, dangerous behavior, and the like). Observed or reported misbehavior will be addressed by the Dean of Students.

Student Sales

Solicitation by students or the selling of goods, services, food, or paraphernalia (i.e. clothing or accessories) to other students is forbidden. Students who wish to promote their club, class, or activity or school sport in this manner must have the guidance and approval of their co-curricular moderator and the President of the school.

Lost & Found

Lost and found items may be turned in or claimed in the Dean's Office in the Library. The school cannot be responsible for items or valuables left in classrooms, hallways, lockers, parking lots, or athletic areas. As a matter of policy, students are encouraged to write their name in their textbooks, notebooks, and other materials in order to facilitate their return.

Deliveries

Notices for disciplinary actions, administrative communications, and academic communications are often posted in a student's locker. Messages are taped inside the lockers during the day. It is the responsibility of the student to check their locker before leaving school. Failure to go to the locker to pick up notices is not an acceptable excuse for missing these notices. Parents who bring items to school for a student should bring them to the Main Office.

Delivery of outside food to students is not permitted unless express permission has been sought and granted from the Dean of Students in advance. No person may bring students outside food during or in anticipation of lunch without the permission of the Dean of Students. Any such food will be returned or disposed of immediately.

Messages to Students
If an emergency situation arises in which a student must be contacted, the parent or guardian must first contact the front office who will then contact the student. Parents or guardians are encouraged not to call or text their children during the school day. If the need arises, a student may contact their parents, but should only do so in compliance with the technology and cell phone policies. Normally, students should not text, call, or email at will during the school day.

Lockers & Backpacks
Students are responsible for the contents of their assigned locker(s). Students may use lockers assigned to them, and they are subject to inspection at any time by authorized school personnel. Backpacks are also subject to inspection at any time. Backpacks and other personal items are to be kept in the locker and not left on the floor or hanging from an open locker door. Open food and drink may not be kept in the lockers.

Passing between Courses
A four-minute passing period is given between classes throughout the school day. Students are expected to take all books, etc. needed for all courses if distance does not allow enough time to return to the locker before the next course period. Personal electronic device policies remain in force during passing periods.

Students are not allowed to leave a classroom except in an emergency or with the teacher's permission. Book bags, purses, gym bags, etc. may not normally be left on hallway floors unattended. Such items present exit hazards for emergency disaster evacuation or drills.

Emergency Drills
St. Joseph High School conducts emergency drills in compliance with city codes in order to ensure the safety of students and personnel in the event of a disaster. Emergency drills are held during the school day throughout the academic year at regular intervals. Students are expected to conduct themselves in a manner that reflects an awareness of their responsibility for their own safety and that of others.

SPECIAL CIRCUMSTANCES & CATHOLIC TEACHING

Pregnancy or Fatherhood
St. Joseph High School affirms the moral teaching of the Catholic Church and seeks to provide an atmosphere where Christian values and principles are fostered. Premarital sex is not in keeping with Christian morals and principles and is not considered acceptable for Catholic high school students. However, because of our concern for the welfare of the person, each student enrolled at St. Joseph High School involved in a pregnancy will be dealt with in a sensitive manner on an individual basis.

In order to ensure the best interests of the mother-to-be, parents, and school community, the following guidelines will be implemented:

- When the pregnancy is known to school personnel by whatever means, the President will meet with the mother-to-be and parents or guardians.
- The mother-to-be will be required to have appropriate professional counseling. Evidence of compliance will be presented to the administration.
- The mother-to-be may be prohibited from participating in any functions that the President determines appropriate.
- If the mother-to-be is allowed to remain at St. Joseph High School for a period of time during her pregnancy, a note from the student's doctor must be submitted to the school. The note must clearly state that the student's continued attendance at St. Joseph High School will not be injurious to the student or unborn child.
- After the birth of the child, the student must present a doctor's note confirming that she is able to return to St. Joseph High School.

If a father-to-be is identified as a student of St. Joseph High School, the following guidelines will be implemented:

- The President will meet with him and his parents or guardians.
- He will be required to be involved in a counseling program similar to that required of a mother-to-be. Evidence of compliance is to be presented to the administration.
- The father-to-be may be prohibited from participating in any functions that the President determines appropriate.

Abortion

Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teaching of the Church, the mission of St. Joseph High School, and the values that should permeate Catholic education. Catholic teaching does not accept that anyone may justifiably procure an abortion, be forced or pressured into having an abortion, or influence or coerce another person to have an abortion.

Cohabitation & Marriage

Cohabitation is not recognized as a valid lifestyle and is contrary to moral values upheld by St. Joseph High School. Should a student participate in such a relationship, they may not continue enrollment at St. Joseph High School. Married students may not be enrolled or continue their education at St. Joseph High School.

STUDENT DRESS CODE

St. Joseph High School students are expected to arrive on campus dressed to meet the school's academic, social, and spiritual mission. Student attire should be appropriate and mature, and should evoke professionalism. The Dean of Students is the final judge of appropriate attire and grooming.

General Guidelines for All Students

1. The dress code is enforced from the moment students arrive on campus until the end of after-school tutorials. All attire and personal grooming will be clean, neat, and modest. Shirts and polos may be untucked; however, they will be of sufficient length to cover the torso appropriately, and they should not extend below the bottom of rear pockets.
   Images or text which refer directly or indirectly to any of the following cannot be worn:
   - Drugs, alcohol, or tobacco
   - Obscenities or profanities
   - Hate or discrimination
   - Any politically related images
   - Any messages or images contrary to the spirit of the St. Joseph High School mission, subject to the discretion of the Dean of Students.
2. Slacks, pants, jeans, and shorts will fit appropriately and around the waist; belts are optional. Bottoms should have belt-loops, zipper, and button.
   The following cannot be worn:
   - Drawstring pants or shorts
   - Athleticwear, leggings, yoga pants, or compression shorts
   - Ripped or inappropriately frayed pants, jeans, or shorts

   Shorts must be long enough so that the individual's hands, when extended downward along their side, come to a rest at a point above the lowermost seam of the clothing.
3. Jackets or sweaters may be worn and heads should remain uncovered inside and outside during good weather; outerwear may not be worn into Mass.
   The following cannot be worn:
   - Any hooded sweatshirts or hooded shirts
   - Caps, visors, or cowboy hats
   - Trench coats
   - Blankets
4. Dress shoes, dress sandals, loafers, boots, and tennis shoes may be worn.

The following cannot be worn:
    - Flip flops, shower shoes, athletic sandals, or athletic slides
    - Crocs-style clogs
    - Slippers or houseshoes
5. Hair should be clean and well groomed. Jewelry and accessories should be appropriate. Take note of the specific piercing guidelines below for male and female students.
   The following cannot be worn:
    - Unnatural hair color
    - Visible tattoos (whether permanent or temporary)
    - Henna or other semi-permanent skin stains or applications
    - Any other intentional marking, coloring, or alteration of visible skin, with the exception of tastefully applied cosmetic makeup that is consistent with the school's general standards of neatness and modesty.
6. School dances or other special events (for example, grade-level celebrations, ceremonies, or Masses) may require a specific dress code and students who participate are expected to adhere to those guidelines.

Guidelines for Male Students

1. Will be clean shaven daily.
    - Sideburns must not extend below the bottom of the ears.
2. Will not allow hair to be too long, nor allow hair to fall below the earlobes, the bottom of the collar, or in front of the eyes.
    - Bizarre hairstyles are not allowed.
3. Earrings or visible body/facial piercings are not permitted.

Guidelines for Female Students

1. Will not wear shirts, blouses, dresses, or tops that are oversized, sleeveless, low-cut, see-through, or backless.
    - Bra, bralette, or tank top straps and midriffs must always be covered. Cropped shirts are not permitted.
2. Necklines on blouses and dresses may not go below a line that runs from a point at the top of one armpit straight across to a point at the top of the other, with no visible cleavage. Backs of shirts, blouses, or dresses may not have openings below the line that runs from the top of the arm pit straight across to the other.
3. Up to three ear piercings, per ear, allowed. Gauge or any other visible body/facial piercings are not permitted.
4. Dresses and skirts must be long enough so that the individual's hands, when extended downward along their side, come to a rest at a point above the lowermost seam of the clothing. Slits in skirts must also follow the same guideline.

St. Joseph High School reserves the right to determine what meets the dress code. Students out of dress code will be required to take corrective action immediately, including calling parents or guardians to bring an appropriate change of clothes to campus. Please note that students who must pull or tug excessively at their clothing in order to comply with the dress code will be found to be in violation. The Dean of Students is the final judge of dress code related questions and determines consequences for any violations.

Students out of dress code will be given an STJ shirt to wear for the remainder of the school day. Students with dress code violations that cannot be corrected with a shirt change will call home for a change of clothing and be placed in an alternative learning environment until a change of clothing is brought.

Continued failure to comply with the dress code will result in a corrective action plan. The dress code corrective action plan is designed to deter students that regularly violate the policy. Following a 4th dress code violation students will be required to attend the Lunch Academic Improvement Period and have their clothing checked three times daily; during home room, at morning break, and at lunch. <u>This dress code policy does include shaving.</u>

Following a 6th dress code violation, students will lose free dress privileges and attend the Lunch Academic Improvement Period as part of a Behavioral Change Plan. During this period of time, a student's specified uniform will be the following:

- Jeans, slacks, or khaki pants, at least ankle length and with a belt,
- Blue, white, gray, or black, short sleeve or long sleeve collared polo, tucked in,
- Closed-toe shoes.

This Behavioral Change Plan will last for two school weeks. Any additional violations will result in loss of free dress privileges for the remainder of the semester. If more than three quarters of the semester has passed at the time of the violation, the corrective action will carry over to the next semester.

Dress Code violation counts will reset at the semester.

Co-Curricular Attire on Campus
Students may not wear competition or performance attire to school that violates the Student Dress Code. Athletic warmups or sweatpants, sleeveless athletic shirts, or untucked or otherwise inappropriate performance wear is not permitted. Athletes or other co-curricular participants in violation of these policies will be placed in detention and the Athletic Director or moderator will be notified.

Student Attire at Co-Curricular Activities
Games, dances, performances, etc. are official school events and are therefore under the direction of school officials. Student dress at such events should always be in good taste and reflect the values of St. Joseph High School.

ACCEPTABLE USE OF TECHNOLOGY

Technology is an ever changing part of modern life. St. Joseph High School is committed to preparing young men and women to live responsibly in a digital world. Managing one's life online and maintaining a responsible online identity and presence is a key component to the school's "Acceptable Use Technology" (AUT) policy.

St. Joseph High School expects students to manage academic work on any school device or account in a manner befitting an STJ student. Misuse of the school network, email system, devices, or any other technological component will result in disciplinary action.

The opening, displaying, or sharing of inappropriate material at school or on the school's Google system, Schoology accounts, or WiFi network will be considered a violation of school disciplinary policies.

The on-campus recording of voice or image of any student, faculty, or staff member without explicit permission is strictly prohibited and will result in significant disciplinary consequences.

The AUT policy addresses acceptable and unacceptable ways in which the students may use our information technology (IT) tools, and it addresses specific user responsibilities, rights, and expectations. Adherence to this policy shall be the joint responsibility of the students, parents, and employees of St. Joseph High School.

School-Issued Chromebooks
Students are responsible for the general care of their school-issued Chromebooks; any damage caused to the device will result in a repair or replacement fee to be charged to the student's account. The Chromebooks are designed for school use only with student @stjflyers Google accounts. Students are expected to bring their Chromebook to school fully charged every day in order to meet

our "Ready to Learn" standards. If a student leaves a device at home, they will receive a BOR for documentation and may use a loaner device for the duration of the school day (available in the library). Any damage to devices needs to be reported to administration immediately so that they may be serviced and invoiced appropriately.

Students are required to use their school-issued Chromebooks during the school day; the use of other personal computing devices is prohibited due to testing requirements and network security considerations.

Classroom Use of Technology

In the classroom environment, the teacher or other designated adult is the determiner of appropriate and inappropriate use of technology. Teachers may declare technology-free times, or they may require that students place personal electronic devices at the front of the room, or have them in a ready-to-use position, fully charged with textbooks and necessary apps, documents, etc. When devices are in use, students must be on-task to the learning activities for that class period.

Students in violation of the AUP may be subject to disciplinary action, including denial of access to the network. In the event of disabling network access, completion of all course work remains the responsibility of the student. St. Joseph High School is not responsible for the loss of any information, as all files should be backed up.

Acceptable Use of Technology

Students should find St. Joseph High School's IT tools to be useful assets that assist them in achieving their educational goals. STJ provides students access to:

- An official "@stjflyers" Google Account which grants limited access to email, calendaring, document creation, collaboration, storage, and other tools.
- A Schoology account which gives students access to school services including grades for each class, classroom and co-curricular materials, notes, schedules, communications, etc.
- Certain productivity apps and various departmentally used apps.
- The internet and many subscribed internet reference and tutorial resources which are accessible from any student computer in the building and, in many cases, at home through the school's website.
- Note-taking and bibliography applications.
- Access to and classroom instruction on new media creation tools including music, video, digital graphics and programming software.

Students are encouraged to:

- Use IT tools to support their learning in ways consistent with the mission of the school;
- Conduct research using the internet for instructional purposes related to course curriculum and personal interest and development;
- Access information that will facilitate their selection of the college or university they seek to attend;
- Increase their awareness of career path opportunities;
- Infuse technology into their course work;
- Improve their information literacy and research skills;
- Find ways to use technology for service to others.

Unacceptable Use

The list of inappropriate uses of St. Joseph High School's IT services and accounts currently includes, but is not limited to, the following (this list may be updated at any time):

- Attempting to covertly or overtly use technology in ways that are not appropriate, not indicated by the instructor, or that run counter to the educational purpose of the course.
    - Never take a photo or record audio or video in the building without a teacher or administrator's permission.
    - Earbuds or headphones are not to be worn during the school day except for specified areas and times.

    - Students cannot use technology recreationally or for gaming during the school day except for specified areas and times.
- Intra- or inter-course communicating between students when not designated or supervised by an adult for a specific time period (such as a course period).
- Using the Internet or school network for any illegal activity, including gambling, computer hacking (and all variations thereof) and copyright or intellectual property law violations.
- Using Anonymous Proxies, Caching Servers, jailbreaking any school-owned device, or by any other means avoiding restrictions placed on devices, the IT network, internet access or school systems.
- Gaining intentional access to materials, maintaining access to materials or distributing materials which are obscene, pornographic, or whose dominant appeal is sexual arousal.
- Gaining intentional access to material, maintaining access to materials or distributing materials which utilize or encourage excessive use of violence, blood, gore, or the diminishment of the value of life.
- Associating a website with the school without proper authorization or representing the school by name, logo, or identity in a formal or informal publication, document, or program without prior approval. This prohibition includes the creation of unofficial STJ pages, accounts, etc. on social media sites.
- Downloading, installing or accessing unauthorized software or other executable files (e.g., .exe, .bat, .pif, .reg) without the permission of faculty or staff; this includes but is not limited to the use of unauthorized operating systems or other root level programs that could be installed on school computers or devices.
- Deliberately introducing a virus to, or otherwise improperly tampering with school systems.
- Intentionally installing or accepting spyware, malware, or other disruptive, intrusive, or destructive programs.
- Attempting to gain access to or gaining access to network hardware (including wall jacks, wires, switches, routers, servers, access points, etc.). This includes placing unauthorized devices onto the school's wired network.
- Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives or fireworks;
- Posting messages on or through the school network or systems, including those that are anonymous, that use abusive or profane language, or use the system to harass, insult or verbally attack others or disrupt normal function.
- Using limited resources (e.g. printer paper or hardware accessories) provided by the school in a wasteful and reckless manner.
- Causing or contributing to the unnecessary congestion or malicious interference of the network.
- Gaining unauthorized access to resources or files.
- Identifying oneself with another person's name or using password, account, or credentials of another user.
- Providing access to the school's network to unauthorized individuals or granting limited authorizations to unauthorized people.
- Using IT Tools for financial or commercial gain (unless approved by STJ administration for a school activity directly supervised by a staff member).
- Stealing or vandalizing data, equipment or intellectual property.
- Invading the privacy of other individuals.
- Attempting to gain access to or gaining access to student records, grades or files outside of the adult supervised and approved shared drives or individual authorized account.
- Degrading or disrupting equipment or system performance.
- Failing to obey school or classroom technology use rules.
- Taking part in any activity related to technology use, which creates a clear and present danger or a substantial disruption to the orderly operation of the school.
- Using school or personal electronic devices to perform unethical actions including, but not limited to, cheating, unauthorized collaboration, or plagiarism (e.g., cell phone texting answers or taking pictures of exams).
- Inappropriate impersonation or spoofing of school community members via social media.

Email Guidelines

St. Joseph High School provides each student with a school-issued email which should be used for email communications. Students will carry this email address for their four years at STJ. Faculty and staff may not respond to emails sent by students over any other email provider. Additionally, students must understand that the school will officially communicate with them via their email account.

Students and parents are reminded that the school issued email is property of the school and should be used for school business only. If necessary, school email can be checked by the administration. Abuse or misuse of the school email system--for example with the intent to annoy or harass--will be considered a violation of the disciplinary code.

Because email is an important form of communication, students are expected to check their email daily for messages from teachers, Counselor, coaches, Campus Minister, club moderators, and fellow students.

Every email communication should include the following:

- A proper greeting or salutation (e.g. Dear Mr. Smith)
- A subject line that clearly states the purpose of the email
- A proper ending or signature ("Sincerely," for example)

In addition,

- Emails should be concise, clear, and proofread.
- Emails are often subject to misinterpretation; choose your words wisely and consider how others may read it.
- Protect yourself from identity theft by not emailing passwords, Social Security numbers, bank account information, etc.
- Give teachers time to respond to an email and do not expect teachers to respond at unusual hours of the day or night.

Please note that communications regarding individual classes are also often sent through the school's learning management system, Schoology. Students should regularly check Schoology for any of those communications.

PERSONAL ELECTRONIC DEVICE POLICIES

To make sure students are in an atmosphere conducive to spiritual growth and academic excellence, STJ limits the use of certain personal electronic devices on campus. Any electronic device or accessory including cell phones, smart watches, tablets, gaming systems, laptops, earbuds, etc. will be subject to the following policies:

- Smart watches or glasses that send or receive communications are not allowed at any time or place during the school day.
- **All other personal electronic devices must be powered completely off and stored out of sight during the school day, whether inside or outside campus buildings. Any audible sound, vibration, notification, or alert emitted by a device during the school day constitutes use of the device, regardless of where it is stored.**
- These same rules apply during Mass off campus or special assemblies in the Flyer Dome. Devices should be turned off and put away during attendance at before and after-school tutorials, as well.
- Individual teachers may have specific academic policies concerning electronic devices. Electronic devices may be used for educational purposes under the specific instruction of a teacher. Electronic devices should not be used in a classroom for non-academic purposes.
- Any device visible or in use during the school day (8:30 a.m. - 3:20 p.m.) will be confiscated. All confiscated devices will be held in the Administration Building front office until the end of the school day.
- Earbuds, headphones, etc. are not permitted to be visible and/or used in prohibited areas unless specified by a teacher or administrator for classroom-related activities.

Consequences for Violation of Personal Electronic Device Policies		
1st infraction	Confiscation / $50 fee	Upon payment of fee, the device can be retrieved by parent or legal guardian. (1st Notice signed and returned)
2nd infraction	Confiscation / $50 fee	Co-Curricular Suspension of 1 day; upon payment of fee, the device can be retrieved by parent or legal guardian; Behavioral Change Plan (BCP*) put in place (with student/parent signature) **If a parent/guardian wants to manage device confiscation within their family at home, please make the Dean of Students aware of the arrangement.*
3rd infraction	Confiscation / $50 fee	Co-Curricular Suspension of 1 week; upon payment of fee, the device can be retrieved by parent or legal guardian; BCP extension; loss of good disciplinary standing
Behavioral Change Plan: A plan of action designed to address a behavior requiring change, created in partnership with an advising administrator including feedback from the student, parents, coach or club sponsors, and teachers. Monitored for accountability and support of the student's needs.		
For more information on fees, see Texas Education Code Sec. 37.082. *All funds collected from cell phone violations will be used to purchase safety and security equipment for the school.*		
Student cell phone violation counts will reset at the end of the semester.		

Photo, Video, or Audio Capture on School Grounds

We believe that the school day should be free from the distractions of social media, attending to an online presence, or the concern of being depicted in captured images shared through direct transfer or an online platform. In many instances, negative student behaviors are instigated or intensified when a situation starts being captured through digital media. To ensure that our school climate is free from these influences, we take a deliberate stand for the benefit of our students and their wellbeing. Collecting visual media (photos, video, or audio) with any device during the school day is expressly prohibited on the St. Joseph High School campus, vehicles, or other facilities contracted by St. Joseph High school for use during the academic day.

If a student captures images (photo, video, or audio) at any time on campus, in school vehicles, or at any other facility contracted by St. Joseph High School, of actions that violate any school policy, that student will be considered an active participant and instigator in the event and be subject to co-curricular suspension, loss of academic honors, or expulsion. Any circumstances created to embarrass, belittle, demean, coerce, or intimidate is expressly prohibited at all times.

Student journalism and use of devices for a classroom assignment are exceptions to this policy; however, if that capacity is abused for any of the reasons listed above, that exception will be rescinded. Special events may be identified as appropriate exceptions to this policy. Pep rallies, special Masses, and ceremonies may be authorized as exceptions to this policy; that authorized exception does not supersede the spirit of the policy to prevent the negative use of captured media.

Lunch Guidelines
St. Joseph High School recognizes the importance of healthy socialization for teenagers and acknowledges the growing body of research which highlights the risks of over consumption of social media and other internet content through personal electronic devices. In addition to personal electronic devices, Chromebooks or gaming systems will not be used in the cafeteria during lunch.

STUDENT ACCOUNTABILITY PROCEDURES

Whenever a student violates the letter or the spirit of any of the preceding policies or violates any norm or expectation implied in the mission and philosophy of the school, the student will be subject to the following disciplinary protocols. It should be noted that asking questions or seeking help in understanding norms of conduct and disciplinary procedures are encouraged. St. Joseph High School wants students and parents to understand why they are required to behave in certain ways. The Dean of Students is available for these conversations.

Humility & Mitigation
Whenever possible, students are encouraged to recognize and atone for failures to meet the norms and expectations of St. Joseph High School. All humans make errors and sin. By showing contrition and attempting solutions to heal any breach of trust, students live up to the highest calling of a Christian community. Students who evoke this form of humility when corrected by faculty, staff, or administration may mitigate some disciplinary consequences. By contrast, students who display disrespect, entitlement, or ignorance in an effort to excuse their actions may intensify disciplinary consequences.

Classroom Discipline
Students are expected to follow all behavioral guidelines and directions stated by a teacher in their classroom. Upon the first violation of these guidelines the student may be warned or counseled to correct their behavior by the teacher. If the student fails to correct their behavior, the teacher will refer the student to the Dean of Students for further disciplinary consequences.

Behavioral Change Plan
A plan of action designed to address a behavior requiring change, created in partnership with an advising administrator including feedback from the student, parents, coach or club sponsors, and teachers. Monitored for accountability and support of the student's needs.

Academic Improvement Plan
A plan of action designed to address an identified academic need, created in partnership with an advising administrator including feedback from the student, parents, coach or club sponsors, and teachers. Monitored for accountability and support of the student's needs across the curriculum.

Restorative Service
In certain circumstances, student behavior may require more demanding disciplinary action. Students may be assigned a minimum of four additional service hours which must be completed from a list of designated partners within a prescribed period of time. Failure to complete these service hours can result in academic penalties and may jeopardize a student's graduation. The following are potential grounds of Restorative Service enforcement:

- Habitual misconduct
- Disrespect for personal or school property
- Harassment or bullying

Co-Curricular Suspension
In certain circumstances, students may lose the privilege of participating in co-curricular activities. For a period determined by a BCP, these students will not be allowed to practice or play for any school athletics program, practice or perform for any school fine arts program, or participate in any other co-curricular club, group, or activity. Co-Curricular suspension is a serious course of

action typically applied when students have not responded to other disciplinary actions. Co-curricular suspension will include a parent conference with other members of administration, the Dean of Students, and either the Athletic Director or any relevant co-curricular moderator.

Searches

For reasonable cause, members of the administration may conduct a search of student lockers, book bags, motor vehicles, and electronic devices. If a student refuses to allow the administration to perform such a search, the student will be suspended from school until the search can be conducted. The student may also be subject to expulsion.

Expulsion

A student's continued enrollment at St. Joseph High School is not guaranteed. A student may be expelled if they repeatedly violate the school's norms and expectations for student conduct. A student may also be expelled for any extraordinary action(s) that violates the core mission of St. Joseph High School. The following are potential grounds for expulsion:

- Causing severe and intentional physical, emotional, or sexual harm to another.
- Issuing threats to the well-being of other students, staff, or the school.
- Theft or vandalism of personal or school property
- Flagrantly violating the Catholic mission of St. Joseph High School.

Reporting Conduct

St. Joseph High School is committed to communicating with parents and guardians about their student's disciplinary status. Some minor infractions may not result in parent communications, but habitual or severe violations of school's norms and expectations will be promptly communicated to parents. Parent conferences may be requested in some circumstances. It is expected that students accurately communicate with their parents about any behavioral misconduct.

DRUG & ALCOHOL POLICIES

St. Joseph High School believes that students learn best when they are not under the influences of drugs, alcohol, or other intoxicating substances. These policies are intended to foster a lifelong understanding of the dangers of drug or alcohol abuse and an awareness of resources available to support students related to drug and alcohol abuse.

Drugs, alcohol, or other intoxicants possessed or used at school, on a school-sponsored trip, retreat, or event, or at any time where the student is under the care and supervision of St. Joseph High School will result in disciplinary consequences. Depending on the circumstances, STJ may be required to involve law enforcement officers. Use or possession may also result in the student's expulsion from STJ.

Selling or distributing drugs at St. Joseph High School or at school events off campus will result in immediate administrative review for dismissal. Selling drugs to classmates destroys the trust necessary to build STJ's Christian community.

The abuse of drugs or any controlled substance is against the law and considered serious misconduct by St. Joseph High School. A combination of or all of the following disciplinary and probationary actions may be imposed on a student who is to remain at STJ:

- Behavioral Change Program
- Co-Curricular Suspension
- Substance Abuse/Use Counseling (the student may be required to receive counseling for the usage of alcohol or illicit drugs)
- Drug Testing (the student may be required to be screened for drugs and alcohol in partnership with a local lab for a period of time to be determined by STJ administration)

St. Joseph High School reserves the right to call emergency medical personnel to transport intoxicated or drug-impaired individuals to the nearest hospital emergency room. Any costs associated with such an emergency response are the responsibility of the student's family.

Vapes, Electronic Cigarettes, & Tobacco

Tobacco, nicotine, and other controlled substances are prohibited on campus and at school-related functions. Violators of the policy will receive disciplinary consequences at the discretion of the Dean of Students, including but not limited to the consequences listed above for drug/substance use. Electronic cigarettes or vapes are considered drug paraphernalia, and possession of one on campus or at a school sponsored events will result in disciplinary consequences.

STUDENT WELL-BEING & SELF-HARM

Protecting the health and well-being of all students is of utmost importance to the faculty and staff of St. Joseph High School. All students are expected to help create an environment of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they or a friend are feeling suicidal or in need of help.

Awareness

Always take self-harm warning signs seriously, and never promise to keep them secret. Common signs include:

- Suicide threats, both direct ("I am going to kill myself," or "I need life to stop.") and indirect ("I need it to stop," or "I wish I could fall asleep and never wake up."). Threats can be verbal or written, and they are often found in online postings.
- Giving away prized possessions.
- Preoccupation with death in conversation, writing, drawing, and social media.
- Changes in behavior, appearance and hygiene, thoughts, and/or feelings. This can include someone who is typically sad who suddenly becomes extremely happy.
- Emotional distress.

Anonymous Reporting

Flyers411 is a tool to enhance student safety at St. Joseph High School. It is an internet-based communication system that gives students or any concerned citizen a means to quickly and anonymously report suspicious or criminal behavior at school.
You can submit a tip to St. Joseph High School by either text message, the Flyers411 app, or using the web form.

Please Note: To Report an Emergency or an Urgent Matter, Always Call 9-1-1
This program is only monitored during school hours.

To submit an anonymous tip to St. Joseph High School use one of the following methods:

- Submit a Tip Online: Submit an anonymous tip to St. Joseph High School using the tip411 web form here https://www.tip411.com/tips/st-joseph-high-school/new. Please know that if you wish to communicate back and forth with tip411 monitors, you MUST save your Tip ID#.
- Submit a Tip by Texting: Submit a Tip by Texting FLYERS411 and your tip to 847411 (TIP411). When texting, please remember to type the keyword in all uppercase letters.
- Submit a Tip on the Flyers411 App: Download the FLYERS411 App and submit tips through the Apple app store or Google Play. *Check the "Tip List" within the app from time to time to see a response from the tip411 monitors.

STJ Policy

Risk of suicide is taken very seriously by St. Joseph personnel. If a student is feared to be at risk for suicide, either through actions or confiding in others, parents/guardians will be contacted immediately. The student may be expected to have an appointment

with an off-campus mental health provider within 48 hours of the initial parent/guardian contact. The St. Joseph counselor and/or principal will stay in communication with the family as part of the student's support system.

If a student or staff member becomes aware of a suicide attempt by a student that is in progress (either in or out of school), they must call the police and/or emergency medical services and inform the school counselor and/or principal.

Communication is key in helping someone who is struggling. Please never hesitate to reach out to any St. Joseph staff member.

Resources
National Suicide Prevention Hotline: 1-800-273-8255
The Emmaus Center: 361-212-0830
Suicide Prevention Lifeline: https://suicidepreventionlifeline.org/help-yourself/youth/

ATTENDANCE, ABSENCE, & TARDY POLICIES

Regular and punctual attendance at school is the primary responsibility of the student and parent or guardian. Students who are absent from school jeopardize their academic standing and their ability to integrate into the social and spiritual fabric of the high school community. While parents have the right to take their students out of school, the school is obligated to impose consequences for excessive absences. Parents are expected to schedule family vacations during school vacation periods. Dental, medical, and other appointments should normally be made after 3:20 p.m. or on Saturdays or school holidays. Masses and special school events are not appropriate times to schedule appointments.

Reporting Absences
Parents or guardians are to call the main school office at (361) 573-2446 before 9:00 a.m. to report the absence of their student. Otherwise, the parent will be called between 9:00 and 10:00 a.m.

When a student returns to school after an absence, a note dated and signed by a parent or guardian indicating the reason for the absence is to be submitted. If applicable, this documentation should include a statement signed by a relevant doctor or nurse that must be given to the main school office upon a student's return if the appointment is during school hours. Repeated failure to report a student's absence places at risk the student's continued attendance at St. Joseph High School.

Absentee Homework Assignments
Students are required to make up assignments and assessments when they are absent. Students or (if students are unable) their parents or guardians should do the following:

1. Communicate directly with the teacher before an expected absence.
2. Check the school's learning management system, Schoology, for any messages or assignments.
3. Communicate directly with the teacher to confirm all assignments are understood and completed.
4. For extended absences, students should coordinate directly with teachers and the Principal.
5. Teachers are not responsible for initiating communication with absentee students--absentee students are expected to initiate direct communication with their instructors.

School Attendance Policies
Students must meet the high standards established by St. Joseph High School and the following attendance policies will be enforced:

- Students must attend 90% of school days for each course.
    - Students must not miss more than 9 school days for each course per semester.
    - School-sanctioned activities and other properly documented situations do not count toward these 9 absences per semester.

- Absences of 15 minutes or more from the course are counted as a course absence.
- Unexcused absences of 4 or more periods during a day--sequential or not--will be counted by STJ as a full day absence.
- **A student with a full day absence (missing 4 or more periods for the day) may not participate in co-curricular activities for that day.**

STJ considers the following to be approved reasons for missing a course or Mass as STJ determines a full-day absences, senior exam exemptions, and other disciplinary enforcement:

- Participation in co-curricular functions like athletic competitions, class retreats, or fine arts performances.
- College visits approved by the Counseling Office. See below for *College Visitation Absence* procedures.
- Extended personal illness or the serious illness or death of a family member--with proper documentation.
- Participation in school-sanctioned functions like livestock shows or dance recitals--with proper documentation.
- Subpoena by the court--with proper documentation.

Daily & Monthly Mass Attendance

The spiritual formation of our students is an essential component of STJ's mission, and attendance at all Masses (daily, as assigned by homerooms, and full-school monthly) is required. A student's absence from a scheduled Mass will be considered unexcused and result in disciplinary action unless a signed doctor's note is submitted to the school. Academic reasons for missing a Mass must be an exception due to extenuating circumstances and pre-approved by the teacher and the campus minister.

Mass Absences

A student who misses a required Mass will receive a co-curricular suspension on the day of the missed Mass. (Co-curricular suspension includes attendance at and participation in STJ-sponsored events such as athletic practices and games, arts performances, etc.) Students who do not participate in co-curricular activities will receive two days of lunch detention. The missed Mass will be made up on the next scheduled school day. Failure to complete the Mass makeup on the next school day will result in an additional co-curricular suspension or, for non-participants, an additional two days of lunch detention.

A second missed Mass within the same semester will result in the same consequences outlined above. Upon a third missed Mass within a semester, the student will be placed on a one-week co-curricular suspension and required to participate in a Behavior Change Plan with the Dean of Students.

If a student reaches three absences at Mass over the course of the semester, they are no longer considered to be in good disciplinary standing. For seniors, this means they will not be exempt from finals in the spring. For all students, this may affect their participation in groups such as National Honor Society, Student Council, Honor Roll recognition, etc. This could also negatively impact letters of recommendation and non-STJ dance attendance approvals.

Mass Tardies

Students should arrive for daily Mass no later than 7:40am or be considered tardy. When a student arrives at Mass after 7:45am and our priest has begun, it is disruptive to the sanctity of the celebration. Tardies longer than 15 minutes (7:55am), will be counted as an absence for the Mass. For security purposes, the door to the sanctuary will be locked at 7:55am. The student will not be permitted to enter the Mass, will be counted absent, and will receive the same consequences for Mass absence(s) outlined above.

Tardies

We believe in maximizing the amount of time our students have in active participation in the classes that make up our curriculum. For the benefit of the learning environment, being on time to class allows our teachers and students to get classes started when the bell rings and avoid interruptions to the class that late arrivals can create. This is also why we do not allow students out of class for non-emergencies during the first 5 minutes of each class period. Tardiness is considered a violation of school policy, the ready to learn standards, and safety and security policy. Tardies will be reported during the completion of classroom attendance and

submitted through the appropriate communication channel or method of reporting. Any students not in class after the tardy bell will be required to report to the administration office to receive a tardy admittance slip.

Consequences for Repeated Tardies		
4th Tardy	Parent notification by email	Time management meeting with Dean of Students
5th Tardy	Parent notification email; BCP feedback	Behavioral Change Plan (BCP)* targeting tardiness and contributing factors; Controlled Movement Plan
6th Tardy	Parent phone call; BCP modification	BCP review / modification and extension; 1 day Co-curricular suspension; Update Controlled Movement Plan
7th Tardy	Parent notification; BCP modification. Notice of Consequences.	BCP extension/ modification and 3 days Co-curricular suspension; Update Controlled Movement Plan
8th Tardy	Parent notification; BCP modification; warning	BCP extension, 1 week Co-curricular suspension, and loss of academic honors.
9th Tardy	Parent meeting with administrators for formal review	BCP extension and 2 week Co-curricular suspension and loss of academic honors for the grading period; subject to conditions of continued enrollment for the remainder of the term and subject to dismissal for failure to meet those conditions
**BCP: Behavioral Change Plan - A plan of action designed to address a behavior requiring change, created in partnership with an advising administrator, including feedback from the student, parents, coach or club sponsors, and teachers. Monitored for accountability and support of the student's needs.*		

School-Sanctioned Absence

Each student is responsible for making up course work missed due to a school-sanctioned activity. If an athlete, performer, or club member does not complete required work, a teacher will notify the Principal who will then notify the coach or moderator so appropriate action may be taken. Field trip sponsors, co-curricular moderators, and athletic coaches must have a list of participants and departure times signed by the coach or sponsor and turned in to the Dean of Students the Friday before the week of the event. This list will be distributed to all faculty and staff. Students who repeatedly do not balance their academic obligations with their co-curricular privileges may be subject to Co-Curricular suspension.

College Visitation Absence

- Seniors are allowed 4 college visits during the school year. Seniors using college days in the spring must have already applied to the school they plan to visit.
- Juniors are allowed 2 college visits, which must be taken on or before April 1.

Students must bring a note or have an email sent from a parent or guardian stating the day(s) of the trip and the destination to the Counseling Office at least 3 days in advance. The student MUST obtain an acknowledgement letter from the college and return that to the attendance office upon return to school. If proper procedures are followed, the visit will not count as an absence.

Excessive Absences

Once a student has accumulated six absences, notification will be sent to the student and parents/guardians that the student is approaching the threshold for disciplinary consequences. Once the student has accumulated nine absences (either full day or in a

particular course), the student will be placed into an Attendance Resolution plan under the guidance of Student Services. Upon reaching twelve absences, the student and their parents/guardians will meet with the Dean of Students, the Principal, and/or the President to determine continued terms of enrollment at St. Joseph High School.

Requesting to Leave Campus

Instructional contact time is one of our most valuable resources, and our daily schedule is intentionally designed to protect it. Minimizing student movement on and off campus during the school day is also an important safety practice. A student must have the permission of the Dean of Students to leave the campus during the school day. Permission should be requested from a parent or guardian and presented to the front office or emailed to the Dean before the start of the school day. The request should include a reason for leaving, a phone number to verify the request, and the name of the doctor or dentist, if applicable. If a request with a name and phone number are not provided, leave from campus may not be granted. Under no circumstances may students dismiss themselves from school.

- Students must sign out at the front office.
- For non-driving students, a parent must come in and sign the student out of school for appointments when prior written approval from the parent or guardian has not been sent.
- When prior written approval from the parent or guardian has not been sent (for students who drive), a parent or guardian must be called.
- The student or parent/guardian must sign in upon return and provide appropriate documentation.
- <u>Parents and students must meet these required attendance policies or an absence may be considered unexcused.</u>

Any discretionary sign-outs that conflict with published campus access and attendance expectations will prompt a review by school administration and may result in disciplinary consequences, including the possibility of same-day or subsequent co-curricular suspension and/or placement on a Behavioral Change Plan through the Dean's office. Co-curricular participation is a privilege tied to responsible conduct and faithful compliance with school expectations. Behavioral Change Plans are intended to provide structure and corrective guidance to restore full standing within the school community. For these areas of special attention prior coordination and supporting documentation of necessity (doctor's note, etc.) must be provided to prevent disciplinary consequences.

Examples of prohibited signouts include but are not limited to:

- Signing out for the lunch period
- Signing out prior to or during Mass, prayer services, assemblies, retreats, or other required school activities
- Signing out prior to the scheduled departure time for athletic teams, organizations, performances, competitions, or other school-sponsored activities (see section below)
- Signing out for errands, appointments of convenience, social engagements, or other non-essential purposes

Authorized Release Times for School-Sponsored Activities

Students participating in school-sponsored activities are required to remain in class until the authorized release time listed on the activity absentee form. The authorized release time is established by the Principal in coordination with the Athletic Director. Once determined, this release time serves as the definitive planning factor for faculty in coordinating instruction, assessments, and course completion requirements with participating students. Altering that release time through early discretionary sign-outs disrupts instructional planning and undermines the structured coordination established by school leadership. Early departures prior to the designated release time are inconsistent with instructional expectations and fairness across the student body.

State Attendance Laws for Awarding Course Credit

St. Joseph High School is also bound by Texas law which regulates school attendance and the awarding of course credit.

- In any circumstance in which a student misses a course, they are required to make up all the course work they can. Please review the *Academic Guidelines, Policies, and Procedures* section and the preceding guidelines for more information.
- Students who do not make up course work will not be awarded course credit.

- Students who attend school for 75% or less of 180 required school days will not be awarded course credit.

Residence Requirements
Students are not to live on their own in homes or apartments, and when not residing with their parents, must live with an adult approved by their parents and the school. Parents are asked to contact the school to coordinate any such arrangement for attendance purposes.

HEALTH & MEDICATION POLICY

The health and safety of our students is paramount. The following policies are intended to prevent misuse, ensure timely medical support, and protect the learning environment for all.

Health Policy
Students who become ill during the school day must report to the front office immediately. If the student is determined to be too ill to remain at school, the student may be sent home only with parental permission. It is the student's responsibility to report to the front office once during the school day when ill.

Medication Policy
General Restrictions
- Students are **never** permitted to carry or self-administer medications (e.g., painkillers, ADHD medication, antibiotics) during the school day.
- All medications, unless classified as emergency medication (e.g., EpiPens, inhalers), must be stored and administered by authorized school personnel in the front office. Any medication administered or illness-related incident will be documented in FACTS.
- Schedule II narcotics or controlled substances (e.g., Vicodin, Adderall) must be treated with particular caution. These must be surrendered immediately to the front office if found in a student's possession. Staff must notify an administrator, and the substance must be secured.

Medication Administration Requirements
- If a student must take medication during the school day:
- The medication must be provided in the original container, labeled with dosage and frequency as prescribed by a physician or as indicated on the over-the-counter (OTC) packaging.
- A completed and signed STJ Medication Authorization Form from a parent or guardian must be on file with the school. This form must include:
    - Specific medication name and dosage
    - Time(s) medication is to be administered
    - Duration or end date of the treatment
- This permission must be renewed annually or updated for any change in medication or dosage.
- No verbal/phone consent will be accepted in lieu of the written authorization form.

Over-the-Counter Medications (OTC)
OTC medications may be administered only in accordance with the manufacturer's label instructions for age and weight unless accompanied by a doctor's written instructions and parental consent. The same storage and permission requirements apply as for prescription medications.
Emergency Medications
- Emergency medications such as inhalers, EpiPens, or glucose tablets may be kept in the student's possession only if:
- There is a written doctor's order on file.
- The student has a parent/guardian's written consent on file.

- The designated school administrator has approved the self-carry arrangement.

Enforcement and Response
Any staff member who becomes aware of a student in possession of unauthorized medication, especially controlled substances, must immediately confiscate the medication and report the incident to the Dean of Students or an administrator.

SCHOOL OFFICES & SERVICES

President - John H. Gilley, IV
jgilley@stjflyers.com
St. Joseph High School has a President administrative model. The President is responsible for assuring that all objectives are met within the context of the Mission and Philosophy of the school. The President is the spiritual leader of the school and assures a high degree of educational excellence. The President provides day-to-day support for students, faculty and staff and provides supervision throughout the day for all.

Principal - Megan Schott
mschott@stjflyers.com
The Principal oversees the academic program and works closely with the President in all matters pertaining to the academic, instructional, supervisory, disciplinary, and professional areas of the school. The Principal is also responsible for chairing the accreditation process and oversees all academic and technology departments.

School Secretary - Lisa Petrisky
lpetrisky@stjflyers.com
The Administrative Assistant operates out of the school's front office and supervises students arrivals and departures in addition to facilitating school and parent communications throughout the day.

Cafeteria Manager - Linda Balderaz
lbalderaz@stjflyers.com
The Cafeteria Manager oversees all operations within the cafeteria as well as snack services during morning break.

Finance Manager - Steve Jones
sjones@stjflyers.com
The CFO operates the business office of the school. This includes overseeing the budget process, tuition collections, tuition grant program, etc.

Dean of Students - John Brouillette
jbrouillette@stjflyers.com
The Dean of Students is responsible for student life on campus outside of academics, athletics, and other co-curricular activities. The Dean guides the formation of student character through general behavior policies, including dress code, cell phones, and attendance.

Director of Operations- Jen Korinek
jkorinek@stjflyers.com
The Director of Operations oversees the school's front office and volunteer program while managing operational logistics, purchasing and administrative support across campus. Responsibilities include coordinating athletic team travel, assisting with financial processes, overseeing admissions and recruitment efforts, planning Open House and other admissions events, sponsoring the Student Ambassador organization, and serving as the contact for student accident insurance. In addition, the Director of

Operations supports constituent relations by processing and acknowledging charitable gifts, assisting with fundraising events including the Flyer Classic Golf Tournament and STJ Jubilee Auction, coordinating alumni and special events, and contributing to the production of the All-Sports Program and St. Joseph Magazine.

Director of Athletics - Jacob Vasquez
jvasquez@stjflyers.com
The Athletic Director oversees all operations and matters related to St. Joseph High School athletics, including but not limited to all athletic teams, facilities, tournaments, and transportation.

Director of Advancement - Shandee Harrell
sharrell@stjflyers.com
The Director of Advancement leads the school's communication, marketing, and advancement efforts to promote the mission of St. Joseph High School. The Director manages all internal and external communications, including media relations, social media, website content, publications, branding and marketing, while supporting enrollment and community engagement. The Director also coordinates fundraising campaigns, special events and digital communication platforms.

Director of Facilities - Arndra Thomas
athomas@stjflyers.com
The Facilities Director oversees all of St. Joseph's physical plant including the main campus and the Field of Dreams. The Director oversees all maintenance staff and subcontracted custodial or repair services.

Guidance Counselor - Ann Brogger
abrogger@stjflyers.com
The Counselor directs students into educational programs that appropriately meet their needs for high school graduation and college entrance. The Counselor also supervises dual credit programs, standardized testing accommodations, and is the contact for students with disabilities.

Registrar - Jennifer Carson
jcarson@stjflyers.com
The Registrar operates out of the Counselor's Office and coordinates student applications and maintains student records.

Student Services Coordinator & Campus Minister- Ashley Novosad
anovosad@stjflyers.com
The Student Services Coordinator liaises with parents and families to support student academic and behavioral needs and facilitates student organization and study skills under the Counselor's Office. The Campus Minister advances STJ's mission by guiding students in faith through prayer, retreats, spiritual programs, and student-led ministry. The Campus Minister also facilitates the Christian Service Program.

Athletics Administrative Assistant - Dana Searcy
dsearcy@stjflyers.com
The Athletic Administrative Assistant schedules and manages facility operations under the Office of the Athletic Director.

Advancement Coordinator - Matina Weempe
mweempe@stjflyers.com
The Advancement Coordinator coordinates admissions for both incoming freshmen students as well as all transfer students. The Director works closely with our partner schools: Nazareth Academy, Our Lady of the Gulf, Our Lady of Victory, and Trinity Episcopal School. The Advancement Coordinator serves as a liaison between the local Catholic churches' CCD programs and

handles general community outreach for prospective students, and also supervises Constituent Relations through alumni programs, endowment gifts, and annual fundraisers. The Coordinator also assists with Advancement Office functions as needed.

GUIDANCE PROGRAM & COUNSELING OFFICE

The St. Joseph High School Guidance Program consists of the Guidance Counselor, Registrar, and Academic Advisor and offers the following services:

- Course Scheduling for the next academic year begins in the spring. The Guidance Program meets with students individually or as a class to plan student schedules. No schedule changes will be considered later than three days after a semester begins unless the teacher, Counselor, and Principal deem it in the best interest of the student.
- Throughout the year, facilitates guidance lessons, workshops, and meetings with students
- Referrals to outside agencies and services as needed
- Coordination of the Standardized Testing Program. Standardized tests help to verify and support student assessments already made by the teachers in their classrooms. The school administers the following tests annually:
    - 9th, 10th, & 11th Grades: College Board PSAT (Preliminary Scholastic Aptitude Test)/NMSQT
    - Students may begin to register and sit for the ACT and/or SAT beginning in the spring of their junior year; however, the tests can be taken during any grade level and as many times as desired. All seniors will be required to take at least one of the following standardized tests before graduation: SAT, ACT, TSI, ASVAB.
- Facilitation of college admissions application process
- Coordination of Disabilities Students Services (DSS)
- Coordination of Dual-Credit programs

CAMPUS MINISTRY

St. Joseph High School's Campus Ministry builds upon the foundations set in family and church life to foster each student's own faith through the Catholic Marianist and Incarnate Word and Blessed Sacrament traditions. Drawing upon the Five Pillars of the Marianist Charism, Campus Ministry strives to form students to be the following:

- People of Faith
- Leaders in Mission
- Followers of St. Joseph and the Blessed Virgin Mary
- People of Community
- People of Inclusivity

Student Participation

Every student is encouraged to actively participate in Campus Ministry and embrace opportunities to lead their peers closer to Christ. Serving in Campus Ministry events and programs is both a privilege and a responsibility that requires a commitment to faith, leadership, and positive example. Students selected for leadership roles are expected to uphold the mission and values of St. Joseph High School. The Campus Minister reserves the right to determine student eligibility for participation and leadership in all Campus Ministry events and activities.

Liturgy

School Masses and prayer services are provided for students throughout the liturgical year on and off campus. Opportunities to celebrate the Sacrament of Reconciliation are provided throughout the year. Attendance at liturgies on and off campus is required for all students and staff. A reverent attitude, participation, and dress are expected of all present at liturgies. Student misconduct at any liturgical event will be addressed by the Dean of Students.

Prayer
Each day, St. Joseph High School begins with prayer for the whole school community. Prayer is said at the beginning of each lunch and is often said at the beginning and end of some course periods. Activities, meetings, sports events and special gatherings include prayer.

Retreats
Retreat days are essential in the Christian formation of students. The retreats are designed to meet the level of maturity and spiritual growth of all students. Attendance at retreats is mandatory for all students and is an integral component of STJ's theology curriculum..

LIBRARY MEDIA CENTER

- Books and audiobooks may be checked out for two weeks, but can be renewed.
- Fines may be charged for overdue books and all fines must be cleared before a student can take semester exams.
- The media center has an extensive collection of print and non-print materials as well as an audio-visual collection. The library maintains several computers with access to the Online Library Catalog, Internet, email and Online Research Databases. The library computers also have access to productivity applications available for student use.
- The library is available for study, research, and recreational reading. A quiet atmosphere is maintained to facilitate its use for those wishing to work on homework.
- The library is normally open from:
    - 7:30 a.m. to 4:00 p.m. Monday through Thursday
    - 7:30 to 3:20 p.m. on Friday.
- Food or drink is not permitted in the library, unless specified by a teacher or staff member.
- Cell phones may not be used in the library.

CO-CURRICULAR ACTIVITY GUIDELINES

Co-curricular activities are school-sponsored activities not directly related to instruction, but have an indirect relation to the curriculum. They offer worthwhile and significant contributions to the student's personal, physical, social, and spiritual development. Participating in co-curricular activities is a privilege and not a right. Students must meet specific requirements in order to participate. In certain circumstances, students may be placed on Co-Curricular Suspension. Please note the *Disciplinary Procedures* section for more information.

The following are examples of Co-Curricular activities at St. Joseph High School:
- All Athletic Teams, Cheerleaders, and Starlighters
- Band and Choir
- Theatre Productions
- Student Council
- School Dances and Festivals
- Student Enrichment Clubs (ex. LEO, Bass Fishing, Future Medical Professionals, Student Ambassadors)

Limitations on Co-Curricular Activities
A student with a full day absence may not participate in co-curricular activities on that day. Please take note of all attendance policies concerning absences.

All athletes may not miss school for co-curricular events the Thursday and Friday prior to semester exam week. No teams or groups may play games, give performances, etc. in the evenings before semester exam administration. Limited practice of approximately one hour prior to 5:00 p.m. is permitted during exam week.

Co-curricular practice, training, or meetings may not normally be conducted during tutorials between 3:20 and 3:50 p.m. Student tutoring takes precedence over all other co-curricular activities.

Tutoring may extend beyond 3:50. If tutoring extends beyond 3:50, the student will receive a pass from the teacher and join the co-curricular activity without penalty.

CO-CURRICULAR & CLUB OFFERINGS

Athletics
St. Joseph High School offers a wide range of athletic programs for both boys and girls. Students, parents, and guardians should review the STJ Athletic Handbook for more detailed policies and information.

Boys:

- Baseball, Basketball, Cross Country, Football, Golf, Powerlifting, Soccer, Swimming, Tennis, Track

Girls:

- Basketball, Tennis, Track, Volleyball, Cross Country, Golf, Powerlifting, Soccer, Swimming, Softball

Bass Fishing Club
The Bass Fishing Club is open to all students who wish to learn how to fish in recreational and competitive settings.

Campus Ministry
The Campus Ministry Teams consist of senior students who are selected by the Campus Minister to facilitate class retreats and build Christian relationships within the STJ community.

Cheerleaders
The cheerleaders are a spirit organization. Members promote school spirit and support varsity athletic events at home and at some out-of-town varsity games. They also participate in other school events.

Chick-Fil-A Leader Academy
Chick-fil-A Leader Academy is a national high school leadership program focused on impact through action. Students will have required attendance at monthly meetings and service opportunities on and off-campus throughout the semester.

Choir
Choir is open to all students, and members will participate in school and community choral activities along with musical competitions and performances.

Future Medical Professionals Club (MedPro)
The Medical Professionals Club is open to all students and provides information about future careers in the medical and biotechnology fields. Guest speakers, practicums, and other activities showcase the possibilities of a medical science vocation.

LEO Club
The LEO Club is a service club affiliated with the Lions Club of Victoria and serves the school and community through various service projects.

National Honor Society
This organization was established by the National Association of Secondary School Head of Schools in 1921 and gives recognition to outstanding students on the basis of character, service, leadership and scholarship as shown in school.

The school selects outstanding students of the senior, junior and sophomore classes for membership in the Mrs. James F. Welder, Sr. Chapter of the National Honor Society, in accord with the principles laid down in the National Handbook and the St. Joseph NHS Constitution. Students must maintain a minimum cumulative average of 90, complete service requirements, and fulfill character and leadership criteria to be considered for membership.

Any member of the National Honor Society involved in severe disciplinary actions could face probation, suspension, or dismissal from the organization. NHS stoles are given to seniors in good standing for graduation events.

Pep Rallies

Pep rallies are hosted jointly by student spirit and leadership groups. The school spirit stick is awarded to the class with the greatest spirit at a pep rally. That class normally retains possession of the spirit stick until the next pep rally. Attendance at pep rallies is required for all students and the following guidelines should be followed:

- Air horns are not allowed.
- Students will remain in the bleachers during the pep rally unless permission is given by a sponsor.
- Any special costumes or activities must receive prior approval of the pep rally sponsor.
- Regular dress code rules and norms of conduct apply at pep rallies unless otherwise stated by administration.

School Dances

School dances are social events held periodically throughout the year. Homecoming and Sadie Hawkins dances are hosted by the STJ Student Council and open to all students. Prom is hosted by the Junior class and is normally only open to Juniors and Seniors. Students must purchase tickets to attend dances and adhere to the following guidelines:

- Dances are normally held from 9:00 p.m. to 12:00 a.m.
- Non-STJ students must be approved by the Dean of Students in order to attend with an STJ student.
- Non-STJ students are expected to observe all the same regulations as the STJ students.
- Possession or being under the influence of tobacco products, alcoholic beverages or drugs is prohibited.
- Courtesy and respect for chaperones, and appropriate behavior are expected.
- Attendees who leave the dance may not return.-
- Students are signed in and out at all dances.

Speech & Debate

Starlighters

The Starlighters is a spirit organization. Members participate in competition and promote school spirit through dance, drills and cheers at athletic and school events. Academic and conduct standards must be maintained.

Student Ambassadors

The STJ Student Ambassador Program utilizes current students to assist with the positive promotion of St. Joseph High School by hosting Shadow Students and working on special projects with the Advancement Office. The Ambassador Program is open to qualified students who are active in both academic and nonacademic activities, possessing leadership qualities and exhibiting enthusiasm for being an STJ Flyer. Selection will be based on an application, faculty and peer recommendation.

Student Council

Student government is conducted through the St. Joseph High School Student Council. The council represents the students in offering suggestions to the school administration. The purpose of this organization is to provide a forum for student expression, promote harmonious relations throughout the entire school, develop good citizenship, coordinate and supervise certain designated social activities not directly sponsored by the school officials or school parent organization. Please review the Student Council Constitution & Handbook on the school's website for more information.

Theatre Arts

Theatre productions offer students an opportunity for artistic expression through the presentations of musicals and plays. Tryouts are open to any member of the student body, faculty and staff. Students enrolled in the Theatre Course may be required to assist in productions.

Journalism
Students enrolled in journalism courses may have additional obligations outside of the course to take pictures or create accounts of school events throughout the year as part of the process of creating the yearbook and/or student newspaper.

CO-CURRICULAR INFORMATION

Homeroom
Before the beginning of 1st period, students will stand for the prayer and pledge and listen attentively to morning announcements. Homeroom is also when teachers take attendance, check dress code, and take a lunch count. Teachers will also use this time to conduct Ready to Learn checks. Students may also be called for brief morning meetings with faculty, staff, or coaches during announcements. During this time students also have the opportunity to watch CNN10, a daily high school news digest. This Homeroom time begins when school begins and is not exempt from attendance policies.

Letter Jacket Information
Letter jackets are available when a student earns a varsity letter by competing in a varsity level co-curricular activity. All varsity letters are awarded at the discretion of the coach with Athletic Director approval or the co-curricular moderator. Upon receiving a varsity letter, it is the responsibility of the parent or guardian to purchase a letter jacket for their student. The initial patch earned by each student will be ordered by the Athletic Director for all co-curricular activities and will be awarded to the student at no charge. These initial patches are paid for through St. Joseph High School. Patches earned subsequently must be purchased by the student's parent or guardian.

The head coach or moderator of any co-curricular activity may award a varsity letter who meets the following criteria:

- Athletes must meet criteria for lettering established by the head coach of each sport (approved by the Athletic Director).
- Cheerleaders and Starlighters letter requirements are outlined in their respective constitutions.
- Students in Theatre Arts must perform on stage in 2 major roles or 3 minor roles. Walk-ins and non-speaking parts do not count.
- Members of the Bass Fishing Club must fish in a minimum of 3 THSBA tournaments.

DAILY BELL SCHEDULES

St. Joseph High School has several versions of a daily bell schedule. These schedules are adapted from time to time and students, parents, and guardians should review the most recent bell schedule shared at the beginning of the school year in official school communications.

PARENT/GUARDIAN CONCERN & COMPLAINT PROCESS

Serious issues related to violence, self-harm, or sexual assault or abuse should be taken immediately to a member of administration. However, as a general rule, parents and guardians are requested to speak directly with the teacher, coach, or administrator about any concerns with their student’s experience in a classroom, activity, or school program. Direct and honest communication is an important part of any healthy institution and parents, students, teachers, coaches, and administrators have an equal responsibility to foster that culture.

If, after speaking directly with the relevant personnel, a parent or guardian wishes to appeal a decision made by a teacher, coach, or administrator, they should contact the following:

- *The Principal* for matters related to a teacher's academic instruction, policies, and curriculum.
- *The Dean of Students* for matters related to the enforcement of school discipline and student support services.
- *The Athletic Director* for matters related to athletic policies and coaching decisions.
- *The President* for matters which parents or guardians believe are unresolved by the preceding steps.

This process is designed to emphasize appropriate and mature communication. It is our goal to work with parents/guardians in the resolution of their concerns.

FIGHT SONG

Go Flyers, fight for your name
Fight for your colors, fight for your fame.
Send the ball on down the end
'cause we're going to fight and we're going to win.
We never stagger we never fall
We just keep going on with the ball.
All you fans of STJ we're down on the goal again!

SCHOOL SONG

Come and join our happy chorus,
Raise aloft a mighty cheer,
While we loudly chant the praises,
Of our School with voices clear;

And the learning of whose scholars,
No one can in truth deny;
Hurrah! Hurrah! Hurrah!
For St. Joseph HIgh!

We are proud St. Joseph students to be;
Proud to bear its great and noble name;
And our aim in life will ever be,
To increase its glory and its fame.

Then Hurrah! For good St. Joseph High
May we ever be its joy and pride,
May we e're stand loyal at its side,
Once more Hurrah! For good St. Joseph High!

We reserve the right to amend this document and the policies therein as necessary to serve our student body more effectively.