

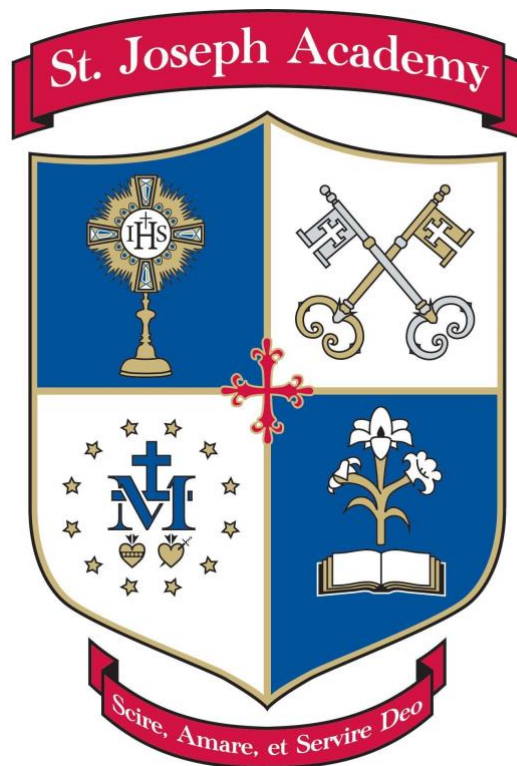
# Saint Joseph Academy

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## TK-12 Parent/Student Handbook 2022-2023

**SAINT JOSEPH ACADEMY**  
**Parent/Student Grade School Handbook**  
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# WELCOME!

Dear Students and Parents,

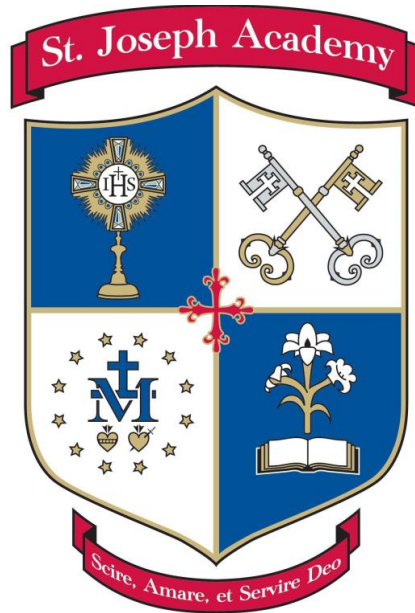
Welcome to Saint Joseph Academy! We are excited to be working in partnership with you for the benefit of your children, and we look forward to a fulfilling year of academic and spiritual growth for our students.

Please utilize this handbook for information about our school's programs, policies and procedures.

Sincerely in Christ,

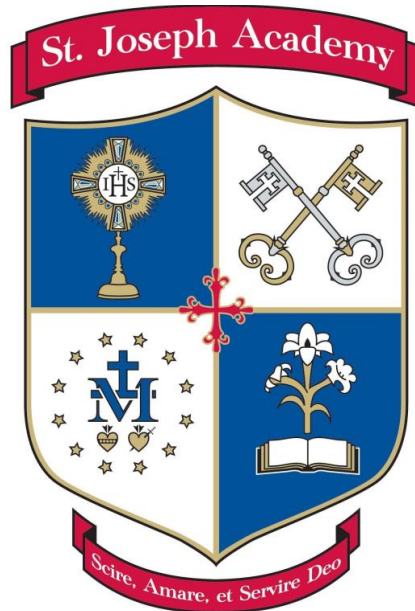
The Administration and Staff of SJA

Special note: The Cardinal Newman Society, which has named Saint Joseph Academy a "Catholic Education Honor Roll" school, has published a document entitled: "*Human Sexuality Policies for Catholic Schools*." This document has been incorporated into the policies of Saint Joseph Academy, including this handbook. It can be found in the appendix below. We also adhere to the policies stated in that document, and if there is a discrepancy between it and something else in this handbook, preference goes toward the Cardinal Newman Society document.



# MISSION STATEMENT

Faithful to the Magisterium of the Catholic Church in its foundation, Saint Joseph Academy was established in response to Vatican II's call for greater lay witness in contemporary society. Saint Joseph Academy's goal is to form young men and women who are committed to live by Catholic principles, to transform and advance human culture. This is accomplished by offering a traditional educational environment that blends both faith and reason, thus educating the whole child. Man was created by God in His image and likeness and therefore is destined for Him who is infinite perfection. In the spirit of the Divine Master, amidst a world of material possession, the mission of Saint Joseph Academy is to prepare the child for what he must be and for what he must do here on earth, in order to gain the sublime end for which he was created. Our duty is to take great care in the timely instruction of Christian youth.



# STATEMENT OF FAITH

Saint Joseph Academy, with firm faith believes and professes each and everything that is contained in the Symbol of faith, namely:

We believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible. We believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through him all things were made. For us men and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate, he suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead and his kingdom will have no end. We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets. We believe in one, holy, catholic, and apostolic Church. We confess one baptism for the forgiveness of sins and we look forward to the resurrection of the dead and the life of the world to come. Amen.

With firm faith, we also believe everything contained in the word of God, whether written or handed down in Tradition, which the Church, either by a solemn judgment or by the ordinary and universal Magisterium, sets forth to be believed as divinely revealed.

We also firmly accept and hold each and everything definitively taught by the Church regarding faith and morals.

Moreover, we adhere with religious submission of will and intellect to the teachings which either the Roman Pontiff or the College of Bishops enunciate when they exercise their authentic Magisterium, even if they do not intend to proclaim these teachings by a definitive act.

We promise that in our words and in our actions we shall always preserve communion with the Catholic Church.

With great care and fidelity we shall carry out the duties incumbent on us toward the Church, both universal and particular, in which, according to the provisions of the law, we have been called to exercise our service.

In fulfilling the charge entrusted to us in the name of the Church, we shall hold fast to the deposit of faith in its entirety; we shall faithfully hand it on and explain it, and we shall avoid any teachings contrary to it.

We shall follow and foster the common discipline of the entire Church and we shall maintain the observance of all ecclesiastical laws, especially those contained in the Code of Canon Law.

With Christian obedience we shall follow what the Bishops, as authentic doctors and teachers of the faith, declare, or what they, as those who govern the Church, establish. We shall also faithfully assist the diocesan Bishops, so that the apostolic activity, exercised in the name and by mandate of the Church, may be carried out in communion with the Church.

The aforementioned teachings of the Church concerning faith and morals include (but are not limited to) the following:

- God creates each person with an immutable biological sex – male or female – that reflects the image and likeness of God.
- God designed marriage as a unique conjugal relationship joining one man and one woman in a single, exclusive, life-long union, and God intends sexual intimacy only to occur within that relationship.
- God endows all human life with inherent dignity, and it must be respected and protected from conception to natural death.
- God has endowed all humans with the natural and inalienable right of religious freedom to believe, pursue truth, and live within ordered liberty such that no civil government may justly infringe upon it.

# INTRODUCTION

## **Parent/Student Cooperation**

By virtue of enrollment in Saint Joseph Academy (SJA), students agree to live within the framework of the school's standard of conduct. While some students may not have personal convictions in accordance with the standards in this handbook, when a student agrees to these standards, he assumes responsibility for honorable adherence to them, whether on or off campus. At the time of filing for admission or upon annual re-registration, each student and parent/guardian, by virtue of attending SJA, agrees to abide by the standards and give wholehearted cooperation to the school in upholding and enforcing these standards. Our student body prides itself on good sportsmanship, sound morals, friendliness, and good manners at all times. Parents agree for their child to be taught in accordance with the school's beliefs and for their child(ren) to be held to standards of conduct derived from SJA's statement of faith.

For the school to be effective for the student, a spirit of cooperation, trust, and support must exist between the school and the parent(s). It is for this reason that we ask both parents and students to become familiar with the philosophy, policies, and procedures developed and enforced by SJA.

Under normal circumstances, a student is not to be deprived of a Saint Joseph Academy education on grounds relating to the attitude of the parents/guardians. Nevertheless, a situation could arise in which the uncooperative or destructive attitude of parents/guardians might so diminish the effectiveness of the school for the child that his continuation at SJA becomes incompatible with the school philosophy. Should a manifest lack of agreement reach the point where the school judges that the necessary and appropriate relationship no longer exists, the family will be asked to withdraw the student from the school.

## **Organizational Structure of Saint Joseph Academy**

SJA is a private, independent, non-profit (501 C3) school. It is run by a Board of Directors who function under the Articles of Incorporation and Bylaws of the school. The Board of Directors' main function is to maintain the school's Mission. The Board hires the headmaster who, in turn, is responsible for the day-to-day aspects of running the school in accord with this Mission. The Board oversees the school's overall finances as well as major fundraising/construction/expansion efforts. The headmaster serves directly under the Board. The headmaster hires the teachers and staff, who serve directly under him. The headmaster has the final say in all decisions in the daily running of the school. He enforces school policies established by the Board and resolves issues involving parents, teachers, and students. Board members are available to the headmaster for consultation as deemed necessary.

SJA is a TK-12 Catholic school consisting of three major sections: the *elementary school* (TK-5), the *middle school* (6-8), and the *high school* (9-12). These titles will be used throughout this handbook.



## **Accreditation**

SJA participates in the accreditation process formulated by the Western Association of Schools and Colleges (WASC). Participation in this process assures continued school improvement through ongoing self-study and evaluation. The school received its review in 2016 and was granted a full six-year accreditation.

## **Student Learning Expectations**

**Faith:** As Saint Joseph Academy students, we will be *faithful Catholics* who:

1. Know, understand, and love the Faith as proclaimed by the Magisterium of the Roman Catholic Church;
2. Defend the content, unity and vitality of the Faith, always ready to give an account for our hope (cf. 1 Peter 3:15);
3. Love the Lord our God with all our hearts and our neighbor as ourselves (cf. Matt. 22:35-40);
4. Emulate the lives and virtues of the saints through daily prayer and frequent reception of the Sacraments.

**Reason:** As Saint Joseph Academy students, we will be *scholars* who:

1. Reason and persuade with truth and charity;
2. Accomplish academic goals through resourcefulness, critical thinking, and applied knowledge;
3. Pursue Wisdom through Beauty, Goodness and Truth, going beyond basic and systematic knowledge;
4. Comprehend and demonstrate the unity and complementarity of faith and reason. (cf. *Fides et Ratio*).

**Virtue:** As Saint Joseph Academy students, we will be *citizen leaders* who:

1. Strengthen our mind, body, and soul by embracing the theological and cardinal virtues;
2. Achieve true greatness by imitating the humble, diligent, and joyful service of Saint Joseph;
3. Protect the most vulnerable, from conception to natural death, and advance the Culture of Life;
4. Evangelize and serve the world by bearing witness to Christ, thus renewing the face of the earth (cf. Ps. 104:30).

# ADMISSIONS

Saint Joseph Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, loan programs, athletic programs or other school-administered programs. This policy does not conflict with the priority given to the admission of Catholic students or the school's ability to operate according to its sincerely held religious beliefs.

Saint Joseph Academy reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications, including a willingness to cooperate with SJA administration and policies.

No person shall be admitted until the student and their parents or guardians acknowledge that the school teaches and operates according to its sincerely held religious beliefs. The student and parents or guardians must also subscribe to the school's philosophy and agree to abide by the policies and regulations of the school. At this time SJA cannot accommodate the needs of students who demonstrate severe academic or behavioral deficiencies. Referrals for alternative school placement are available. The headmaster makes the final determination regarding acceptance.

Most new students to SJA experience an academic increase compared to their previous school. The average new student should expect a higher level of academic expectations. Acceptance to SJA is not a sure indicator that a student will be successful at SJA. With the proper parental support and a vibrant work ethic, however, most students can be successful SJA students.

## **Assessment**

All students will go through a process of entrance testing and family interviewing prior to admittance to SJA. A written admissions test is administered to all prospective students to determine whether SJA can serve that student's needs. Report card grades as well as behavioral and academic assessments from the previous school are considered in the admission process.

## **Age of Admission**

*Transitional Kindergarten (TK):* 4 years old on or before September 1st.

*Kindergarten:* 5 years old on or before September 1st.

*First Grade:* 6 years old on or before September 1st.

## **Priority of Admission**

Priority of admission is given in the following order:

1. Commitment to SJA's TK through 12 enrollment.
2. Students with siblings already enrolled in SJA.
3. Suitability for SJA's Catholic and academic formation programs.

## **Returning Students**

Returning students will be readmitted to school, provided the following conditions are met:

1. All tuition and fees from the previous year have been paid.
2. The parents or guardians have given full support to the school's spiritual, academic and volunteer programs.
3. The student does not violate academic or behavioral probation.

# ATTENDANCE

## **Philosophy**

Regular and punctual attendance is essential. If a pattern of being late or absent develops, valuable learning time is lost, and the impression that school is not so important is likely to grow in the student. Since we are serious about school being an essential God-given time period for growth and preparation for each student's God-given vocation, consistent absences greatly jeopardize the success and future of the student as an SJA student.

Education is an ongoing process. When parents remove their children from school for a vacation, they interrupt that process. Days missed can never be re-taught. The school makes a generous effort to allow ample vacation days throughout the entire school year. We request you use those days to take vacation. *For this reason, vacation trips during school days are highly discouraged; plans to miss more than one day of school for a vacation must be approved by the headmaster.*

## **Absences Procedures**

Please follow the procedures outlined below when your student is absent from school for any reason.

1. If a student is absent, the parent must call or email the school by 9:00 AM each day of the absence; emails should be sent to [attendance@saintjosephacademy.org](mailto:attendance@saintjosephacademy.org).
2. If a student is being picked up from school early, the parent must sign the register in the office before leaving.
3. When a student has a doctor's visit during the school day, a doctor's note accompanying the student to the school office when they return will allow for the absence to be excused.
4. Extended absences of five or more days or having five or more absences in any one quarter may require a doctor's note. In case of prolonged absence due to illness, the student and his family must make special teacher-approved arrangements to complete class requirements.
5. Students absent ten days or more in any semester are subject to not receiving academic credit and/or to dismissal from SJA.
6. All minimum days, activity days, and days during finals week are required attendance days.

## **Leaving School Early**

If a student needs to leave school early, a note or email must be sent to the office ([attendance@saintjosephacademy.org](mailto:attendance@saintjosephacademy.org)) at least by the beginning of the day of departure. Saint Joseph Academy will release students only to those parents/guardians or other adults whom the parent has approved for pickup via RenWeb. Students with their own transportation may leave on their own only with written parental permission.

## **Appointments**

The school discourages the scheduling of appointments during the school day, especially on days during which Mass is celebrated. Appointments should be kept to a minimum and used only when absolutely necessary.

## **Make-up Homework**

Students may make up homework, missed quizzes, tests, and assignments for excused absences.

1. Parents and students should use RenWeb to obtain assignments due to absence; if the work is not posted, communication with classmates or the teacher is the next step.
2. The student is responsible for obtaining and completing all homework.
3. As a general rule, the student has one day for each day of absence to make up missed homework assigned when absent.
4. Homework that was assigned when a student was present but due on the date of an absence should be turned in on the day of return; this is especially true of tests and large projects/papers. Exceptions may be made when the reason (given in a parent note) does not involve the student's poor planning/procrastination.

## **Tardiness**

Punctuality is an important element in children's education. Children build the internal order of their mind and soul via the external order of their environment. Consequently, as parents and as a school, we have a responsibility to provide/assist in helping students create this order. To this end, we aim to make tardiness a rare occurrence. *All students not in their classrooms and ready by 8:35 AM are considered tardy.* Tardiness may result in detention or other disciplinary action.

## **Attendance for Extracurricular and Athletic Activities**

Students in grades 5-12 are invited to participate in supervised after-school sports and other extracurricular programs, which may be offered at lunch or after dismissal. However, participation in any of these activities must never interfere with schoolwork. A late-night, school-sponsored event is not an acceptable excuse for absence or tardiness the following day.

Unless there are extenuating circumstances (i.e., death in the family), students are ineligible to participate in or attend any athletic contest/practice or any extracurricular activity unless they are at school for at least 50% of the school day on the day of the practice/event. The Athletic Director makes all decisions for sports situations.

## **Leaving Early for Athletic Events**

When students must leave school early for an athletic event, the following policy is in effect:

1. Students must be prepared for the class the day they are leaving early. If a game is canceled and a test is being given, the student must be prepared for and take the test.
2. Students must "check in" to the class which they will be leaving early and may only leave the class with the teacher's permission. Students must turn in all assignments due that day for the classes they will be missing.
3. Students must be prepared to take tests and hand in homework the day after a game, even if it is a late game. Students should plan ahead, especially for tests and for homework assigned before the day of missed class.
4. There are no penalties for being late to practice to take care of class responsibilities. Student athletes must take the initiative to work with their teachers during sports seasons.

### **Off Campus During School**

A student cannot leave campus during school hours, even during lunch or recess, without written parental permission and the approval of the school office. A parent/guardian must sign the register in the office before the student is released. The school assumes no liability in cases where students leave the premises in violation of the above policy. Failure to comply with this policy can incur detention, suspension or expulsion. This policy applies from the time the students are dropped off in the morning until they are picked up after school.

# HEALTH

## **Emergency Information in RenWeb**

All parents must fill out the emergency information in RenWeb, listing medical conditions and the names of two people who may be contacted in the event that neither parent can be reached. Emergency information must be submitted before the school year begins. If any changes to this information (address, phone number, etc.) need to be made during the school year, parents must update the information in RenWeb or let the office know in writing.

## **Administering Medication**

Education Code Section 49423 states: “Notwithstanding the provisions of Section 49422, any student who is required to take, during the regular school day, medication prescribed for him by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives (1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken and (2) a written statement from the parent or guardian of the student indicating the desire that the school district assist the student in the matters set forth in the physician's statement.”

Therefore, SJA will not dispense any medications, including over-the-counter medications, without a prescription or doctor's order on file. We ask parents to annually complete the Authorization for Medication form, which is available in the school office. All medications and authorizations must be renewed each school year. *Aspirin, Tylenol, Ibuprofen, vitamins, and all over-the-counter medicines and prescription medications must have a physician's written order and a parent's written permission to be taken at school. All medication taken during the school day must be brought to the school office.*

It is the responsibility of the family to supply and resupply the school with the proper amounts of medication. Medications that require a half tablet must be brought to school already divided. All medications are secured in the office. A student may carry an inhaler if prescribed by a health care provider. "Sharing" medications with other students is not permitted.

## **Immunizations**

Students must comply with California immunization and health screening laws. The immunization records must be presented to the school office before the school year begins. Please see <http://eziz.org/assets/docs/IMM-231.pdf> for details.

## **Injury or Sickness**

**See parents page of SJA website for COVID-19 guidelines and policies.**

**Communicable illness must be reported to the office**, even if the student has been treated and is already well. This would include strep throat, chicken pox, pink eye, scabies, head lice, any unusual rash, and any other contagious illnesses. Students who have vomited, had a fever (100 degrees or higher), or had other similar signs of illness are **not allowed back to school until at least 24 hours after they are well.**

Parents/guardians are notified immediately of serious injuries or illnesses that occur during school hours. (In the case of life-threatening injuries/illnesses, 911 is called immediately).

Actions to provide necessary emergency care may include, but are not limited to, the following:

1. Attempting to contact a parent or guardian
2. Attempting to contact emergency care provider (doctor) listed in the student's emergency information
3. Calling 911

School personnel may render first aid and emergency care only. They may not diagnose or give treatment. Parents are contacted if the services of a physician seem to be necessary. If SJA cannot reach parents/guardians or other authorized emergency care providers in an emergency, the school reserves the right to select an emergency care provider. No liability to the school would be attached to such a decision. All expenses will be borne by the student's family.

### **Allergies (peanuts, etc.)**

1. SJA provides a separate peanut-free table where students may eat their lunch.
2. Snacks containing peanut products are not allowed to be distributed at school.
3. Teachers are trained in the proper use of the EpiPen.
4. Parents whose child is prone to a severe allergic reaction should provide the school with an EpiPen for their child.

### **Physical Education**

Parents may request in writing that a student be temporarily excused from physical activity; students may be excused for a total of *three days in any given quarter*. To receive an exemption beyond those three days, a written doctor's note is necessary. All notes should be presented to the PE teacher. When a student is excused from PE, unless stated otherwise, the student should also refrain from all physical activity at recess.



# STUDENT INFORMATION

## **Classroom Expectations**

The quality of the education the student receives largely depends upon their attention and effort in class and their study habits outside of class. The following will help make the student's class time more effective.

1. Be on time for class with books and materials ready.
2. Raise hand until called upon by the teacher.
3. Turn in homework on the proper due date. Late assignments may be penalized or not accepted. Be responsible for work when absent.
4. Keep desk/locker tidy at all times.
5. Respect others and their property as you would want to be respected.
6. Respect teachers both as adults and as those called to the service of children and the high vocation of a teacher.
7. Follow the directions of any staff member, the first time they are given.
8. Maintain a respectful, upright posture.
9. While eating at the lunch tables, sit on the benches, not the tabletops. Clean up any trash.
10. Cover all textbooks.
11. Address all adults by their title and last name (Yes, Mr. Smith; No, Mrs. Jones).
12. If a guest visits the classroom, rise and remain standing until otherwise directed.

## **Restroom Procedures**

1. Restroom needs should be attended to during breaks.
2. Students must obtain the teacher's permission in order to use the bathroom during class, except in an emergency.
3. Restrooms are to be used for their intended purposes only (e.g. not student "meetings").
4. Food and drink (other than water) are not allowed in the restrooms.

Restrooms are designated by sex and should be used exclusively by students and parents according to their biological sex in accordance with the school's religious beliefs.

## **SJA Online Code of Conduct**

Within responsible limits, we honor the principles of freedom of inquiry and freedom of speech for our students. The responsibility of establishing, understanding, and working within those limits is a shared responsibility—of the students, the parents, and the school.

It is the responsibility of the school to provide a secure and functioning online environment that facilitates learning. To that end, the school has an internet filtering system in place.

It is the responsibility of the student to behave in a mature and ethical way when using the school's online resources. The use of technology is limited to appropriate school activities as directed by the teacher.

It is the responsibility of the parents to continue to provide guidance for their students in evaluating activities and information retrieved online.

The school's online resources are provided for students to take classes, conduct research and communicate with others. Access is a privilege, not a right, and it requires responsibility. It is presumed that users will comply with school standards. Given sufficient evidence or reasonable suspicion of misuse in this area, school administrators may review files and/or communications to maintain system integrity and ensure responsible usage. Users should not expect that online communications and/or usage records will *always* be private.

### **Personal Items**

All personal effects (clothing, lunch boxes, backpacks, etc.) must be labeled with at least the student's last name and first initial. Saint Joseph Academy and/or its agents are not responsible for lost or stolen articles. Students are advised not to bring valuables to school or to leave them unattended on campus. Students bring items to school at their own risk. Loss of books or other personal property should be reported to the headmaster.

Illegal items and/or any items not appropriate to the school environment will be confiscated and may not be returned. Writing, drawing and/or patches on backpacks/bags must not be vulgar or inconsistent with the school's Statement of Faith.

### **Cell Phones on Campus**

At the discretion of the school, students who violate any of these rules regarding cell phones may have their phones confiscated and/or forfeit their privilege of bringing them to school. These policies apply to smart/cellular watches.

#### *During School Hours*

Except in emergencies, neither teachers nor students will be interrupted to take phone calls. Cellular phones and other electronic devices are not to be used during school hours and may be confiscated. Students may not send or receive calls, emails, or text messages during the school day. It is the student's responsibility to ensure that his device is silenced and out of sight in order to avoid disciplinary action. Camera features of electronic devices are not to be used on campus.

#### *Outside of School Hours (Before and After School)*

Cell phones can only be used briefly and for arranging transportation. Students cannot use their cell phones for any other reason without the headmaster's permission.

### **P.E. Uniform / Athletic Policy**

(See Athletic Handbook for more information)

The P.E. uniform and all other P.E. clothing must be purchased from the SJA Athletic Department (via the office).

Coaches bear a certain responsibility for the spiritual welfare of their athletes. They should lead their teams in prayer before all practice and games. The most effective way that SJA athletes experience their unity and oneness is through attending Mass and receiving the Holy Eucharist together. There should be a public prayer at the beginning of home football games, senior nights, and playoff games. Our athletic programs are placed under the heavenly guidance and patronage of Our Blessed Lady. Let all those connected with the athletic program continue to call upon her

protection and guidance as the entire school community strives to realize the virtues and ideals entrusted to it by Christ, her Son.

## **Playground/Recess and Lunch Procedures**

At Saint Joseph Academy, we recognize the need for children to have time for unstructured play, or “free time,” in which they are at liberty to test their critical thinking, make decisions, create, imagine, explore, problem solve and just run around. Combined with the classical model of education, which is highly structured and academically rigorous, this free time allows students to achieve a much higher level of concentration in the classroom. SJA’s rules are in place for the safety, rejuvenation and respect of those in the school community.

Though we recognize the value of free time throughout the day, we will not compromise our promise to protect the mind, body, and spirit of the children in our care. Therefore, we have procedures in place for creating a safe and wholesome environment for our students. Our goal is to ensure the safety and wellbeing of every student under SJA supervision.

### **Rules and Regulations**

1. Play safe games. Students must keep their hands and feet to themselves. Pulling and tugging at clothing, fighting (even “play fighting”), wrestling, karate etc. are not allowed.
2. Toys are not to be brought to school.
3. Snacks are not allowed outside the lunch table area.
4. Do not climb any of the equipment poles (volleyball, basketball poles, etc.).
5. Cartwheels and gymnastics are not allowed.
6. Play fairly and allow for others to rotate into the game. Be inclusive of others and show respect and kindness to all.
7. Take turns. No one can “hold” a place for a friend. There are no “cuts.”
8. Do not sit on or kick volleyballs or basketballs. Misuse ruins the equipment.
9. Inform an adult if a ball goes over the fence.
10. Stop playing as soon as the bell rings and line up promptly and orderly.
11. If possible, try to solve inter-student issues before going to an adult.
12. Collect all balls at the end of recess/lunch and place them back in the bin.

## **School Property**

### **Lockers/Desks**

Lockers are provided for students (MS and HS) to store textbooks and personal belongings. Students are not to write on or add stickers to any portion of any locker or desk. Any decorations in or on lockers should be easily removed (i.e. not writing or stickers) and not disrespectful or inappropriate in any way. The administration is the final judge on what is appropriate. The administration also reserves the right to search any locker, backpack, purse, etc. at any time without notification. Students should be careful not to leave their books lying around unattended, as they may be confiscated by a staff member. Locks may not be placed on the lockers; the outside (high school) lockers lock automatically when closed. *Saint Joseph Academy is not responsible for the loss of or damages to any personal property that students bring to school.*

### **Textbooks**

1. All textbooks must be covered and labeled with name, grade, and book/subject title. No inappropriate markings are allowed.

2. Textbooks must not be left unattended.
3. Appropriate bookmarks may be placed in textbooks.
4. Textbooks are not to be used to store other items (papers, notebooks, pens, etc.).
5. No marking in textbooks.
6. Lost or damaged textbooks must be replaced by the student; he must pay the publisher's cost for a new textbook.
7. Textbooks should be treated with care and carried to and from school in a backpack to minimize wear and tear.

## **Spiritual Programs**

The spiritual life of Saint Joseph Academy students is developed through daily prayer, religious education classes, service opportunities, retreats, special programs and Sacramental opportunities (weekly school Masses, monthly Confessions, First Holy Communion preparation, etc.). Students in grades 8-12 may participate in Spiritual Direction provided by priests and staff on campus.

The spiritual life is central to the existence of SJA and student participation is expected. We recognize that religion must be assented to by the heart, and therefore we do not “force” religion but foster an environment in which the students become truly grounded in the Faith. Catholicism serves as the pervasive culture of SJA. For, like stained glass windows whose beauty can only be appreciated when one is inside of the church during the day, the Church's beauty can only be fully appreciated when viewed from inside the Church. This is why we incorporate participation in the Church's life into our school.

## **Dress Code**

\* Indicates that item must be purchased from Dennis Uniform Co.

### **Philosophy**

Modesty and respect are virtues to be pursued both at school and in one's daily life. The Catholic culture of SJA in general—and our dress code in particular—seeks to strengthen each students' unique personality, interiority, and growth in virtue. When students are wearing essentially the same outfits (such as our uniform), they are freed to focus more on what really matters, on their studies, on the beauty of the interior of their fellow students, and on the service of others. Beyond this growth in virtue, obviously our dress code prohibits anything that runs contrary to our Catholic culture or to the principles of common decency.

In that spirit, Saint Joseph Academy has developed its dress code guidelines. These standards apply especially on campus; but in general, the need for modesty, respect, Catholic culture, etc., applies to **all school activities, on and off campus**. Students must stay in uniform while on campus. No athletic/extracurricular uniforms or equipment may be worn during the school day without the prior permission of the staff (in most cases, student athletes may wear their jersey or just their jersey top/shirt on game days).

### **General Items for All Students**

1. Students must always present themselves in a neat and clean manner. Mending and cleaning must occur in a timely manner. Items should fit properly and not be overly tight or baggy. The work of students is to study, and a culture of well-groomed and properly

attired students is conducive to study; people dressed *for work* tend to put more effort into their work.

2. A dress code violation may result in detention, being sent home, etc.
3. The school administration is the final judge of dress code compliance.
4. Socks must be solid white, navy, or black. They must be visible but not go past the knee. High schoolers may also wear brown or tan socks. High school girls may wear no show socks.
5. All shirts and blouses must remain tucked in and buttoned (excluding the top button) when students are on campus (Except for at recess and PE). High school girls do not have to tuck in their polo shirts.
6. If a t-shirt is worn under a blouse or shirt, it must be plain white.
7. A uniform shirt must be worn underneath any jacket or sweatshirt.
8. Hair must be a student's natural color. Excessive hair styles (e.g., dreadlocks or mohawks) are prohibited. Noncompliance may result in suspension until hair returns within the boundaries. Girls may have tinted/highlighted hair *in a natural color*.
9. The Navy-blue cardigan uniform sweater\* is allowed.
10. On campus (and in the classrooms), students may wear approved SJA logo/club wear for jackets or sweatshirts. This includes SJA spirit-wear jackets from our online store or school-issued prolife hoodies. They may also wear **solid** navy blue, black, or grey sweatshirts (if it has a logo, it must be no larger than 3 inches by 3 inches). Hoods cannot be worn indoors. High school students may also wear solid white sweatshirts. Seniors can also wear sweatshirts from the college to which they have been accepted.
11. Simple jewelry, no larger than a nickel in size, is permitted. One necklace and/or bracelet may be worn. One watch and/or ring is also allowed. No other jewelry is permitted, except for earrings for girls. No tattoos or other body markings/piercings (real or faux) are allowed. Non-Christian religious items are not allowed.
12. The uniform tie\* is required on Mass days. The Mass uniform is also required for select special events.
13. For middle and high school, the white oxford uniform shirt \* must be worn underneath the school sweater vest\* or cardigan\* on Mass days. Middle school wears the grey vest and high school wears navy blue.

## Shoes

Shoe heels must not measure more than an inch in height, and the foot must be fully covered. Shoes need to properly fit to avoid a sloppy, disheveled appearance. Laces must be one of the colors of the shoe or black, white, navy blue, or dark brown. Three types of shoes are allowed, depending on the event:

1. For Holy Mass, shoes must be dark brown, navy blue, or black dress shoes.
2. For P.E., lace-up athletic shoes must be worn and tightly tied. TK, K, and grade 1 may wear Velcro athletic shoes. They must be mostly black, white, grey, or blue; minimal accent colors are permitted. These may be worn at all times other than Holy Mass.
3. At all other times, in addition to wearing the shoes mentioned above, solid-color white, dark brown, navy blue, grey, or black casual shoes (such as Vans) may also be worn. High school may wear high-top tennis shoes and plain/simple ankle boots. No flip-flops, open-toed shoes, Uggs, or Slipper-like shoes or boots allowed. SJA will have the final say of what is appropriate or not.

### **TK Uniform**

The TK uniform is the same as the K-5 uniform with the following exceptions: no ties, belts, Mass shoes, or PE uniform pieces are needed.

### **P. E. Uniform for Boys and Girls**

The P.E. Uniform (required for all elementary and middle school students) consists of a navy tee shirt with the SJA Crusader logo and Crusader P.E. shorts, both purchased at SJA. Sweatshirts and pants with Crusader logos are available for colder months and are also to be purchased only through SJA. Old Jogathon shirts may be worn in place of the navy shirt. See shoe policy. The P.E. gear order form can be acquired in the front office or found on our website under the “Parent Resources” tab.

Students in middle school who excel in PE may earn different color PE shorts. The requirements for short colors vary in rank starting with Navy Blue, the standard PE shorts, proceeding to Cardinal, Silver, Gold, and then Navy Gold. These shorts may only be worn by students who earn them and only on PE days.

### **Casual/Non-Uniform/Free Dress Days**

For days when students are allowed to be out of uniform, all the principles guiding these policies are still in effect and directions will be given that specify what aspects of the uniform may be modified (e.g., spirit weeks). Non-uniform does not mean a student can wear whatever he/she wants. Unless specifically mentioned, such items are not allowed: flip flops, open-toed shoes, short shorts, pajamas, tank tops, spaghetti straps, leggings worn without an appropriate skirt/shorts over them, skinny jeans (there should be at least an inch of loose fabric at mid-thigh), etc. Hair, makeup, and jewelry should be modest and tasteful. High school may wear non-SJA sweatpants and Crocs with strap around the heel.

## **Girls Dress Code**

### **Girls General Information**

1. **Skirts and jumpers must be to the bottom of the knee and touch the floor when one kneels.** It is highly recommended that shorts be worn under the skirt for modesty, especially for elementary-school girls.
2. Hair is to stay out of the face. Hair accessories must be moderate; they must be black, brown, navy, red, white, or match either the uniform or the hair.
3. One earring per ear, located in the earlobe in the hole closest to the head, may be worn. They must be matching and in both ears. Other piercings must remain empty.
4. Makeup is not permitted for elementary and middle school girls (except clear lip gloss and acne cover up).
5. Nails must be clean and of a modest length. See below for details.
6. Opaque white, black or navy blue tights may be worn during cold weather.
7. Mass uniform is the oxford shirt,\* uniform tie,\* middle and high school wear the sweater vest with logo,\* and the high school wears the grey skirt.\*

### **Girls Uniform**

*Elementary school*

1. Marymount plaid jumper style #18631.\* (**should at least touch the floor when kneeling**)
2. White blouse with Peter Pan collar (short or long sleeve).\*
3. The Mass uniform is the normal uniform plus the red uniform tie\* and dress shoes.
4. Clear nail polish is allowed.

#### *Middle school*

1. Marymount skirt.\* (**should at least touch the floor when kneeling**)
2. White oxford long/short sleeved blouse, pointed collar.\*
3. White polo with logo\* (optional- for non-Mass days).
4. The Mass uniform is the normal skirt, the white oxford shirt,\* dress shoes, and the grey sweater vest with the logo.
5. Clear nail polish is allowed.

#### *High school*

1. Dark grey skirt\* or khaki pleated skirt.\* (**should at least touch the floor when kneeling**)
2. White oxford long/short sleeved blouse, pointed collar.\*
3. White or navy polo with logo\* (optional- for non-Mass days).
4. For Mass, high schoolers follow the same rules as the middle school but instead wear the navy blue sweater vest with the logo.
5. Makeup is allowed. It is to be light in application and in good taste. Students can wear clear lip gloss, but no lipstick.
6. Fingernails can be manicured and painted/polished. Length and color must remain modest and tasteful.
7. In addition to the above sweatshirt policy, high schoolers may wear white sweatshirts. Seniors are allowed to wear sweatshirts of a school to which they have been accepted. In addition, students may wear SJA spirit wear jackets (from our website store) and pro-life jackets and hoodies.
8. Sweatpants may be worn under skirts in addition to tights and leggings described above. The correct size should be worn. SJA will be the final say of what is appropriate or not.

## **Boys Dress Code**

### **Boys General Information**

1. Hair must be at least ¼ of an inch and no longer than 4 inches. It must be well-kept with a “clean cut” appearance. It must be short enough not to fall below the eyebrows. It must be off the neck and ears.
2. Belts must be worn (solid brown, black, or navy) with uniform pants/shorts.
3. Pants are to be worn at the natural waist, not below. Cargo-type pants are not allowed.
4. Shorts\* may not exceed the kneecap and must not be shorter than mid-thigh.
5. Socks are not to exceed mid-calf.
6. Earrings and other piercings (even faux piercings) are not allowed.
7. Shorts or white socks are not allowed for Mass.

### **Boys Uniform**

#### *Elementary school*

1. Light blue oxford shirt\* (short or long sleeve)
2. Navy blue twill slacks or shorts\*
3. Mass uniform: the oxford shirt,\* red uniform tie,\* dress shoes.

#### *Middle school*

1. White oxford shirt\* (short or long sleeve)
2. White polo shirt with logo\* (optional)
3. Navy blue twill slacks or shorts\*
4. Mass uniform: regular slacks plus white oxford shirt,\* red uniform tie,\* dress shoes, and grey sweater vest with logo.\*
5. Boys must be clean-shaven and, if they arrive unshaven, may either be sent home or asked to shave at school.

#### *High school*

6. White oxford shirt\* (short or long sleeve).
7. White or navy polo shirt with logo \* (optional).
8. Khaki slacks or shorts\* (may also wear Dickies)
9. Mass uniform: regular slacks plus white oxford shirt,\* navy blue uniform tie,\* dress shoes, and navy blue sweater vest with SJA logo.\* Navy blazers (without non-SJA logos) are allowed in lieu of sweater vests.
10. Boys must be clean-shaven and, if they arrive unshaven, may either be sent home or asked to shave at school.
11. In addition to the above sweatshirt policy, high schoolers may wear white sweatshirts. Seniors are allowed to wear sweatshirts of a school to which they have been accepted. In addition, students may wear SJA spirit wear jackets (from our website store) and pro-life jackets and hoodies.

### **High School Dances**

In order to foster social development and enjoyment, SJA holds high school dances (and, by design, we do not hold middle school dances). This dress code provides the boundaries needed to foster a culture of mutual respect. All guests are also expected to abide by this dress code. Admittance to the dance may be denied if this dress code is not followed. (Something such as a lab coat may be available to cover up for the duration of the event.) SJA and its dance chaperones have the final say on the fittingness of a student's attire. General dress code guidelines (see the previous section) apply to all dances.

#### **High School Dances: for the Ladies**

For all dances, hair, makeup, and jewelry should be modest and tasteful. Tank tops, strapless or backless dresses/shirts, and short shorts are not allowed unless paired with a modest covering. No plunging necklines.

1. *Homecoming*: Casual dress in accordance with theme. If wearing a skirt/dress, it should be no shorter than 3 inches above the top of the knee.
2. *Winter Formal*: Semi-formal dress with dress shoes. Dress length should be no shorter than 3 inches above the top of the knee. If a strapless/backless dress is worn, a cover-up must be worn at all times.
3. *Prom*: Semi-formal / formal (short or long dress). Same requirements as Winter Formal.

#### **High School Dances: for the Gentlemen**



1. *Homecoming*: Casual dress in accordance with theme. Shirt or football jersey. Pants or shorts. No tank tops.
2. *Winter Formal*: Semi-formal dress with dress shoes. Dress pants with collared, button down shirt, tie, and dress shirt. Hair must be well groomed. Jackets/suits optional.
3. *Prom*: Semi-formal/formal. Same requirements as Winter Formal. Tuxedos may be worn if desired.

## **Activities**

Saint Joseph Academy desires to involve as many students as possible in school life. These clubs and activities are a vital part of a well-rounded education. Faculty members, moderators and coaches guide such activities and are directly responsible to the headmaster. These activities are all approved and/or initiated by the school. *High School Electives* are optional classes offered during the school day. Many of them involve meetings and rehearsals outside of scheduled class time. Membership in *Honors Organizations* is by invitation/ application only.

### **High School Electives**

For more information on high school electives, please see the “High School Academics” section. Electives vary from year to year.

#### *Photography and Design (Semester 1)*

This one semester class provides an introduction to graphic design and digital photography. In graphic design, students will learn how to harness the power of the elements and principles of design in order to communicate their ideas in a clear and visually interesting way. In digital photography, students will learn how to take and edit photos that not only show the beauty of the world around them, but also convey thought and emotion. Students will apply these skills in both the production of the 2020-2021 school yearbook and in the support of the Instagram account for Saint Joseph Academy.

#### *Marketing (Semester 2)*

This one semester class provides an introduction to marketing. Students will learn how to create a marketing plan that includes a target audience, objectives, strategies and tactics. Students will apply these skills in real-world marketing plans for high school events and on our SJA Instagram account.

#### *Choir*

This course is an exploration of the treasures of the Church’s music. In addition to rehearsing the Latin and English songs sung at weekly Mass and at other sacred and/or school-affiliated events, students learn some Renaissance-era polyphonic motets. Both beginning singers and trained musicians are welcome to join and integrate their current understanding of music with a deeper appreciation of the role of sacred music in the Holy Mass. Choir students may also assist with the school musical, should the opportunity/need arise.

#### *High School Theatre*

This course engages in theatrical pursuits. The point of the class is to gain an appreciation of the subject and to produce at least one full-scale play (usually two), usually held at the Avo Playhouse

in Vista. The class also meets after school for rehearsals. Beyond students seeking to be on stage, students can do work with lighting, sound, backstage, understudies, set-design and construction, etc. Taking this class does not require or ensure an acting role.

### *Robotics/Engineering*

This is a beginning robotics course designed to introduce the basic fundamentals of building and programming robots. Students work hands-on in teams to design, build, program, and document their progress. Topics may include motor control, gear ratios, torque, friction, sensors, timing, program loops, logic gates, decision-making, timing sequences, propulsion systems, binary number systems, etc. Student-designed robots are programmed to compete in various courses and perform simple tasks. No previous experience is needed. At this time, Robotics is a semester-long course and may only be taken once.

### *High School Science Fair*

This course is for students interested in creating and submitting a science fair project at the high school level to the Greater San Diego Science and Engineering Fair. It is an independent-study course with a teacher assigned for guidance and grading.

### *Dance*

This course focuses on the movement of the different muscles to aid the health of the body (i.e. stretching, body conditioning) and proper movement in association with various styles of music—dancing. Students are introduced to a variety of stretches and have the opportunity to learn the basics of different types of dancing to use on the social dance floor. Students of all levels are welcome; additional opportunities will be given to perform or compete for those who desire it.

### *Newspaper*

This course produces a number (2-4) of printed editions of the SJA Student Newspaper. The primary skills developed are writing and editing, but photography, layout design, advertisement sales, etc are also utilized.

## **Extracurricular Activities**

### *Little Flowers Club (Elementary school)*

Little Flowers Girls' Club® is a Catholic program for girls ages 5 and up. It is based on learning Catholic virtues through the lives of the Saints, Sacred Scripture and the Catechism of the Catholic Church. Developed by a Catholic mom of nine, Rachel Watkins, and based on Fr. Lasance's Catholic Girls' Guide, the Club strives to bring the Catholic faith alive and inspire girls to become authentic Catholic women. Nine virtues are included in each of three different wreaths, or years of study. A fourth year, studying the fruits of the Spirit, is also available. Girls earn virtue badges by studying the saint associated with the virtue, memorizing relevant Scripture verses and studying the Catechism.

### *Band (Elementary and middle school)*

Each student seeks mastery of an instrument. The group also practices several compositions to be played for the school once or twice a year.

### *High School Associated Student Body*

The HS ASB establishes democratic procedures governing student activities and develops a sense of responsibility, self-discipline, leadership, cooperation, scholarship, school spirit and Christian virtues within its members. The Associated Student Body government attempts to make students more involved in school events in conjunction with the administration and faculty. Its aim is to promote harmonious relationships throughout the school by means of organized activities and projects. Students desiring to hold an office must go through the school's election process, which usually includes forms, campaigns and speeches. The general HS student body elects the ASB officers. Campaign and election schedules vary depending on the office sought; most positions are filled in the spring before each school year. Students running for office must have at least a 2.5 GPA and cannot be on behavioral probation.

The ASB is responsible for a variety of activities throughout the school year, including fundraisers, service projects, spirit weeks, rallies, high school orientation, the SJA carnival, the All Saints carnival, the talent show, the daddy daughter dance, ASB elections, and school dances (homecoming, winter formal, and prom).

#### *Middle School Associated Student Body*

The Middle School ASB is comprised of student officers in middle school. The middle school student body elects the ASB officers. Candidates campaign in September and begin their duties immediately after election. Activities include movie nights, running Field Day for the elementary school, charity drives and spirit weeks.

#### *Middle School Drama/Theatre*

The Middle School Drama/Theatre club meets during lunches to prepare for the production of one or two theatre productions, usually held at school. The club also meets after school for rehearsals.

#### *Middle School Academic Decathlon*

The MS Academic Decathlon team meets frequently during lunches and PE classes in order to prepare for the Catholic Junior High School Decathlon competition. Students study a variety of academic subjects, including history, math, logic, and literature. Anyone can join the team, but only ten students and two alternates are chosen to represent SJA on competition day.

#### *High School SJA Crusaders for Life*

SJA High School's Crusaders for Life Club embraces and endorses Pope St. John Paul II's statement in his encyclical The Gospel of Life: "*Abortion and euthanasia are crimes, which no human law can claim to legitimize. There is no obligation in conscience to obey such laws; instead there is a grave and clear obligation to oppose them by conscientious objection. In the case of an intrinsically unjust law, such as a law permitting abortion or euthanasia, it is therefore never licit to obey it, or to take part in a propaganda campaign in favor of such a law, or vote for it*" Pope St. John Paul II (*The Gospel of Life*, No. 72). The club's goal is to educate, promote and support all areas of Pro-Life work from conception to natural death. They meet periodically at lunch to plan pro-life events. The Club plans activities each month to educate our community and support Pro-Life groups/activities. It also orchestrates the annual High School trip to San Francisco for the West Coast Walk for Life.

#### *The Great Outdoors Club (School-wide but high school-oriented)*

The Great Outdoors Club fosters an appreciation for outdoor activities and increases awareness of God's glorious creation. Activities include hiking, fishing, snowboarding, camping, kayaking/canoeing, etc.

#### *The High School Catholic Athletes for Christ Club*

The CAC club meets monthly to discuss virtue in sports. Meetings involve discussions about the Catholic perspective on sports, as well as viewings of applicable movies and videos. The Official CAC website states that “*CAC’s mission is to serve Catholic athletes and share the Gospel of Christ in and through athletics... CAC’s goal is to provide an integrated network of sports oriented clergy and lay people to serve Catholic athletes, coaches, and staff in the practice of their faith and to utilize the unique platform given to them to reach the world for Jesus Christ and His Church.*” For more information, see [www.catholicathletesforchrist.org](http://www.catholicathletesforchrist.org).

#### *Altar Boys Program (Grades 6-12)*

The Altar Boy Program is open to all boys grades sixth and older who have a desire to serve our Lord during Mass as an altar boy. Altar boys help the priest during the Holy Mass with the books, censer and candles. This requires that the boys be responsible and disciplined as well as knowledgeable about the order of the Mass. Students must be in good standing with the school and be committed to maintaining reverence.

Students serve school Masses, on and off campus, on a rotating schedule. The boys are taught altar serving techniques. Initial training is completed at the beginning of the year. Devotion to the Holy Eucharist is encouraged and emphasized. An end-of-the-year luncheon is celebrated with the altar boys and advisor.

### **Honors Organizations**

#### *California Scholarship Federation (High school)*

The California Scholarship Federation is a state-recognized program dedicated to recognizing high-achieving students at the local level. Academic achievement, citizenship and service are integral aspects to membership. Students earn membership in CSF if they apply and have earned 10 CSF points, which are earned from the grades of the previous semester. Membership is available to sophomores, juniors, and seniors. Students must reapply each semester for continuous CSF membership.

A “Seal bearer” is a CSF member who has earned membership during at least four of the last six semesters of high school, at least one of which has been earned with senior-year grades. The Seal-bearer status is recorded on the high school diploma and the official final transcript. A CSF gold cord and tassel are worn at graduation if the graduate is a CSF Seal-bearer. See the school website for further information.

#### *National Honor Society (High school)*

The National Honor Society is a national organization dedicated to recognizing high-achieving students. Membership is open to sophomores, juniors and seniors. See the school website for further information. Graduates wear an NHS sash at the graduation ceremony.

### **Assemblies**

Assemblies usually occur once a month and begin at the start of the school day (8:35 AM). Students are to enter assemblies quickly and quietly and stand in their designated areas with their teachers. Students should always give enthusiastic cooperation and courteous attention to those speaking. Whistling and insincere forms of appreciation (i.e. clapping when most everyone has stopped) are not acceptable.

### **Sunday Activities**

It is the policy of Saint Joseph Academy that all students have the opportunity to attend Mass on the Saturday Vigil or Sundays, and activity leaders are required to make plans/allowances for Mass should an activity fall on a Sunday.

### **Work Permits**

Any student under age eighteen who is employed during the school year is required by state law to have a work permit. Exceptions to the rule include babysitting and delivering newspapers. Students are not to work more than 28 hours per week during school time and are not to work after 10:00 PM. Work permits are available through the office. A new work permit must be obtained every time there is a change of jobs. *The school reserves the right to revoke a permit if a student's academic progress or school attendance is affected.*

### **Parking/Driving**

1. Students may not go to their car during the school day. In an emergency, students must be chaperoned by a staff member to go to their car (unless they are leaving campus after properly signing out).
2. **Students may not park their cars on the city streets surrounding the campus.** Park only in approved areas on campus.
3. As SJA grows, particularly the High School, parking will be limited. Student parking on campus is a privilege and not a right.

### **Senior Lunch Privilege**

St. Joseph Academy is a "closed" campus, meaning that students are not allowed to leave campus unless accompanied by their parent once they arrive at the start of the school day until the end of the school day. An exception to this general policy is known as "Senior Lunch Privilege," and it allows seniors to go off campus during their lunch period under certain parameters. It is worth noting that most Catholic High Schools do not grant this freedom to their seniors. This is a true privilege and needs to be earned. This privilege is reserved for above-average students who excel in both academics and behavior. This privilege may be suspended or revoked based on the following parameters, which may be amended at any time.

#### **Parameters:**

1. Senior lunch privilege is allowed on Mondays and Thursdays, beginning no sooner than the 6<sup>th</sup> week of the school year (unless the headmaster grants a special dispensation).
2. Student must have at least a 73% in every class on the day the privilege is utilized.

3. Student must not have been absent or tardy the prior 5 school days; occasional partial day absences accompanied with a doctor's note, may be excused.
4. No discipline issues. Discipline issues will indicate how long this privilege is suspended.
5. A parent-signed permission slip must be on file for this privilege.
6. Students may leave their last class before lunch no more than 5 minutes early (12:55 P.M.)—**if given permission by their teacher for that period; the teacher is not obligated to give this permission.** The students must be prepared and back in their correct classroom (ready for the prompt beginning of class) by 1:40 P.M. This necessarily requires being on campus *before* 1:40 P.M.
  - a. First time late = 6 school days no privilege
  - b. Second time late = 20 school days no privilege
  - c. Third time late = privilege lost until end of semester or at least 40 school days, whichever is longer
  - d. At the semester break, the counter will be reset after the consequence is served
  - e. Being late more than 5 minutes = two infractions
  - f. Being late more than 15 minutes = three infractions
7. Behavior not fitting for an SJA student, especially while enjoying this lunch privilege, may result in the suspension or removal of this privilege; severe misbehavior could also require severe consequences, such as suspension or expulsion from SJA.
8. Students must sign out at the office using the "Senior Lunch Privilege" sign out sheet, and they are to sign back in upon return.
9. Food and drink are not allowed in class.
10. Failure to sign in or out or to enjoy this privilege outside of the above parameters, will result in the loss of this privilege based on the severity of the offense as determined by the headmaster. The minimum suspension of this privilege is for 10 school days. This behavior may result in the privilege being permanently revoked.

# PARENT INFORMATION

## **School Hours**

School begins at 8:35 AM. The first bell rings at 8:30 AM. The main gate usually opens at about 8:20 AM. A student is considered tardy if not in the classroom and ready for the day by 8:35 AM. Dismissal time is 3:15 PM. Front Office hours are 8:00 AM to 4:30 PM.

## **Arrival/Dismissal/Supervision of Students**

Students must not be on school grounds before 8:20 AM (when the main gate opens) or after 3:30 PM unless accompanied by a parent/guardian or involved in tutoring or a school-sponsored activity. All non-high school students must be picked up by a parent or authorized adult by 3:30 PM each school day (12:45 on minimum days), or they will automatically be checked in to aftercare; parents will be billed accordingly. Likewise, if unsupervised TK-8 students are on school grounds too early in the morning, they will be checked into Before School Care.

It is essential that everyone obey all traffic laws as well as SJA's traffic rules, which are listed below, for the safety of everyone involved.

## **Parking/Driving on Campus/Pick-up and Drop-Off**

1. Safety of our children is primary. Talking on a cell phone and holding it up to your ear while driving is against California law and endangers others in the parking lot.
2. There are many moving parts in our parking lot at drop-off and pickup, and that requires all of us to maintain heightened awareness and reduced speed.
3. All cars must enter the center entrance and exit out the far entrance; all cars must travel south on Las Flores Drive to enter the premises.
4. Cutting in line is not courteous to the other parents waiting in line. If one has business to conduct and needs to park, one may enter the parking lot from either entrance and/or direction. Once parked, all foot traffic must cross at the crosswalk.
5. Cars must pull forward to the end of the line to allow as many cars as possible to line up along the pickup lane in front of the school. When cars do not continually move forward to the open space in front of them, other cars cannot get into position to load/unload their children, making those behind wait longer.
6. At the crosswalk, traffic must obey the crossing guard. Priority goes to vehicles so that we can make the process as efficient as possible. The crosswalk will open to foot traffic only when all cars have moved into place in front of the pick-up lane and parked.
7. Parents cannot park in the pickup lane and leave their car. If a parent desires to walk their child to their car, it should be parked in the lot.
8. If there is a delay in your child coming to your car in the pickup lane, ask a carpool attendant at the end of the lane to recall your number.
9. Keeping the pickup lane moving is key to a speedy carpool. If you know that it will be awhile before your child will get to your car, please find a place to park to clear the way for others to load.
10. Once you have loaded your children, if it is safe, you may slowly pull out into the passing lane to exit.

11. Please have your children only enter and exit out of the side of your vehicle closest to the sidewalk. It is less safe to use the other side of the car since there may be moving vehicles on that side.
12. Outside of the school hours of 8:20-3:15, TK-8 students may not wait at the office or in any unsupervised location on campus.

### **Morning Drop-off**

Students may be dropped off as early as 8:10 AM. School gates will open at about 8:20 AM. Between 8:10 and 8:20, there will be a staff member to supervise any students who arrive before 8:20 AM. Elementary and middle school students will be placed in Before School Care if they arrive before 8:10 AM. At drop-off, please let them out on the curbside and not into the flow of traffic. All students (grades TK-12, except Kindergarten) will enter through the main gate (next to the office) and go to their classrooms. Kindergarten students enter through the gate directly outside of their classroom.

### **Afternoon Pick-up**

Dismissal begins at 3:15 PM. As you drive up along the curb, your child will be released to come to your car. Your drop-off/pickup number will be announced when you approach the school. You may be asked to circle the parking lot to keep the traffic flowing if your child does not come to your car right away. TK-8 students remaining after 3:35 PM will be sent to After School Care.

### **Before and After School Care Program**

The Before/After School Care Program provides planned, safe supervision beyond the regular school day. Any TK-8 student enrolled in SJA is eligible for this program, which operates 7:00-8:30 AM and 3:15-6:00 PM on school days, with a few exceptions. After School Care on half days operates 12:35-6:00 PM. Parents are billed monthly. See website for more information.

Elementary and middle school students not in an approved after school activity may not be placed under the supervision of a high school sibling or student.

### **Field Trips**

Field trips are privileges, and thus students may be denied participation if they fail to meet academic or behavioral requirements. A student not attending a field trip will be left at school in the charge of another teacher. *No student shall go on a field trip unless a signed parent permission slip has been returned to the school. A separate permission slip must be obtained for every field trip.* Permission for a field trip may not be given verbally.

Volunteer drivers are required to have on file with the office a copy of a valid driver's license and insurance coverage. A seat belt must be provided for each child riding in the car. Drivers are required to exercise "reasonable care" for the students in their charge. California Law states that Children under the age of 8 must be secured in a car seat or booster seat in the back seat and children under the age of 8 who are 4' 9" or taller may be secured by a safety belt in the back seat. When a volunteer is driving students to or from a field trip destination, the driver is not allowed to make stops which are not part of the field trip itinerary (e.g. shopping, a treat for the students, etc.).



## **Financial Policy**

*To a certain extent, a school is a business. If the school is not run in a fiscally responsible way, its future is jeopardized. Most importantly, the teachers and staff, who sacrifice so much to serve God's children, need to be paid the modest amount they are by contract set to receive. In addition, the school has other bills it must pay in order to continue to function and to be a good part of our community. **Therefore, it is critical that everyone be prompt with their payment of tuition and fees. We have established the following policy:***

### **Tuition Obligation** (per the Enrollment Contract):

Tuition for the entire school year is payable July 1. For the convenience of families enrolling their children in the Academy, the tuition obligation may be stretched out and paid over the 10 months of the school year beginning with August or 12 months starting in July. No interest is charged if a family chooses to pay its tuition obligation over the course of 10 or 12 months. If a family chooses to pay tuition over 10 or 12 months, each monthly installment shall be due on the **1st day of each month**. Tuition is late when not received by the 10th day of each month and a **\$25 late fee** will be assessed. An additional charge of \$10.00 will be assessed for each tuition payment made in the office. (Quarterly and semi-annual options are also available.)

### **Student Withdrawal/Dismissal:**

Parents' obligation to pay the tuition due is unconditional; the tuition policy for withdrawal or dismissal from Saint Joseph Academy is as follows:

<u>DATE OF WITHDRAWAL OR DISMISSAL</u>	<u>% OF YEARLY TUITION DUE</u>
At least one month prior to first day of class	0%
At least one week prior to 1st day of class	40%
Prior to end of 1st week of class	60%
Prior to end of 2nd week of class	80%
After 2nd week of class	100%

For withdrawal procedures, see also the Transferal/Withdrawal section below. Saint Joseph Academy reserves the unconditional right to take disciplinary action, suspend or dismiss any student whose progress or conduct (whether or not on SJA's property and under any circumstances) is considered by SJA, in its sole and absolute discretion, to be unsatisfactory. A student's expulsion does not remit the remainder of the tuition due.

## **Parental Responsibilities: Service and Fundraising**

Saint Joseph Academy does not cover all operating expenses through its modest tuition. The school relies on the fundraising efforts of the families to meet expenses. Each family is required to fundraise by buying/selling at least \$500 of such things as Raffle/Gala tickets. Saint Joseph Academy reserves the right to revise the details of these requirements. Volunteering also keeps our tuition costs lower. Each family is required to give 20 hours for the 2020/2021 school year. Five (5) of these hours must go towards our major fundraising events. Any uncompleted hours will be billed at a rate of \$20 per hour in May/June 2021. Please log your hours into Parents Web.

### **Visitors/Volunteers**

We have a closed-campus policy. All visitors to the school must check in at the front office and state their business. Visitors must wear a visitors' badge while on campus, including parent volunteers. Adults must sign in before going on campus at any time of the day, even if just for a second. The headmaster reserves the right to evaluate the legitimacy of any request to visit the school. Please schedule all class-time visits with the classroom teacher. For security purposes, drop-in visitors must be approved by the headmaster before entering campus.

### **Hot Lunch Program (Online)**

Hot lunch may be purchased through the school website: [www.saintjosephacademy.org](http://www.saintjosephacademy.org). We do not make food for students; however, parents may order restaurant food through the website. Hot Lunch is distributed by parent volunteers.

### **Parent-Teacher Conferences/Meetings**

Scheduled parent/teacher conferences are usually held in November. It is most helpful when both parents attend. Other as-needed parent-teacher conferences may be scheduled via the teacher or parent. Most days, teachers are available for scheduled conferences with students and/or parents between 3:30 PM and 4:15 PM. When teachers are on yard or traffic duty, they must give their attention to the students; this is not the time for parents to ask their child's teacher questions or express concerns. The headmaster is available for consultation with parents, but only after the matter has been discussed with the child's teacher. Meetings with the headmaster can be scheduled through the front office. Teachers are usually not available before school for conferences.

### **Spiritual Programs**

All parents are requested to participate fully in the intellectual, social, and sacramental life of the Church. It is parents' responsibility to instruct their children in the fullness of the Faith. In addition to parish life, the school offers many opportunities to enrich and practice the Faith. Among these programs are religion classes, educational lectures, weekly Masses, and annual retreats. The home and school should be of one mind for the most effective and holistic education to take place. Therefore, we encourage and invite parents to become familiar with the nature of Saint Joseph Academy by frequently participating in our spiritual activities.

SJA's religious education program is approved by the Diocese of San Diego. The diocesan policy regarding Religious Education is as follows:

1. Parents should *annually* notify their pastors when their children are receiving adequate catechesis outside the parish.
2. Regarding the Sacramental preparation of students, there are two requirements:
  - a. Parents should participate in parish parent meetings and in parent preparation programs for the sacraments.
  - b. Parents are responsible for the participation of their children in immediate sacramental preparation as required or approved by the parish.

## **Website/Publicity**

SJA operates a website ([www.saintjosephacademy.org](http://www.saintjosephacademy.org)) that can be viewed by the public. As a member of the SJA Community, your name and/or picture may be used on this website or other school publicity. The parent page is accessible only to parents. The passcode is “ourfather7”.

The school operates a Facebook page open to the public (@SJA.saintjosephacademy) as well as a page only for parents. The parents’ group is run by Saint Joseph Academy to provide parents with current information about the school and school events. This group is a closed/private group and new members must be approved by SJA.

The public page can be found here: <https://www.facebook.com/Saint-Joseph-Academy-114569479171963/>

The parents’ group can be found here:  
<https://www.facebook.com/groups/113002312707917>

Parents and Students must obtain permission from the office before posting any notices, flyers or announcements at school. No one may speak as a representative of the school to any public media without the permission of the headmaster.

## **Parent-School Communication**

Teachers, parents, and administrators should communicate openly and regularly regarding students’ progress. The SJA website, Renweb, the parent Facebook page, newsletters, parent-teacher conferences, emails, surveys and telephone calls/texts are all part of an effort to facilitate productive communication. Our primary way of communication will be via School Messenger’s Communicate system. More information about this will be sent to parents via email.

Some of the information requiring a parent’s signature are permission slips (for all grades) and graded test packets (for elementary-school parents to sign and return).

## **Family Directory**

The SJA Family Directory may only be used for school-related matters. It may not be used for mass mailings or anything of the sort without prior school permission. At no time may it be used for business or commercial purposes. The directory, which is available in Renweb, includes all families who have opted to be a part of it.

## **Parent/Custody**

If there is a custody dispute, divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the office. The school will not be held responsible for failing to honor arrangements that have not been made known to us in writing.

## **Transferral/Withdrawal**

Transferral or withdrawal from Saint Joseph Academy requires the following:

1. Written notice of withdrawal (email is okay) from parents/guardians to the headmaster.
2. The return of all school property, i.e. anything provided by Financial Aid, library, text books, etc. must be returned.

3. All financial obligations must be met (see “Financial Policy” under the “Parent Information” section of this Handbook).

Students will receive grades for completed grading periods. When this occurs prior to a student completing a grading period, students will receive an incomplete for a grade.

## **Emergency Procedures**

### **Emergency Disaster Plan**

In the event of an emergency or disaster, SJA students will be released to their parents/guardians or to those authorized by the parent for emergency pick-up. Parents need to make sure this information is up to date on Renweb. This information increases our ability to dismiss the students quickly and safely if there is an emergency. In case the phone/computer systems are not available during an emergency, we keep printed copies on hand; normally, these printed versions are updated at the beginning of each year. If you make changes to your emergency information during the school year, please alert the office so that we can keep an updated printed version on hand.

*In an emergency, please refrain from calling the office* since it will likely overload our phone system and impede the school's ability to address the situation quickly and effectively. SJA will use its "Parent Alert" RenWeb emergency communication system.

### **Earthquake/Fire/Lockdown Drills**

SJA conducts emergency drills throughout the school year. For everybody's safety, drills are conducted in order and silence to ensure that directions can be heard and followed. SJA administration, faculty, staff, and students receive regular instruction and training for these situations.

# ACADEMICS

## Academic Integrity/Ethics

Academic integrity and ethical behavior are expected from all SJA students. Our school is committed to excellence and to serving students' integrity.

Academic integrity means producing original work on all examinations, papers, projects, homework, and oral recitations. While teachers are responsible for creating a classroom environment that promotes academic integrity—and while there are outside pressures that work against originality—each SJA student has the primary responsibility to be honest. Each is responsible for his time and ability to prepare properly for writing papers, taking examinations, giving oral presentations, and completing homework.

Academic integrity is achieved when a Saint Joseph Academy student:

1. Completes his homework and does not allow it to be copied by a fellow student.
2. Completes an examination without seeking help from or offering help to another student.
3. Completes original research for a paper, project, or oral report and acknowledges others' contributions to that work by citing his sources.
4. Realizes that each choice for copying, cheating, or plagiarism, no matter how small the matter, diminishes his academic and personal integrity.
5. Produces original work that is in the highest quality commensurate with his ability.

Academic excellence and academic integrity are achieved when a Saint Joseph student:

1. Is not satisfied with minimum performance, but strives for quality work.
2. Prepares for class discussions, tests, and other activities by completing homework and studying appropriately.
3. Seeks additional help when necessary.
4. Assumes responsibility for his work and actions.

## Homework

Homework is given regularly so students can practice and eventually master the concepts and skills taught in the classroom. The amount of homework depends on the grade level and course; the amount of time spent differs with each student's abilities and needs. However, if a student has consistent excessive difficulties with homework assignments, or if too much time is spent in completing homework assignments, a discussion should take place with the teacher to explore what is happening in that particular situation. The average amount of time students will be expected to spend on homework by grade level is listed below. These durations presume a responsible use of time by the average student. It should not be construed as a limitation on teachers, but rather as a norm for expectation. Some nights will have heavier loads and other nights lighter loads. Likewise, some students will work quicker or slower than average.

### Homework (Average) by Grade Level, per night

TK — 5 minutes (not weekends)

K — 15 minutes (not weekends)

1st — 20-30 minutes (not weekends)  
2nd — 30 minutes  
3rd — 30-45 minutes  
4th — 45 minutes  
5th & 6th — 60-75 minutes  
7th & 8th — 75-105 minutes  
High school – 120-180 minutes

One of the SJA-parent partnership's most vital aspects is the *parental support of homework*. The first, most significant step that SJA asks parents to do is to create a quiet and orderly environment conducive to study. Secondly, it is key that parents expect their child to do all homework every night and support their child in doing so.

A common misunderstanding among underperforming students is thinking that if they don't have something to physically turn in, they don't have homework. However, one of the *most important aspects of homework* are the assignments one does not physically turn in—*studying for quizzes and tests*.

When difficulties arise in the completion of homework, here are some additional steps that are generally helpful to have in place:

1. Set a definite time
2. Supervise your child to observe their study habits and ability to concentrate
3. Ensure that unneeded distractions are removed from your child's environment, such as mobile phones, computers, televisions, video games, pleasure reading, toys, etc.

Assignments should be completed neatly, carefully, and on time. Paper should not have tears or ragged edges. All students must have assignment notebooks (provided for the elementary school) to assist in the organization of their daily homework. Parents, please check that all homework assignments are completed each night. Homework may be given to students going out of town for an emergency. *Teachers are not obligated to plan assignments for students going on a family vacation during the school year.*

When a student does not turn in a homework assignment on the specified due date, the teacher will log the missing work in Renweb, and the parents will receive an email notification. Each teacher has the discretion to accept or not accept late homework and to modify the late homework policy for their class; if this occurs, the teacher will inform the parents of such a change.

*Elementary school:* the completed homework receives a 10% grade penalty for each day late.

*Middle school:* the completed homework receives a 10% grade penalty the first day, a zero the second day.

*High School:* The High School system for missing homework works like this:

1. When a student is absent for any reason when an assignment is due, teachers will put an "M" in the gradebook. An "M" counts as a zero until a grade is entered.
2. When a student has an unexcused missing assignment, a behavior notice will be sent to parents and this counts as a missing assignment.
3. Minor assignments, count as one missing work and can be turned in for full credit.

4. Major assignments such as papers, projects and presentations count as one missing work for every day they are late; there may be a grading penalty for being late.
5. Under normal circumstances a homework assignment turned in earning less than 50% will be considered missing.
6. Each class tracks missing work independently of the others, and the count resets every quarter.
7. A student earns a “mandatory lunch/after school study hall” for the 2<sup>nd</sup> missed work in a class, the 4<sup>th</sup> missed work, and one for everyone thereafter. In other words, the freebees are the 1<sup>st</sup> and 3<sup>rd</sup>.
8. A meeting with the headmaster is required after reaching 6 missing works in any one quarter in any one class.
9. Mandatory lunch study hall is served at the next lunch for the entire lunch period.
10. If you have earned mandatory study hall, it is required to come to the next lunch to serve. It takes precedence over all lunch meetings and activities.
11. A student has to serve consecutive lunch meetings until all time has been completed. Missing a mandatory lunch study hall results in an additional 30 minute study hall before or after school completed by the following day. Missing more than one mandatory study hall, will result in further consequences which may include increased time served on a half-day Friday mandatory study hall or Saturday mandatory study hall.
12. In the case where a student accrues significant time, or if they skip a lunch mandatory study hall, they will be mandated go to before school study hall, after school study hall, in the afternoon of a half-day Friday or even on a Saturday morning.
13. In classes where reading is the homework and a quiz is given on the reading, earning a zero on a quiz counts as a missing homework.
14. For students to be successful in class, they must bring all required class materials. Students coming unprepared with class materials or leaving class materials in a classroom so that they cannot complete the assigned homework, also counts as a missing homework.

This time in mandatory study hall is designed to assist student who have missing work to complete their missing work. Our goal is our students’ success, and that success starts by completing assigned work.

For students for whom missing homework is a chronic situation, a “Phase Two” may be implemented. Such a custom situation would be something like this (example for someone in sports), you do not go to practice on any particular day if there is any missing homework outstanding until it is all turned in. Once it is all turned in, one may return to practice.

Our goal is to put systems in place that meet the needs of each student and assist them in prioritizing their academics.



## **Grades**

### **Incomplete and Failing Grades**

“I” (Incomplete) is primarily used in the rare case when a student has missed work due to an excused absence at the end of the grading period. If the Incomplete grade is not made up within a reasonable time period, the grade will become a zero (F).

For all high school classes in which a student received an F must be repeated in summer school with a grade of C or better. For D’s earned in other courses, students are encouraged, but not required, to remediate the grade in summer school in order to increase their chance of college entrance success. A student who does not receive a passing grade in a course is required to make up the F as a condition of continuing their studies at Saint Joseph Academy. If a D is earned in the second semester of a prerequisite sequence course (Algebra I, Spanish I) then it must be remediated as if it is an F grade prior to enrolling in the next course in the sequence (Geometry, Spanish II). The headmaster and academic advisor must approve any summer school class taken to replace a Saint Joseph Academy graduation requirement before the class is taken. Only those approved classes will appear on the Saint Joseph Academy transcript. The original F grade will not be included in the GPA calculation, and the new grade will be used. The past grade will still appear on the transcript, but the remediated grade is calculated into the GPA.

### **Report Cards, Progress Reports, Deficiency Reports, and Renweb**

*Report Cards* are issued at the end of each grading period: quarterly in TK-8 and after each semester in high school.

High school students receive *Progress Reports* mid-semester (twice a year). Progress Reports can be sent home at other times as needed and may be required to be signed and returned to the classroom teacher within two school days. Parents are reminded that the Progress Report is not a report card, but rather an indication of current progress in a specific area.

*Deficiency Reports* are sent home via email through Renweb at mid-quarter for any student receiving a grade of “C-” or below.

*Renweb*: Each parent and student is assigned a Renweb account to view grades and homework assignments throughout the year.

### **Grading Scale**

*Grades TK & K*

E-Excellent

G-Good

S-Satisfactory

N- Needs Improvement

U-Unsatisfactory

100-98	E+	89-87	G+	79-77	S+	69-67	N+	59 or Below	U
97-93	E	86-83	G	76-73	S	66-63	N		
92-90	E-	82-80	G-	72-70	S-	62-60	N-	Pass/Fail	P/F

### *Grades TK-5 Behavior Scale*

E-Excellent

G-Good

S-Satisfactory

N- Needs Improvement

U-Unsatisfactory

### *Grades 1-12*

100 - 98	A+	89 - 87	B+	79 - 77	C+	69 - 67	D+
97 - 93	A	86 - 83	B	76 - 73	C	66 - 63	D
92 - 90	A-	82 - 80	B-	72 - 70	C-	62 - 60	D-
Pass/Fail	P/F					59 or below	F

## **Awards**

These awards are given at a ceremony which is usually held on the last day of school.

### **Gold Behavior Award**

1. No homework infractions, dress code violations, minor infractions, 10/20 minute detentions, or automatic detention slips.
2. Shows excellent behavior during prayers, Mass, class, and playground time.
3. Attentiveness in class, courtesy shown to teachers and fellow students, participation in class, and habitual punctuality and good attendance.
4. Displays good behavior in each and every class. Each teacher is consulted concerning the behavior of each student in their class. If it is not of the highest caliber in more than one class, then the student cannot earn the gold seal.

### **Silver Behavior Award**

1. No more than three homework infractions, dress code violations, minor infractions, 10/20 minute detentions, or automatic detention slips (or a combination thereof).
2. See #2-4 in the GOLD behavioral seal award section. Standards for the Silver award are similar but to a lesser degree than those for the Gold award.

### **Leadership Award**

1. Each year the homeroom teacher chooses up to two girls and two boys that exhibit leadership qualities in the classroom, on the playground, and/or in sports.
2. The leadership can be spiritual, moral, academic, social, or other.
3. There is an award for leaders that are quiet (two students) and outgoing (two students).

**Responsibility Award:** receives few to no homework slips the entire year

**Perfect Attendance Award:** hasn't been absent for the entire year, and has less than SIX (6) total tardies for the year (temporarily suspended due to COVID)

### **Gold Honor Roll Award:**

1. 3.9 GPA or higher

2. Latin is included for 6-8th grades. Latin is not included for grades 1-5. PE, Art, study hall, and keyboarding are not included in GPA.
3. A+ =4.0, A =4.0, A- =3.7, B+ =3.3, B =3.0, B- =2.7, C+ =2.3, C =2.0, C- =1.7, D+ =1.3, D =1.0, D- =0.7, F =0

**Silver Honor Roll Award:**

1. 3.6 to a 3.89 GPA
2. See #s 2 & 3 for GOLD HONOR ROLL award.

**Subject Award(s):**

Five subject awards are given out to students who have excelled in History, Religion, Math, Science, and English.

**Academic Probation and Eligibility for Extracurricular Activities**

According to state High School CIF rules, a student must have a GPA of 2.0 or better in order to participate in any sport. Any student who earns a total GPA below 2.0 or a grade of "F" on any quarter or semester grade report shall be placed on academic probation for the following quarter. Students on academic probation may participate in extracurricular activities during this quarter but may not play in games or scrimmages.

In addition, the appropriate faculty (headmaster, teacher, etc.) reserves the right to declare any student ineligible to participate in extracurricular activities if he is performing below acceptable academic standards for that particular student (regardless of the student's GPA). Evidence that a student is performing below acceptable academic standards normally includes, among other things, the student earning two "D" grades and/or an "F" grade on any quarter or semester grade report. Any student who is on academic probation for two consecutive quarters shall be subject to dismissal from the school if he fails to earn a total GPA of at least 2.0 by the end of the second probationary quarter.

**Student Records**

When needed, official transcripts are mailed to the receiving school or delivered by a school official. Student records are never given to parents or students for delivery to the new school.

Access to student records is granted only by the registrar and only to parents/legal guardians or others allowed by law. All requests to view a student record must be made in writing to the registrar with at least 48-hour notice. Non-custodial parents will be given access to unofficial copies of student records, and faculty will be available to discuss the student's records unless a court order providing otherwise is filed with the school.

**Transcripts**

Students requesting transcripts to be sent to other schools or colleges must fill out the proper form. Each transcript costs \$4.00. All transcripts must be mailed. See Website for the form.

## **Testing**

K-8 utilizes the IOWA tests. Standardized test results are entered in the student's permanent record cards, and are used for curriculum evaluation, among other purposes. Parents are given copies of their child(ren)'s results.

# ACADEMICS: Additional High School Items

## **Introduction**

The Catholic, classical academic program at Saint Joseph Academy well prepares students for college. Upon acceptance, students are expected to work hard to meet the academic rigor of our curriculum. For those looking for the most challenging academic experience, there are Honors and online Advanced Placement courses offered for qualifying students. Making the most of our academic program by taking our most difficult courses and by achieving top grades greatly increases students' chances of college acceptances and scholarships.

## **Classroom Policies**

When teachers distribute classroom policies and a class syllabus at the beginning of each school year or semester, parents and students should read them since the students will be held responsible for them throughout the school year.

## **Prerequisites**

All prerequisites (conditions that must be met before taking a course) are listed in course descriptions. Students may not register for courses for which they have not met the prerequisites.

## **Changing a Schedule/ Class**

Classes are scheduled on the basis of student's course selections/ assignments at the time of registration each spring. A class can only be changed if:

1. A course is canceled due to lack of enrollment.
2. A student fails a prerequisite course.
3. A student is unable to academically execute the curriculum.

A student must add or drop a class no later than the middle of the first quarter of the school year. Once mid-quarter has passed, students must stay in the classes in which they are enrolled.

## **Electives**

Electives meet twice a week, with some electives meeting on Mondays and Wednesdays and the others on Tuesdays and Thursdays. For a full list of electives/co-curriculars, please see the Activities section (under Student Information). The choice for an elective is semester-long, and students will choose two electives each semester (study hall is an option). Students who want to make changes in their elective choices for the upcoming semester must communicate that change prior to the semester break; otherwise, students will remain in the same electives for the year. Classes may become full; in those instances, priority is given to upperclassmen and to those who communicate within the summer deadline to indicate preferences.

All electives (except for P.E. and study hall) will count toward the GPA and will be given the "honors bump" since they are above and beyond the required course of study. The honors bump is a one grade-point bump up from the normal grade point: A = 5 points, B = 4, etc.

## **Community College Classes/Dual Enrollment**

Students may take classes at local community colleges when these classes are not offered at SJA or when remediating a grade of “D” or “F” on a semester report card. These classes, however, may not be taken in lieu of a class at SJA, nor used for the purpose of skipping levels without permission. Any student wishing to take a class at a local community college is required by the college and Saint Joseph Academy to have the signed approval of the headmaster. Only approved classes will appear on the SJA Transcript. In order for the course to be included in the Saint Joseph Academy GPA, it must be approved by the headmaster.

SJA currently offers a dual-enrollment program with Palomar College. Please see the High School Course Handbook or contact the Dean of Academics for details.

## **College Counseling**

### **Explore Solutions**

Saint Joseph Academy High School offers a comprehensive College Counseling program via an outsourced company called Explore Solutions. All of our juniors and seniors are “Solutions Scholars.” This program provides advice and direction on career exploration and the college search and application process, including items such as essay editing.

### **Testing**

The high school utilizes the PSAT (grades 9, 10, 11). SJA students are given guidance to prepare for the SAT exam during the spring of their junior year.

### **Honors and Advanced Placement Courses**

Course placement is determined by the demonstrated achievement of the student and the recommendations of the student’s current teachers.

Honors courses are designed for academically advanced students. They move at an accelerated pace and study topics in greater detail. Additional reading and writing assignments are included. Honors classes have 1 point weighted credit in their GPA for every Honors course taken (for grades A, B and C). To take an Honors course, a student must have (1) a grade of B+ or better in the previous course and (2) a demonstrated ability to handle quality and depth of material beyond what is normally expected.

Advanced Placement (AP) courses (online) are designed to offer students the opportunity to earn college credits. These courses are challenging and require headmaster approval for enrollment. AP courses lead to corresponding AP examinations. A student enrolled in an AP course must take the corresponding AP exam. AP classes have 1 point weighted credit in their GPA for every AP course taken (for grades A, B and C). To take an Advanced Placement course, a student must have (1) a grade of A- or better in the previous course and (2) a demonstrated ability to handle quality and depth of material beyond what is normally expected.

### **Online High School Courses**

SJA online courses are taken via fueleducation.com. The Dean of Academics coordinates online course sign-ups and approvals.

### **Emancipated or Eighteen Year Old Students**

All school regulations apply to students who are emancipated 18+ years of age as long as they are enrolled in the school.

## **Graduation**

### **Christian Service Program**

The Christian Service Program is an essential part of the Saint Joseph Academy educational experience as it caters to the students' religious education and spiritual formation. This program seeks to develop the virtues of compassion, generosity, and charity in each student through the practice of corporal and spiritual works of mercy.

The service program is a graduation requirement and consists of a minimum of 30 service hours per year. Students are encouraged to select different experiences for each academic year. All service project work is documented through RenWeb. Visit [saintjosephacademy.org](http://saintjosephacademy.org) for more information.

### **Graduation Requirements**

In order to receive a diploma, a student must have:

1. Passed all required courses (including remediating all applicable required courses).
2. Completed their Christian Service requirements.

### **Valedictorian**

This award is presented to the senior who is graduating with the highest academic GPA. To be eligible for this award, a student must have attended SJA for at least three years and be in good standing with the school. The recipient of this award normally delivers the commencement address at the Commencement Ceremony.

### **Salutatorian**

This award is presented to the senior with the second-highest GPA in the senior class. The recipient of this award normally gives an address at the Commencement Ceremony.

# RULES & DISCIPLINE

## **Behavior Code**

### **Philosophy**

The behavior code is intended to assist in providing the ordered, curious, joyful culture oriented towards the enriching pursuit of true academic excellence and virtue that is expected and fostered at Saint Joseph Academy.

### **Conduct/Discipline**

In order to promote a true spiritual growth in maturity and Catholic virtue, students' behavior should be consistent; good behavior is the expectation everywhere and at all times, on and off campus. Students may receive consequences for both *on and off campus* behavior of which we become aware.

It is an essential aspect of spiritually growing in Catholic virtue, character, and maturity to recognize one's failings, take responsibility for them, and accept the given consequences. It is further expected that parents will cooperate with the implementation of the school's discipline plan so that teachers and parents together can help SJA students become responsible individuals.

It is very important as an educational institution that we do not allow a student to prevent a teacher from teaching or prevent another student from learning.

### **To resolve an issue**

1. Contact/meet with the teacher.
2. If needed, meet with the dean of academics.
3. If a resolution is not yet achieved, schedule a meeting with the headmaster.

## **Unacceptable Behavior**

These actions may be subject to any or all of the following, depending on the nature of the violation(s): warning, detention, conference with student, conference with parents, assignment of special tasks, denial of privileges, probation, suspension, and/or expulsion.

### **Food and Drink**

1. Consuming food and/or drink (other than water) in the classroom and/or outside the designated eating areas/times
2. Chewing gum on campus

*Note:* Birthday treats can only be served at lunchtime or after school. All treats provided for the entire class must be peanut-free.

### **Disruptive Behavior**

3. Name-calling
4. Excessive volume at an inappropriate time/place
5. Roughhousing/wrestling, aggressive horseplay or chasing
6. Climbing trees



7. Running in classrooms or walkways
8. Throwing food/other objects
9. Talking when expected/told to be quiet (e.g. during Mass, assemblies, etc)
10. Rude/abusive language/behavior
11. Bullying. *Note:* please inform a teacher or the headmaster if this behavior seems to be occurring. In many instances, this type of behavior is difficult to identify/verify.
12. Excessive/regular disruptive behavior in class
13. Littering
14. Public display of affection
15. Pulling fire alarm in a non-emergency
16. Intentionally disrupting a school event
17. Verbal, written, or electronic messages and/or physical behavior of a racist, vulgar or prejudiced nature
18. Igniting any material of any kind or creating a fire hazard
19. Profanity and/or vulgarity of any kind

### **Possessing Prohibited Items**

20. Alcohol/Tobacco Products and Drugs/Controlled Substances:
  - a. Using, furnishing, possessing, distributing, selling or being under the influence of alcohol, tobacco products, drugs, controlled substances, designer drugs and/or any other drug paraphernalia and/or any other mood/mind-altering substances and/or any performance enhancers at any time
  - b. *Note:* In addition to school discipline, violators are subject to the laws of the State of California.
21. Cell phones
  - a. Possessing a cell phone that is visible, audible or turned on, for any purposes, on campus.
  - b. *Note:* After school, cell phones can only be used to arrange rides.
  - c. *Additional Note:* Cell phones/Electronic devices will be confiscated if seen or heard by a teacher.
22. Firecrackers/explosives
  - a. Possessing firecrackers, party poppers, lighters, matches, or other pyrotechnics
23. Pornography
  - a. Possession/viewing/sharing and/or creation of pornographic pictures, drawings, objects, and/or books/magazines, etc.
24. Weapons
  - a. Possessing any weapon (guns/knives/etc) or anything resembling a weapon
  - b. Possessing anything that can be used as a weapon and making a threat
  - c. *Note:* facsimile weapons for a related school purpose require special permission from a teacher.
25. Other
  - a. Possessing skateboards, musical instruments (except for band/choir events), magazines, balls, toys, etc.
  - b. Possessing phones, radios, music-playing devices, videos, video games, or other electronic devices.

- c. *Note:* these and related items cannot be brought to school unless given specific permission from a teacher. If previous permission has not been granted, these items will be confiscated.

### **Computers**

- 26. Viewing or altering computer records
- 27. Modifying and/or installing computer programs or systems on any computer
- 28. Releasing or dispensing information gained via unauthorized access
- 29. Interfering with the use or availability of computer systems or information

### **Academic Integrity Violations**

- 30. Stealing and/or using another's ideas/writings as one's own, with or without the knowledge of the other person (plagiarism). *Note:* this includes omission of source citations in a written work.
- 31. Falsifying or inventing data or citation
- 32. Presenting data that was not gathered in accordance with standard guidelines for collecting or generating data, and failing to include an accurate account of how the data was gathered
- 33. Obtaining an unfair advantage
  - a. Stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor
  - b. Retaining, possessing, or circulating previously given examination materials
  - c. Unauthorized collaboration on an academic assignment
  - d. Intentionally obstructing or interfering with another student's academic work
  - e. Undertaking any other activity with the purpose of creating or obtaining an unfair academic advantage
- 34. Providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the academic violations stated above
- 35. Providing false information in connection with any situation regarding academic integrity
- 36. Altering documents affecting academic records; forging signatures or authorizations or falsifying information on an official academic document, grade report, petition, letter of permission, or other official school document
- 37. Intentionally falsifying pertinent information or the signatures of any parent, faculty member, or administrator on any document for any reason
- 38. Other violations include, but are not limited to:
  - a. Collecting an excessive number of homework slips
  - b. Collecting an excessive number of detention days (10+)
  - c. Missing detention
  - d. Failing to maintain minimum academic achievement
- 39. *Note:* Students who breach the policy on academic integrity and who commit an act of academic dishonesty or forgery will be referred to the headmaster. The offense may be recorded in the student's file. Additionally, students who commit an act of academic dishonesty or forgery may lose school-provided financial assistance and/or be precluded from receiving future financial assistance from the school.
- 40. *Additional note:* lying and cheating are also acts of academic dishonesty (see below).

### **Lying and Cheating**

41. Lying: intentionally presenting false information or misleading, either directly or by omission of information, any agent of Saint Joseph Academy (student, faculty, staff, administration, etc.)
42. Cheating
  - a. Possessing unauthorized notes, materials, and/or resources of any type (calculators, computers, the help of another student, looking at another paper, answers and/or pertinent information written on any item, etc.) for any exam, quiz, paper, and/or homework assignment
  - b. Allowing another student to obtain information from one's own exam, paper, and/or homework
  - c. *Note:* Cheating is a dishonor against one's integrity. An SJA student should be honorable enough to avoid cheating.
  - d. *Additional Note:* Any student who cheats will receive no credit on that test/assignment and a minimum of a one-hour detention. The parents will be contacted to discuss the incident and any future course of action the school will take if the behavior continues. Other consequences may be administered based on the severity of the offense, repetition of the offense, or conduct of the student.

### **Vandalism**

43. Cutting/defacing/damaging/stealing property, real or personal, belonging to the school or any member of the school community
44. Includes, but is not limited to: writing in school or student-owned textbooks; writing on desks, counters, and/or table tops; spray painting, graffiti, and placing stickers on any surface on campus (including lockers)

### **Incompatibility**

45. Flagrant/ repetitive defiance of SJA's Attendance, Dress Code, Behavioral procedures, etc
46. Defiance includes, but is not limited to:
  - a. Any persistent negative attitude towards school policy
  - b. Engaging in activities which are illegal and/or inconsistent with school philosophy and policy, on or off campus
  - c. Flagrant insubordination/disrespect/disobedience
  - d. Refusing to go to the headmaster's office and give truthful information

### **Incompatibility: Attendance**

47. Leaving campus without permission, especially during school hours
48. Arriving to school without entering the grounds
49. Excessive tardiness
50. Truancy: being absent from school without the knowledge and consent of a parent and proper Saint Joseph Academy authorities, for any part of any school day
51. *Note:* No student shall leave campus without permission, from their arrival at the start of the school day until the end of the school day. This includes lunch periods, with the exception of permitted school lunch privileges. The off-campus lunch privilege (seniors only, with written parental permission) may be revoked for matters not necessarily related to the lunch privilege itself, such as attendance violations and poor academic standing.

**Incompatibility: Behavior**

52. Fighting or physical abuse, including assault, battery, or any threat (written or verbal) of force or violence directed toward school personnel or other student(s)
53. Any infractions when already on disciplinary probation
54. Disorderly, lewd, obscene, immoral and/or offensive conduct; any communication, gesture, action or form of dress which is contrary and/or counterproductive to the goals and philosophy of Saint Joseph Academy and Christian decency
55. Any conduct that seriously deprives another of property, good name, or causes another person great mental anguish
56. Conduct off campus which brings great discredit to St Joseph Academy
57. Tagging and/or possession of tagging material(s)
58. Gang affiliation or association
59. Felony and/or misdemeanor offense
60. Rejecting one's biological sex, any sexual or romantic activity (advocating, celebrating, or expressing such sexual or romantic activity) outside the confines of Christian marriage as defined in the school's Statement of Faith.
61. Anything else deemed serious by the administration. Any actions which violate basic Christian and civic norms are unacceptable at Saint Joseph Academy. The school administration is the final judge of what is unacceptable behavior.

**Substance Use/Abuse at Non-School Activities**

Saint Joseph Academy reserves the right to review the conduct of Saint Joseph Academy students, regardless of when or where such actions take place, if they may bring discredit to the school or if they conflict with the school's Statement of Faith. A serious conflict may result in dismissal.

Parents and older siblings are both legally and morally responsible any time they allow alcohol and/or drug use by underage minors. Parents are asked to closely monitor the activities of their children, especially when parents cannot be physically present. Supervised or unsupervised events where students use alcohol and/or drugs in the home that are brought to the attention of the school may result in a meeting with the school administration to determine whether the family's values are in alignment with the school philosophy. This policy is in place to hold students and parents accountable for any seriously unacceptable and dangerous behavior and to discourage any activity which contributes to continued abuse and addiction.

*At non-school activities*, it is not the responsibility of Saint Joseph Academy to monitor student behavior. However, if an agent of the school becomes aware of student alcohol and/or drug use this information will be shared with parents and, if necessary, the appropriate authorities.

**Law Enforcement Access and Child Protective Services****Notification of Authorities**

Under California law, any crime committed on Saint Joseph Academy grounds, or at school-related functions, whether misdemeanor or felony, shall be reported to the police department or appropriate state agency.

### **Child Protective Services**

The Child Abuse and Neglect Reporting Act gives Child Protective Services authority to interview children at school. Section 1174.3 of the Penal Code states: “Whenever a representative of a Child Protective Agency deems necessary, a suspected victim of child abuse may be interviewed during school hours, on school premises, concerning a report of the suspected child abuse that occurred within the child’s home.” Although it is certainly appropriate to notify parents that an interview has taken place, it is not necessary to receive the parents’ permission before allowing access to their children.

### **Child Abuse Reporting Procedures**

In accordance with California law, school faculty members are obligated to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, and/or sexual abuse and exploitation. In this very serious and narrow legal area, the school will not contact parents or legal guardians in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based upon the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School faculty will make such reports in the best interest of the affected child and, once reasonable suspicion is established, they do not have any legal alternative except to report to the proper authorities for their investigation and review.

### **Harassment**

The vision of Saint Joseph Academy includes an educational environment that treats each student with dignity, decency, and respect. Mutual trust must characterize our ministry. We strive for a supportive, safe, and stimulating atmosphere; therefore, we do not tolerate harassment. We will actively prevent, correct, and discipline behavior that violates this policy (up to and including expulsion).

Saint Joseph Academy reserves the right to operate according to its sincerely held religious beliefs about biblical marriage and sexuality and therefore does not define “harassment” as including any enforcement of, or adherence to, its biblical principles and expectations in the areas of marriage, sexuality, dress, and discipline.

Subject to the United States Constitution, and all applicable state and federal laws, Saint Joseph Academy is committed to maintaining an educational environment free from sexual harassment. Sexual harassment is a form of discrimination, and all students are required to work in a manner that prevents sexual harassment in the school. Sexual harassment is against the law and all students have a legal right to an educational environment free from sexual harassment and students are urged to report sexual harassment by filing a complaint internally with Saint Joseph Academy. Students can also file a complaint with a government agency or in court under federal, state, or local antidiscrimination laws. Harassment includes, but is not limited to, any or all the following:

*Verbal Harassment:* Inappropriate, derogatory, and/or degrading comments and jokes about an individual or an individual’s body; threatening words written, spoken or electronically transmitted to another person; retaliation for having reported or threatened to report harassment;

*Physical Harassment:* Unwanted physical touching, contact, assault; deliberate blocking of movements or any intimidating interference with normal work or movement; retaliation for having reported or threatened to report harassment;

*Visual Harassment:* Derogatory, demeaning, inflammatory, and/or sexually suggestive photos, posters, emails, messages, websites, written words, drawings, gestures; retaliation for having reported or threatened to report harassment; and

*Sexual Harassment:* Unwelcome sexual advances, requests for sexual advances, requests for sexual favors; making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to sexual advances; making threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors; retaliation for having reported or threatened to report harassment; any other verbal or physical conduct of a sexual nature, particularly when any or all of the following occurs:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress;
2. Submission to such conduct by a student is used as the basis of academic decisions affecting the individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance and/or of creating an intimidating, hostile, or offensive educational environment.

It is the responsibility of Saint Joseph Academy to:

1. Make all faculty, administrators, staff, students, and parents aware of this policy, its importance, and the commitment of the school toward its strict enforcement;
2. Remain watchful for conditions that may lead to a hostile school environment;
3. Establish practices designed to create a school environment free from discrimination, intimidation, and harassment.

It is the student's responsibility to:

1. Conduct himself in a manner which contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating or harassing;
3. Immediately inform anyone harassing him that the behavior is offensive and unwelcome;
4. Report all incidents of discrimination and/or harassment to the headmaster;
5. If informed he is perceived as engaging in discriminatory, intimidating, harassing, or unwelcome conduct, to discontinue that conduct immediately.

### **Complaint Filing and Investigation Procedures**

The following procedures must be followed for filing and investigating a harassment claim:

1. The student may first choose to tell the individual causing the harassment that his conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must immediately report the harassment to the headmaster or to a teacher who will report it to the headmaster, or to another administrator if the headmaster is the subject of the allegation.

2. The student alleging harassment must complete a formal, written complaint as soon as possible; this should include details of the incident(s), including the names of the individuals involved and of any witnesses. The claim will be investigated thoroughly. Confidentiality will be maintained as much as possible. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.
3. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. If the administration determines that harassment has occurred, immediate and effective remedial action will be taken in accordance with the circumstances involved. The administration will advise all parties concerned of the results of the investigation. The administration will not retaliate against you for filing a complaint and will not permit retaliation by the party named in the complaint.
4. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.
5. Once the facts of the case have been gathered, the headmaster, in consultation with the Board, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate expulsion.
6. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within its power, to investigate and eliminate the problem.
7. Students found to have filed false and frivolous charges will also be subject to disciplinary action, up to and including expulsion.

## **Disciplinary Actions and Procedures**

### **Detentions**

Saint Joseph Academy's regulations are not ends in themselves, but instead underlie the foundational virtues and ideals of self-discipline and cooperation that are a part of every student's education. Detention is a consequence of violating these regulations and is meant to help students acquire the essential habits of personal accountability and of self-discipline.

Students' and parents' support of the behavior code and its consequences is paramount. Chronic lack of cooperation with school policies will be viewed as an indication of the lack of genuine desire of the student and/or parent to remain at SJA.

There are immediate consequences for students who deliberately decide not to follow school rules (e.g. detention). Any teacher may make arrangements to keep a student after school for any reason he deems to be in the best interest of the student. A teacher will conduct detention after school. Teachers have different days they can run the detentions, so discretion is given to them to inform the parents of the day(s) that are available for students to serve their detention. If the student has an urgent reason and must reschedule a detention, they must bring a parent note to the teacher who issued the detention or the Dean of Academics on or prior to the assigned day. Work and

extracurricular activities are not considered acceptable reasons to reschedule a detention. Missed detentions will double the detention time to be served.

Detentions may be given when a student fails to measure up to the school's standards of behavior, through misconduct, disruptions, and/or disrespect. If unresolved disciplinary problems continue to occur in the classroom, close communication and follow-up with the parents will ensue. The continued violation of policy may result in a student's removal from the school. The objective of disciplinary measures is to ensure that students learn to correct the problem for which they are being punished.

### **Saturday Detentions**

Saturday Detentions are on scheduled Saturdays during the school year from 8:00 AM to 12:00 PM and are assigned by the headmaster. Typically, the work requires maintenance of the school grounds and/or a written assignment.

Students are expected to report to Saturday Detention on time. Tardy students or students dressed inappropriately may not be admitted to their detention; this may result in additional disciplinary measures, including but not limited to more detention time.

Only the parent of a student assigned to Saturday Detention may request a reschedule for the following Saturday. This request will be granted for family emergencies only.

### **Retention**

In cases of slow progress, each student should be considered individually. Any decision concerning non-promotion must be made after considering all facts related to the student's development (emotional, physical, social, intellectual, and academic), collected from a wide range of sources throughout the year.

The following are minimum procedures for retention for academic reasons:

1. Consultation between the teachers and headmaster as early as possible.
2. A conference with the parents to advise them about the possibility of retention and to discuss possible remedial actions.
3. Follow-up conferences with the parents to evaluate the student's academic progress.
4. The final determination regarding retention remains the right of the parent who must assume responsibility for this decision in writing. However, it is at the discretion of the headmaster whether the school can continue to meet the student's educational needs.

### **Behavior Probation**

For serious or chronic violations of school rules and/or procedures. The purpose of Behavior Probation is to increase the student's awareness of his personal responsibility for his behavior, success, and continued enrollment.

The terms of behavioral probation will be determined on an individual basis. Students on Behavior Probation are reviewed periodically. A student's progress is evaluated to determine the status of the probation. Depending on the student's level of progress, a recommendation will be made for



continuation or termination of the Behavior Probation or withdrawal/expulsion of the student from Saint Joseph Academy.

### **Suspension**

Suspension prohibits students from attending classes, loitering on campus, participating in and/or attending any athletic practice or competition or any other school activity. Students suspended from school will be given an “unexcused absence” for days that they are suspended. Most suspensions will run from one to three days (maximum five), depending on the severity of the infraction and prior discipline record. If a student receives two suspensions in one academic year, he is liable for dismissal.

The student shall be given verbal or written notice of the charges against him/her and a fair opportunity to present his/her side of the story. The gravity of suspension requires that notice be given to the parents by telephone or other appropriate method within a reasonable time, followed by a written notice signed by the headmaster. A conference with the parents, student, and appropriate faculty member will be arranged. Parents must sign a written form of suspension. On this form the exact length of the suspension period will be specified and the reason for the suspension clearly noted. The headmaster is required to maintain dated documentation of the facts and of the parent conference. In “emergency” situations constituting a clear and present danger to the lives, safety or health of students or school personnel, suspension may be imposed without a prior conference. In this case, notice to parents must follow within 24 hours.

### **Expulsion**

A student may be expelled immediately or offered withdrawal by the headmaster for serious misconduct or neglect of basic rules and expectations. Parents’ lack of cooperation with school norms and principles may also be grounds for dismissal. Whenever a student’s conduct makes them liable for dismissal, the headmaster will convene a Disciplinary Review Committee to discuss disciplinary action up to and including dismissal. All circumstances will be considered. However, the decisions of the headmaster, if confirmed by the Board, will be final.

### **Disciplinary Review Committee**

A Disciplinary Review Committee is composed of a minimum of 3 staff members and always include a teacher (1) and administrative staff (2). If more are added to the Committee, the final number will be an odd number and consist of a majority of administrative staff. The Disciplinary Review Committee shall convene for three reasons:

1. To review the behavior of a student who has committed an infraction for which he may be dismissed from the School;
2. At the conclusion of each school year, to review the files of any student who was on Disciplinary Probation at any time during the current school year or for whom there are disciplinary concerns; or
3. When the headmaster requests the Discipline Review Committee to review other cases that may result in a student’ dismissal.

After considering the matter, The Disciplinary Review Committee shall recommend to the headmaster an appropriate course of action. After considering such a recommendation, the

headmaster shall decide what discipline (if any) shall be imposed against the student and shall communicate such decision to the student's parents.

Any student who has been dismissed from the School for disciplinary reasons shall have the right to appeal the headmaster's decision to a committee of board members appointed by the Chairman. The decision of such committee shall be final and non-appealable.

# Appendix

## **Human Sexuality Policies<sup>1</sup>**

Saint Joseph Academy is committed to handing on the Catholic faith, including Catholic magisterial teachings on human sexuality. Saint Joseph Academy's policies related to human sexuality are consistent with Church teaching and are tied into the school's overall mission, vision, and sincerely held religious beliefs. SJA's human sexuality policies do not intend to single out any particular group or behavior but are placed in the larger context of assisting all members of our community in virtue formation, furthering the common good, and the Catholic evangelical mission of the school.

## **Specific Policies Related to Human Sexuality**

### **Definition of Terms**

"Sex" means the biological condition of being male or female as based upon physical differences at birth.<sup>2</sup> "Gender" is a person's identity as male or female, harmonious with one's biological sex upon birth.<sup>3</sup> "Chastity" is the successful integration of sexuality within the person and thus the inner unity of man in his bodily and spiritual being.<sup>4</sup> "Marriage" is the Sacrament of Holy Matrimony, by which one man and one woman unite in a lifelong partnership for the good of the spouses and the procreation and education of children.<sup>5</sup>

### **Athletic Policy**

Students are only eligible to participate on our school's sport teams consistent with their biological sex. In order to maintain dignity, modesty, and respect for forms of physical contact between members of the opposite sex, at no time will members of the opposite sex wrestle each other in intra-school or inter-school activities.

### **Bullying Policy**

The common good and Christian justice and charity demand a school environment that is safe and affirming of the dignity of all persons. Bullying of any kind will not be tolerated.

### **Chastity**

All members of this Catholic school community are called to a life of chastity appropriate to their vocation as single, married, or consecrated religious. This requires modesty in language, appearance, and behavior.

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<sup>1</sup> Adapted from Denise Donohue, Ed.D. and Dan Guernsey, Ed.D., "Human Sexuality Policies for Catholic Schools" from the Cardinal Newman Society's Catholic Education Report (March 2016). Accessed online on July 1, 2020: <https://newmansociety.org/human-sexuality-policies-catholic-schools/>

<sup>2</sup> Physical differences at birth include chromosomal levels. In the unlikely event that a biological sex determination made at birth is uncertain or inaccurate (a situation affecting less than .1% of the human population) chromosomal levels may need be taken into consideration.

<sup>3</sup> CCC 2333.

<sup>4</sup> CCC 2337.

<sup>5</sup> CCC 2357.

### **Dance Policy**

In keeping with the Christian mission and moral standards of our school, student dress and behavior is to conform to those characteristics of a virtuous and Christ-centered person at all times, including dances and social activities. Consistent with these expectations, students are to refrain from any sexually suggestive behavior both on and off the dance floor. Because the Church teaches that same-sex attractions are disordered, advocating for or expressing same-sex attractions, including same-sex couples at dances, is not permitted.

### **Dress Code/Uniform Code**

In order to maintain uniform appearance and proper comportment throughout the school day and at school events, all students, staff, and faculty must follow the dress code expectations of their biological sex while on campus and while representing the school at outside functions. Modesty is expected at all times.

### **Facilities Use Policy**

Chaste behavior and modesty in dress and deportment is expected at all times on school property and at school events. All students, staff, faculty, and visitors are to observe modesty when using changing facilities, locker rooms, showers, and restrooms and may only use facilities that conform to the individual's biological sex. The latter policy applies in any state of undress in front of others.

School facilities are dedicated to the mission of Catholic education and may not be used by any member of the school community or any external organization or individual for any purpose or cause that is contrary to Catholic teaching or otherwise opposed to the Catholic Church.

### **Formal Titles and Names**

Students will address all adults by their proper titles as based on school employment documents (Mr., Mrs., Miss, Dr., Sr., Brother, etc.) and surname (last name). School personnel will address students by the original name with which the student was registered (or its common derivative) and correlating pronouns.

### **Gender Identity**

The school will interact with students according to their biological sex as based upon physical differences at birth. A member of the school community who wishes to express a gender other than his or her biological sex is understood as operating outside of the "reality deeply inscribed"<sup>6</sup> within. Assisting the person in his or her disconnect with this reality, however sincerely experienced, by agreeing to participate in any efforts to change natural gender expression is contrary to the pursuit of the truth. Authentic love, a gift of the self for the good of the other, requires that we compassionately dwell in the truth and assist those we love to do the same.

The school recognizes that occasionally there may be instances where young people experience dissonance between their biological sex and the roles and norms advocated by society.<sup>7</sup> Some young people might feel drawn to dress, act, and even manipulate their physical bodies in ways

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<sup>6</sup> *Letter to Bishops of the Catholic Church on the Collaboration of Men and Woman in the Church and the World*, 8.

<sup>7</sup> Pontifical Council for the Family, *Family, Marriage and 'De Facto' Unions*, 2000, 8.

contrary to God’s plan. The school advocates that young people, working with their parents, bring these types of issues to their pastor as well as to other trained professionals who might best assist them in clarifying and defining issues of self (and sexual) identity in accord with Catholic teaching, the school’s Statement of Faith, and God’s natural plan. The school’s pastoral and counseling services are available to all members of the school community.

### **Mission Integrity**

The school joyfully exercises its responsibility to teach Catholic faith and morals in all fullness and especially as expressed in the Catechism of the Catholic Church. Parents or guardians and non-Catholics whose religious practices and beliefs run counter to Church teaching might experience possible conflicts as we maintain mission integrity. Sincere questioning of the practices of the Catholic faith in order to more deeply understand them are welcome, but openly hostile, public defiance and challenge of Catholic truths or morality, are signs that a student, parent, staff, or faculty member may not be a fit for our school’s primary evangelical mission and, thus, may be denied admission or may be asked to leave the school.

### **Public Displays of Affection**

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

### **Same-Sex Attraction**

Because the Catholic Church teaches that same-sex attraction is inherently disordered<sup>8</sup> and that sexual activity is only appropriate for the purposes of love and life within Holy Matrimony<sup>9</sup>, SJA students, parents, faculty, or staff — including individuals experiencing this disordered inclination — may not advocate, celebrate, or express it in the context of our Catholic school classes, activities, or events. The use of the term “same-sex attraction” in discussing homosexual inclinations is preferred, since there is only one proper sexual orientation: that which orients a man to a woman in the bonds of matrimony. Because labels can falsely promote a lasting identification or enduring notion of self, the school avoids labeling individuals with such terms as “gay,” “lesbian,” “bisexual,” or “queer,” even when the individual might desire such identification.

The Church encourages individuals experiencing same-sex attraction to pursue the virtues of chastity, self-mastery, and friendship instead of acting upon those inclinations romantically or sexually.<sup>10</sup> SJA offers its pastoral and counseling services as sources of comfort and direction for any member of the school community.

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<sup>8</sup> CCC 2357.

<sup>9</sup> CCC 2360.

<sup>10</sup> Sacred Congregation for the Doctrine of the Faith, *Persona Humana*, 1975, 8; Synod of Bishops, *The Pastoral Challenges of the Family in the Context of Evangelization: Instrumentum Laboris*, 2014, 110-112.

# Parent and Student Signature Page

All students in 6th grade or higher (as of the start of the school year) as well as all parents must sign that they attest that they have received and reviewed the SJA Parent/Student Handbook, and that they agree to abide by the beliefs and policies herein.

By our signatures below, we attest that we have received and reviewed the SJA Parent/Student Handbook, and that we agree to abide by the beliefs and policies herein.

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Signature

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Date

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Printed Name

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