

# 2019-2020 HANDBOOK



## **SAN JUAN DIEGO CATHOLIC HIGH SCHOOL**

2512 S. 1<sup>st</sup>. St  
Austin, Texas 78704  
(512) 804-1935

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## School Information

San Juan Diego Catholic High School (SJDCHS)  
2512 S. 1st St.  
Austin, Texas 78704

Phone: (512) 804-1935

Fax: (512) 804-1937

Website: [www.sjdchs.org](http://www.sjdchs.org)

Accredited by the Texas Catholic Conference Education Department

Recognized by the State of Texas

Member of the National Catholic Education Association (NCEA)

Member of the Texas Association of Private and Parochial Schools (TAPPS)

### Mission

San Juan Diego Catholic High School provides highly motivated students the opportunity to earn a Catholic, college preparatory education enriched by participation in a Corporate Internship Program.

### Philosophy

As a community of faith, we believe that a Catholic, college preparatory education, combined with a Corporate Internship Program, creates spiritual, intellectual, and professional growth for the students we serve. We provide a Catholic education that transcends economic barriers and is accessible to all. We believe that each of our students is a unique gift from God, with the potential to be transformed and to transform others. We value our students, their families, and the rich culture that they bring to our school community. We are committed to shaping the young hearts and minds of our future leaders.

### Goals for Graduates

Embody a spirit of Christian love and service • Demonstrate respect for self and community • Engage confidently with the corporate world • Pursue intellectual potential beyond high school • Exhibit informed ethical decision-making skills

### Professional Characteristics of Faculty and Staff

Live and work in accordance with Gospel values • Sustain a culture which leads students to become committed persons of faith, outstanding citizens, and lifelong learners • Cultivate an atmosphere of mutual respect and cooperation among the SJDCHS community • Provide students with a faith-filled, challenging learning environment that integrates academic excellence with corporate professionalism • Achieve excellence in education through continuing professional development and pursuit of best practice to improve student learning outcomes • Build community by participating in prayer, liturgy, service and extracurricular activities.

**An Overview of San Juan Diego Catholic High School (SJDCHS)** SJDCHS is a co-educational, college-preparatory school for students who wish to prepare themselves well for postsecondary college and career success. Sponsored by the Roman Catholic Diocese of Austin and the Holy Cross Congregation, SJDCHS was the second school in the nation to replicate the innovative Corporate Internship Program of Cristo Rey Jesuit High School in which our students perform *real* work and gain on-the-job experience at entry-level positions in the corporate world, while earning part of the tuition for their college-preparatory education. In this way, the students of SJDCHS learn from the best companies in Austin, including Dell, Seton Family of Hospitals, a number of law firms, insurance offices, financial and educational institutions, while they study in an accredited and affordable college-preparatory school. For this reason, we love to share, "Our School Works"!

**School Mascot** The Saints      **School Colors** Silver, Black, & Red

### Saints Fight Song

*Cheer, cheer for old SJD,  
Striving with whole hearts for victory!  
Saints of old have led the way  
For Saints of the future here today,  
Whether the chance be great or small  
Saints always rise to answer the call,  
Rally Saints and sound the cry  
Of triumph for SJD!*

**Non-Discrimination Policy** SJDCHS does not unlawfully discriminate on the basis of gender, race, color, national or ethnic origin in its admission process, faculty and staff hiring practices, educational policies, scholarships, athletics, or other school-administered programs. SJDCHS complies with all applicable state and federal laws on discrimination, although the law allows the school to show preference in the admission of Catholic students and in the hiring of Catholic teachers.

**The Student/Parent Handbook** All students receive a copy of this *Student/Parent Handbook* at the beginning of the academic year. This handbook is also available on the school's website. This document expresses the mutual expectations which students and their parents/guardians can have for the school, and which the school's faculty, staff and administration have for students and their parents/guardians. By signing and returning the five color pages of the Statement of Agreement found at the conclusion of this document, students and their parents/guardians express their commitment to abide by all the policies and procedures contained in this handbook. The yellow colored forms (signed by the student and parent), the completed emergency contact form and an updated immunization record must be turned into the student's 1<sup>st</sup> pd. teacher NO LATER THAN FRIDAY OF THE 1<sup>ST</sup> WEEK OF SCHOOL. ANY STUDENT WHO HAS NOT SUBMITTED COMPLETED FORMS BY THE DEADLINE WILL NOT BE ALLOWED TO RETURN TO SCHOOL UNTIL ALL FORMS HAVE BEEN RECEIVED COMPLETED.

**THE ABSOLUTE DEADLINE IS THE 2<sup>nd</sup> FRIDAY THAT WE ARE IN SCHOOL.**

SJDCHS reserves the right to change or alter any of the rules, policies or procedures contained in this handbook at any time, with advance written notification provided to all students and their parents/guardians. Requests for clarification of any part of this handbook should be addressed to the appropriate administrator. Continued enrollment at SJDCHS may be denied to students when they and/or their parents/guardians fail to follow school policies and procedures, when they fail to cooperate with faculty, staff or administration, or when they interfere in matters of school administration or discipline such that the school's ability to serve any student is affected.

**Hours of Operation** Regular school hours are from 7:45 a.m. to 3:55 p.m. SJDCHS is not responsible for students who arrive on campus more than one-half hour before school begins or who remain on campus more one-half hour after their last class or school-sponsored activity.

During regular weekdays of the academic year, the office of SJDCHS is open from 7:30 a.m. to 5:00 p.m. For after-hour emergencies, the following staff may be contacted:

Mrs. Pam Jupe, *President*

pjupe@sjdchs.org

Mr. Travis Butler *Principal*

tbutler@sjdchs.org

Ms. Anita Spadero, *Director of CIP*

aspadero@sjdchs.org

Mr. Gerard Cisneros, *Athletic Director, CIP*

gcisneros@sjdchs.org

Mr. Alan Prater, *School Counselor*,

aprater@sjdchs.org

**School Closing or Delay in Opening** SJDCHS follows the Austin Independent School District (AISD) with respect to temporary closure due to emergency or inclement weather. If the schools of the AISD close due to inclement weather, SJDCHS will also close. If AISD schools are delayed, SJDCHS will also be delayed an equal amount of time, and all students will report to the school one or two hours later than usual, according to the announcement via RenWeb. In the case of delay, morning transportation to the school will be delayed an equal number of hours, according to the announcement.

**Campus Security** To ensure campus security, SJDCHS maintains a closed campus. All visitors (including parents and guardians) are required to report to the office upon entering school grounds. There they will sign-in and receive a visitor's pass that is to be worn until they check out at the end of the visit. For primarily social visits, students must obtain prior permission from the principal and these social visits may be denied. School personnel will contact local law enforcement officials to remove unauthorized individuals from the campus. The presence of anyone loitering on or near school grounds should be immediately reported to the school office.

**For visitors at lunchtime please read the lunch policy on page 11 of this handbook.**

***Students are not permitted to leave campus at any time between 7:45 a.m. and 3:55 p.m.*** unless the parent or guardian gives verbal consent by speaking with or leaving a voicemail for the school receptionist or Mr. Butler. We also ask that in addition to calling, you also send an email requesting permission for your student to leave campus. Once it has been approved that the student may leave campus, he or she will receive a pass from the office to leave class. They will then report to the office to sign out. **Requests to leave campus should be limited to medical or legal reasons that cannot be scheduled for non-school days and in the event of family emergencies.** Students are not permitted to leave and return to campus for any reason including before or after school hours. **Students who do not abide by this rule are subject to suspension or other consequences as determined by the principal or his/her designee.** Students are not permitted to loiter in the parking lot or near parish buildings at any time.

<b>Bell Schedule 2019-2020</b>
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<b>Regular 7:45 – 3:55</b>		<b>Mass Day 7:45 – 3:55</b>		<b>Morning Activity 7:45 – 3:55</b>	
60 min. classes 30 min. lunch		50 min. classes 55 min. Mass 30 min. lunch		51 min. classes 55 min. activity 30 min. lunch	
7:45-7:50	Prayer	7:45-7:55	Attendance	7:45-7:50	Prayer
7:50-8:50	1 <sup>st</sup> Period	8:00-8:55	Mass	7:50-8:45	Activity
8:55-9:55	2 <sup>nd</sup> Period	9:00-9:50	1 <sup>st</sup> Period	8:50-9:41	1 <sup>st</sup> Period
10:00-11:00	3 <sup>rd</sup> Period	9:55-10:45	2 <sup>nd</sup> Period	9:46-10:37	2 <sup>nd</sup> Period
11:05-12:05	4 <sup>th</sup> Period	10:50-11:40	3 <sup>rd</sup> Period	10:42-11:33	3 <sup>rd</sup> Period
12:10-12:40	Lunch	11:45-12:35	4 <sup>th</sup> Period	11:38-12:29	4 <sup>th</sup> Period
12:45-1:45	5 <sup>th</sup> Period	12:40-1:10	Lunch	12:34-1:04	Lunch
1:50-2:50	6 <sup>th</sup> Period	1:15-2:05	5 <sup>th</sup> Period	1:09-2:00	5 <sup>th</sup> Period
2:55-3:55	7 <sup>th</sup> Period	2:10-3:00	6 <sup>th</sup> Period	2:05-2:56	6 <sup>th</sup> Period
4:00-5:15	Tutoring	3:05-3:55	7 <sup>th</sup> Period	3:01-3:55	7 <sup>th</sup> Period
		4:00-5:15	Tutoring	4:00-5:15	Tutoring
<b>Afternoon Activity 7:45 – 3:55</b>		<b>Extended Lunch 7:45 – 3:55</b>		<b>Late Start 9:55-4:00</b>	
53 min. classes 40 min. activity 34 min. lunch		55 min. classes 60 min. lunch		43 min. classes 30 min. lunch	
7:45-7:50	Prayer	7:45-7:50	Prayer	9:55-10:00	Prayer
7:50-8:43	1 <sup>st</sup> Period	7:50-8:45	1 <sup>st</sup> Period	10:00-10:43	1 <sup>st</sup> Period
8:48-9:41	2 <sup>nd</sup> Period	8:50-9:45	2 <sup>nd</sup> Period	10:48-11:29	2 <sup>nd</sup> Period
9:46-10:39	3 <sup>rd</sup> Period	9:50-10:45	3 <sup>rd</sup> Period	11:34-12:17	3 <sup>rd</sup> Period
10:44-11:37	4 <sup>th</sup> Period	10:50-11:45	4 <sup>th</sup> Period	12:17-12:47	4 <sup>th</sup> Period
11:42-12:16	Lunch	11:50-12:50	Extended Lunch	12:52-1:35	Lunch
12:21-1:14	5 <sup>th</sup> Period	12:55-1:50	5 <sup>th</sup> Period	1:40-2:23	5 <sup>th</sup> Period
1:19-2:12	6 <sup>th</sup> Period	1:55-2:50	6 <sup>th</sup> Period	2:28-3:12	6 <sup>th</sup> Period
2:17-3:10	7 <sup>th</sup> Period	2:55-3:55	7 <sup>th</sup> Period	3:17-4:00	7 <sup>th</sup> Period
3:15-3:55	Activity	4:15-5:30	Tutoring	4:15-5:30	Tutoring
4:00-5:15	Tutoring	7:45-7:50	Prayer	9:55-10:00	Prayer

## Academic Policies

All students at San Juan Diego Catholic High School are admitted under a 90 day probation period. SJDCHS reserves the right to ask a student to withdraw at any time. In some cases, the school provides accommodations for students with special needs.

**Graduation Requirements** Each student of SJDCHS must fulfill all requirements in order to receive his/her diploma. A student who has failed and who has not fulfilled his or her credit requirements will not receive his/her diploma until such requirements are met. Students with outstanding financial obligations; who have not returned books, athletic uniforms, and other school property; who need to fulfill internship days, detentions or ZAP; or who have not fulfilled attendance, retreat and/or service expectations or other requirements, will not receive a diploma and/or final transcript until all such requirements are met. Failure to meet any of the above requirements may preclude a student from participating in commencement exercises. Additionally, any student who presents disciplinary challenges (including, but not limited to Senior Skip Day and Senior Pranks) at the conclusion of his/her senior may be prohibited from participating in commencement exercises. If a high school student does not complete all graduation requirements before the first day of the academic year following his/her senior year, s/he will no longer be eligible to receive a diploma from SJDCHS and will have to pursue an alternate path toward obtaining a high school diploma or its equivalent.

**Academic Requirements** All SJDCHS students are expected to meet the requirements for the Distinguished Level of Achievement of the Foundation High School Program with endorsements in Business and Industry and Arts and Humanities for the Texas Catholic Conference Education Department. For the Class of 2019, these requirements include:

English & Language Arts	4 Credits
Mathematics	4 Credits
Science	4 Credits
Social Studies	3 ½ Credits
Economics	½ Credit
Theology	4 Credits*
Foreign Language	2 Credits
Fine Arts	1 Credit
Corporate Internship Program	2 Credits*
Elective	2 Credits
Technology Applications	½ Credit
Communication Applications	½ Credit
P.E.	1 Credit
College Test Prep	½ Credit
Senior Seminar	½ Credit
<b>TOTAL</b>	<b>30 Credits</b>

† Transfer students are required to earn 1 credit of theology and ½ credit in the Corporate Internship Program for each year of attendance at SJDCHS.

Ordinarily, all credits for a particular year must be earned or made up during the following summer prior to August 1st in order for a student to continue attending SJDCHS.

Extenuating circumstances may result in a student earning a foundation program diploma without an endorsement. State law does not prohibit a student who graduates on the Foundation High School Program without an endorsement from attending a four-year college or university. However, a student graduating under the Foundation High School Program without an endorsement may not have met the eligibility requirements for a four-year college or university because colleges and universities set their own entrance requirements. A student would need to check with the specific college / university for information requiring admission requirements.

**AP Classes / Dual Credit Classes** Students may enroll in Advanced Placement (AP) or dual credit classes when they are offered. Students must meet requirements set by the SJD staff in order to be eligible to take the class. Students **may not** enroll in off-campus AP classes that are offered at SJD; including AP Calculus, AP English IV, AP U.S. History, or AP Environmental Studies. Students enrolled in AP classes at SJD will be graded on a 5.0 scale for GPA purposes.

**In the Classroom** In class, students are expected to be active, cooperative learners who listen attentively, are engaged in asking and answering questions, and assist the teachers in establishing an orderly, active learning environment. Students are responsible for remaining highly motivated, communicative, and up to date with their assignments.

Every student at SJDCHS has the right to a good education. For this reason, all behavior in the school should help establish and maintain an environment which fosters maximum learning and mutual respect. Students are expected to be respectful of the learning process and to take responsibility for their own learning. Appropriate behavior in the classroom is detailed in this handbook, in the section entitled, “Disciplinary Expectations and Procedures.”

**Resources for Study** Students are encouraged to take advantage of a number of resources for study, including, but not limited to, teachers, tutors, study hall, the school library and local libraries.

### Accommodations Policy

If your child has a documented diagnosis of a learning disability or other needs that impacts their learning, he or she may be eligible to receive accommodations at SJDCHS. To receive accommodations, parents must provide the Guidance Counselor documentation from a diagnostician

regarding academic or neuropsychiatric testing performed within the last three years. A diagnosis from a primary care physician will not be accepted. If your child had an Individualized Education Plan (IEP) or a 504 Plan, please provide documentation from your child's most recent ARD meeting. If your child does not have a diagnosis or has never received accommodations but you wish to pursue testing, there are two routes you can pursue:

**AISD Special Education Department:** A parent can initiate this process with the school district by calling the AISD Special Ed Department at 512-414-0007. Indicate that your child attends a private school in Austin and is in need of an evaluation to see if he/she has a learning disability and is eligible for services through the Proportionate Share program. You may be directed to contact your residential campus (AISD residents) or the campus closest to our school (Travis High School). Even if the evaluation does not result in services through Proportionate Share, you will receive an evaluation and recommendations from the diagnostician.

**Private testing and diagnosis:** A family can also choose to have their child evaluated and diagnosed by a private physician, such as a neurologist, psychologist or medical doctor. The cost of this testing is incurred by the family. Results of this evaluation, as well as recommendations for accommodations, can be given to the Guidance Counselor. This option often takes less time than going through AISD but can be very costly.

**Accommodation Plans:** Once the documentation has been received, the Guidance Counselor will determine if the accommodations can be provided by SJDCHS. If so, the Guidance Counselor will create an Accommodation Plan based on the diagnosis and recommendations from the diagnostician. A meeting will take place with the Guidance Counselor, the student and their family, and selected teachers where the plan will be reviewed and signed. The Guidance Counselor will then distribute the plan to the student's teachers so the plan can be implemented in class. The student and parents are expected to advocate for themselves if they feel their accommodations are not being implemented according to the agreement. Parents should contact the teacher in question first and also notify the Guidance Counselor so the counselor can advocate on the student's behalf.

While we strive to provide the best services for all our students, SJDCHS has a limited ability to accommodate students with special learning needs. Sometimes certain accommodations may be recommended by a student's doctor but may not be feasible for our school to provide. Examples may include administering exams orally and providing space or a proctor for students to take tests outside of their classroom. Additionally, "retakes" and corrections on tests are not accommodations that we provide. Further, we do not modify the curriculum or graduation requirements. Instead, accommodations are provided to assist students in meeting the expectations of the curriculum and graduation requirements. Common accommodations we provide may include extended time on tests, preferential seating in the classroom, and breaking long assignments into shorter, more manageable tasks.

#### **Medical or Mental Health Emergencies**

SJDCHS makes accommodations for students under extraordinary circumstances or in crisis on a case by case basis. SJDCHS will make a reasonable effort to offer special accommodations to students who are experiencing short term issues that will affect their attendance and academic performance. This may include modified attendance, a homebound program or arrangements to work with a tutor outside of school. Students and their families in these circumstances should arrange to discuss the situation and make arrangements with the Principal and Guidance Counselor as early as possible.

#### **Homework & Written Assignments** Certain policies govern the submission of homework and written assignments, as follows:

All homework and written assignments should be legible, neat, clean, and done to the best of the student's ability. Individual teachers may have other policies governing homework, including the expectation that all spelling errors or other mistakes in assignments be corrected.

1. Students are expected to record all homework and assignments in this, or a similar, planner.
2. If a student is absent for whatever reason, he or she must submit any late and/or make-up work to his or her teachers within three class meetings after the original due date. This also applies to any tests they miss.

**Doing homework is not an option it is a requirement.** Homework is to be handed in on time. *Any student who fails to turn in his/her homework at the beginning of any class will be required to stay after school on that same day or the day the teacher designates to complete the assignment as part of the ZAP (Zeroes Aren't Permitted) Program. ZAP work can be turned in for a maximum of 70% of the grade earned, only if turned in the same day that ZAP is assigned or to the ZAP supervisor the very next morning, no later than 7:40 A.M. If the assignment is not turned in by 7:40 it will not be worth 70% but rather 50% of the grade earned. Assignments will be given a grade of zero after that, with the exception of major assignments. On late major assignments & projects, students will be allowed a maximum of 3 days to complete but each day will result in their grade dropping by a letter grade. If an assignment is turned in but the hour is not served, the student is still required to serve the ZAP hour in the designated ZAP room. ZAP hour(s) are to be done within five days of receiving the original ZAP. After that they may be assigned additional ZAP hours.*

*If a student cannot attend ZAP for any reason, they must check-in with the ZAP supervisor immediately after dismissal. Students who are assigned to tutoring on a day they are assigned ZAP must attend tutoring BUT must still check-in with the ZAP Supervisor before going to tutoring. Each time a student does not check-in for any reason, they will be counted as a "no show". This will result in an additional hour that the student will be required to serve.*

***Our goal is to encourage all students to complete their assignments consistently on time. If a student is not serving their time according to our policy or is frequently receiving ZAP they will be assigned to attend Saturday School. Any ZAP hours that have not been served by the end of the semester will result in that semester's grades being withheld and will appear as "I's" or incomplete. Until the hours have been completed the student will not receive credit for the semester.***

**RenWeb Student information regarding grades and community service hours is available to parents, students and staff online through the corresponding RenWeb portal. RenWeb can be accessed at [www.renweb.com](http://www.renweb.com). Step by step instructions for SJDCHS users will be given through various meeting opportunities.**

**Study Hall** – Study Hall is required of all athletes participating in practice or games that day, unless working in CIP.

**Tutorials** Any student with a 70 or below in any class will be assigned to mandatory tutorials until the next grade check (as designated by No Pass, No Play Policy). Tutoring is mandatory if failing at grade check. Grade check is at 2pm on the designated date. Eligibility and tutoring is based on grade check, not report cards or progress reports. Parents and students will receive an email notification of their ineligibility and tutoring. If a student misses an assigned tutoring session an after-school detention will be given each time. If this happens more than twice the student will be given a referral to see the Principal who will designate further consequences, if necessary. **Please do not schedule appointments when your student is required to attend tutoring. If this happens more than once the student will be given detention.**

**Grading System** Grades are assigned by each teacher based on the criteria outlined in his/her course expectation sheet, which is shared with students at the beginning of each course. SJDCHS uses the following scale in determining grades: (AP classes are graded on a 5.0 scale.)

Grade	Letter	Point	Grade	Letter	Point	Grade	Letter	Point
95+	A	4.0	86	B	3.1	77	C	2.2
94	A	3.9	85	B	3.0	76	C	2.1
93	A	3.8	84	B	2.9	75	C	2.0
92	A	3.7	83	B	2.8	74	D	1.8
91	A	3.6	82	B	2.7	73	D	1.6
90	A	3.5	81	B	2.6	72	D	1.4
89	B	3.4	80	B	2.5	71	D	1.2
88	B	3.3	79	C	2.4	70	D	1.0
87	B	3.2	78	C	2.3	69 or below	F	0

A student who fails to complete necessary coursework will receive a grade of I, or Incomplete. Failure to complete the necessary work within the specified time will result in a failing grade for the quarter.

**Grade Point Average (GPA)** The grade point average of each student is calculated on a yearly basis from the grades for all courses in which a student receives credit toward graduation. For accuracy, the 100 point scale is used for the cumulative average. Final grades earned for each course are converted to the 4.0 scale and then averaged together to calculate the GPA.

**Report Cards** Report cards will be distributed to parents/guardians every nine weeks. At the end of the first and third quarters, report cards will be distributed during parent-teacher conferences.

At the end of the second and fourth quarters, report cards will be picked up by parents. Parents are encouraged to contact the school office if, for whatever reason, they have not received such communication from the school. The primary means used to communicate student progress to parents/guardians include report cards, students’ daily work, and tests. Progress reports for all students will be available for pick up by parents/guardians midway through each quarter.

**Parent-Teacher Conferences** To discuss student progress, parent-teacher conferences are scheduled at the conclusion of the first, second, and third quarters, and as requested by teachers and/or parents. Parents/guardians wishing to schedule meetings should directly contact the teacher or the school office. All conferences will occur at the school.

**Academic Dishonesty** Academically-dishonest actions are extremely serious offenses. Academically-dishonest acts include forgery, plagiarism, the lending or copying of homework, the violation of test procedures, entering a testing situation with an unfair advantage, and the giving or receiving of answers during quizzes, tests, or examinations. All students involved in such acts of academic dishonesty will receive a zero for all work involved and will be subject to disciplinary consequences.

**Academic Probation** Any student failing two or more classes at any major grading period may be placed on academic probation. Additionally, the administration reserves the right to place any student on academic probation that might benefit from such a contract.

**Class Rank** For college admissions purposes in the state of Texas, SJDCHS reports only the rank of the top 10% of the senior class, based on cumulative averages. Rank is only calculated at the end of junior year and after each semester during senior year.

**Valedictorian and Salutatorian** The valedictorian and salutatorian of the graduating class are the two seniors with the highest and second-highest cumulative GPA’s, respectively, at the conclusion of their senior year. A transfer student must have completed a minimum of two academic years at SJDCHS in order to qualify as the valedictorian or salutatorian of his / her class. In the event of a tie, grades will be taken to four decimal places and academic rigor will be considered.

**Graduation Honors** To graduate with high honors, a student must complete his/her studies with a GPA of 3.5 or above cumulative average. To graduate with honors, a student must complete his/her studies with a 3.0 GPA.

**Graduation Service Distinction** To graduate with distinction for community service, a student must perform 150% of the service hours required for graduation, or 30 hours for each year of attendance at SJDCHS.

**Honor Roll** SJDCHS acknowledges academic excellence on a quarterly basis. To be recognized as a member of the A Honor Roll, a student must earn a 90 or above in all classes, including CIP. To be recognized as a member of the A/B Honor Roll, a student must earn a grade of 80 or above in all classes, including CIP.

**Advanced Placement Courses** SJDCHS offers a variety of Advanced Placement (AP) courses. Students who wish to participate in an AP course will attend an informational meeting where they will learn about course requirements and expectations as well as school policies regarding AP courses. A form with this information will also be given to the students which must be signed by the student and at least one parent and returned to the College Counselor by the pre-determined deadline.

Students who participate in an Advanced Placement course are expected to take the appropriate AP exam while enrolled in the course. Passing this exam enables him or her to receive college credit and/or test out of various college or university courses, depending on the postsecondary institution in which he or she enrolls. Any student in an Advanced Placement course who, due to a lack of mastery of the course material, wishes to be excused from taking the AP exam as part of the course, must receive the written permission of his/her instructor and of the Principal or his or her designee by March 15 of the year in which the student would otherwise take the exam. A student who does not maintain an 80 average in an AP course or who does not fulfill the course requirements may be required to take a final classroom exam, regardless of whether the student takes the AP exam. Any fundraising money raised in excess of a student's AP exam fees will be credited to the student's tuition account.

**PSAT and Practice ACT Testing** Because SJDCHS is committed to providing students the opportunity to prepare for and take the standardized tests required for admission to colleges and universities, the school community will administer the PSAT and a ACT Aspire exam for all freshman, sophomores and juniors.

**SAT/ACT Testing** Because SJDCHS is a college-preparatory school, all students are expected to take the SAT or ACT at least once before the first day of classes of their senior year. SJDCHS reimburses all students for the fee of their first SAT or ACT testing and assists qualifying students in applying for free/reduced testing.

**Credit by Examination** Students wishing to recover credit by examination may do so by any accredited institution in Texas. Students may only recover credits for classes in which they have received prior instruction. Such exams or courses may be administered at SJDCHS or by any accredited institution in Texas. The student will be responsible for the cost and arrangements for such examinations. Students who were previously home-schooled, or who attended unaccredited schools, are assumed to be enrolling at SJDCHS as freshmen unless they receive credit through the above tests or are able to pass the final examination for a course at SJDCHS.

**Co-enrollment** Any student may simultaneously enroll at SJDCHS and an institution of postsecondary studies (e.g., ACC Early College Start, etc.). In order to qualify for co-enrollment during the academic year, a student must meet have permission from Academic Dean or principal and be in good standing with SJDCHS.

**Field Trips** An important part of the educational process is taking advantage of learning opportunities in the community through field trips. Field trips are curriculum-related and are well-planned in advance by teachers, with the approval of the Principal and/or his designee. In order to participate in a field trip, a student must return to the school a permission slip signed by his parents or guardians prior to the day that the field trip is to take place. Students who do not return a permission slip by the deadline will not be allowed to attend but instead will remain on campus and complete assigned material.

Field trips are privileges afforded to students, and no student has an absolute right to a field trip. Students may be denied participation in field trips if they fail to meet academic or behavioral requirements. Such students will remain on campus and complete assigned material.

At times, parents/guardians may be asked to transport students, or to accompany students as chaperones.

Volunteers for this service must observe the following:

1. Copies of current liability insurance and driver's license must be provided to the school.
2. Volunteers must have on file in the school office a copy of the certificate verifying that they have completed the diocesan (EIM) ethics and integrity training.
3. There must be a seat belt for each person in the vehicle.
4. Non-students may not accompany the volunteers.
5. Volunteers must follow the directions of the staff person responsible for the trip.

**College Visits** Students wishing to visit college campuses are allowed three excused absences during senior year and one excused absence during junior year. Students must request a "College Visit Permission Slip" from the college counselor and is to be signed by a parent/guardian and the teachers whose classes will be missed during the college visit. The completed form must be returned to the College Counselor at least three days before the scheduled visit. Following the visit, the student must provide documentation from the college, verifying his/her visit to the college campus. The total hours missed by a student due to college visits will need to be made up

if the student fails to follow the procedures outlined above. Students with excessive absences and/or on academic probation may be ineligible to participate in college visits during the school day.

**Absences** Because of the importance of class time instruction, no student may be absent for any reason from any class for more than five times per semester. **All absences exceeding thirty-five hours per semester must be made up before credit for the course is awarded to the student.** Each full day of school that is missed amounts to 7 hours. Absence from class is defined as not being in attendance for at least half the class period, regardless of whether the absence is excused or unexcused. The Principal and/or her designee will determine the manner in which absences from class will be made up. Any student who fails to communicate with the school office during five consecutive unexcused absences will be considered as having dropped out of the school and the appropriate notation will be made in his/her cumulative record. Parents/guardians are reminded of their duty under Texas state law to monitor the school attendance of their children. According to state law, parents/guardians are subject to prosecution for failing to require a child to attend school if that child is absent from class without consent for three or more days within a four-week period, or for ten or more days within a six-month period.

**Tardy Policy** Out of respect for their instructors, all students of SJDCHS arrive at each class on time unless they are carrying a note from a member of a faculty, staff or administration. No student will be admitted to his/her classes after 7:45 a.m. without first reporting directly to the main office, where he/she will submit a written note from his/her parent /guardian or Dr.'s office, etc. before being issued a pass to be admitted to class. Students will make up missed class time due to lateness or appointments in ZAP. 5 tardies equals a Saturday school. When a student is out of class they will be required to attend "attendance recovery" during the lunch period. They will have lunch in an assigned room rather than going to the lunch room. Each time that a student fails to attend the lunch session(s) to make up their time the student will be required to serve an additional day. The purpose for requiring, this time, is recovered as it is missed is that we are preventing the accumulation of tardies which will then become absences. The hours that a student is absent (after the allotted hours) are required to be made up prior to the end of the semester in order for the student to receive credit for their classes. By completing attendance recovery in this manner the time missed will not accumulate. There are exceptions to this policy as determined by the principal and/or his/her designee such as in cases when tardiness is a frequent occurrence.

When scheduling your student's doctors', dentist, etc. appointments please keep in mind that students will have to recover that time regardless of the reason. For this reason it is best to try and schedule any appointments to after-school hours or non-school days. **Students skipping 1st period or Mass will be considered truant. Truancy is a suspension-worthy offense.**

## Non-Academic Policies

**Emergency Drills** Periodic fire, intruder and tornado drills are held so as to prepare the school community for such emergency situations. In the event of a drill, students and staff will proceed to designated areas. All such drills are taken very seriously, and, in order to be able to hear instructions from faculty, staff and administration, students are expected to maintain complete silence throughout the exercise. Students who disregard instructions will receive disciplinary consequences.

**Guidance Counseling** A guidance counselor at SJDCHS offers a broad range of support services to students. As circumstances arise at school, home, work or in the community, students have the opportunity to participate in supportive counseling services at the school. The guidance counselor is available to provide individual and/or group counseling to students, as appropriate. The guidance counselor is also able to provide students and their families with referrals to resources within the community, including outside counseling services.

**Immunizations** State law forbids the presence of students on campus who have not completed their immunizations. For this reason, all students must have updated immunization records on file in the school office before the first day of class. Information regarding immunization requirements can be obtained by parents/guardians from the school office. **Students who have not turned in updated immunization records by the Friday of the 1st week of school. will not be allowed to return to school until proof of immunizations is submitted and approved.**

**Library** Students must comply with the posted rules in the SJDCHS library. Students also have access to various online library resources and to all materials in the SJDCHS library.

**Lunch** Students may bring a lunch from home. Ordinarily, students may eat lunch in approved classrooms, or outside patio when available. Students may not eat in the library. Students are not allowed to leave campus for lunch. Leaving campus during lunch will result in disciplinary actions including but not limited to suspension.

Students are not allowed to order food from commercial establishments to be delivered to the school; however, students are allowed to receive food which is dropped off to the school office by family members. **In an effort to keep our student's safe and out of harm's way all deliveries of food must be made to the school office.** Students must pickup their lunch in the office. *Students may not walk to a vehicle or anywhere near the parking lot to receive their food. A student that is seen going to a vehicle or anywhere in the parking lot will receive a consequence.*

As a school community, we foster the value of family time together, and we encourage parents/guardians to share lunch with their students as often as they wish. For this reason, parents/guardians are always most welcome to join their students for lunch. Parents/guardians are simply asked to sign in at the school office before proceeding inside the school. All other visitors (e.g., siblings, friends from other schools) must have prior approval from the principal and must receive a visitor's pass in the school office, before proceeding into the school. After lunch the visitor must return to the office to sign out. SJDCHS maintains a closed campus and reserves the right to refuse visitation during lunch and/or at any other time. We also reserve the right to ask anyone to leave the campus at any time.

**Medication Policy** All medication should be given outside of school hours. Three-times-a-day medications should be given before school, after school and at bedtime for optimal coverage.

“Over-the-counter” medication (acetaminophen, ointments, cold tablets, cough syrups, etc.) will not be administered. Students are not permitted to carry medication of any kind. Students are forbidden to give any medication to other students; likewise, students may not accept medication from one another.

This policy is in compliance with the *Texas Catholic Conference Education Department School Health Manual* guidelines (Form 308.02).

**Parents/Guardians** A student must reside with his or her legal guardian unless extenuating circumstances are presented to the school administration. In the case of non-custodial parents, it is school policy to provide only one copy of report cards, progress reports, disciplinary referrals, and monthly mailings. Custodial parents/guardians are responsible for sharing such information with non-custodial parents/guardians. Unless there is a court order to the contrary, upon request, SJDCHS will provide non-custodial parents/guardians with access to academic records and other pertinent information. Acknowledgement of the existence of such a court order must be provided in writing by the custodial parent/guardian. When a court order restricts the contact of a parent/guardian with a child, the school must be provided a copy of the order.

**Parent-Teacher Organization, PTO** All parents/guardians are members of the SJDCHS PTO and are encouraged to fully participate in the activities of the organization. The PTO affords parents/guardians the opportunity to play an active role in the education of their children. As part of this organization, parents/guardians work together for the best interests of their students and the school community. Meetings of the PTO are scheduled monthly during the academic year, and can earn family service hours.

### **Family Service Hours**

It is the expectation of each family to volunteer 10 service hours per year per student attending SJDCHS. 5 of those hours may be completed at your home parish, but 5 must be completed on campus. Families may volunteer to assist the school in a variety of ways. Arrangements should be made in advance with the Parent Liaison, the school office, or the appropriate faculty or staff member. Volunteers must previously complete the diocesan ethics and integrity training (EIM), undergo a criminal history check, and sign in and out of the office upon arrival and departure. The ten hours must be met by the end of the academic school year or families can pay \$100. Those fees will be placed towards our school operating costs.

**Pregnancy & Marriage** Decisions regarding the status of students who become pregnant, or who become fathers, will be made in the context of each individual case. The Principal and/or his designee will make any determination regarding continued enrollment at the school. If the recommendation is that the student withdraws from the school, the school will work with the parents/guardians of the student in finding an alternate program. In accordance with diocesan policy, any student who contracts marriage will be expelled from the school.

**Private School Aid Service (PSAS)** All families, regardless of whether they are seeking financial assistance, must complete the Private School Aid Service (PSAS) application process annually. Tuition assistance is only awarded to families who have completed the PSAS application.

**Re-Enrollment** SJDCHS does not have open enrollment. To enter the school, a student must apply and be accepted. To continue enrollment in the school, each year a student must submit a re-enrollment form and payment.

**Resolution of Disputes and Conflicts** The policies of the Texas Catholic Conference Education Department and the Diocese of Austin govern the manner in which Catholic school personnel resolve disputes and conflicts. The policy reads as follows:

“Disputes or conflicts can arise in the educational setting. It is important that such matters be resolved as quickly as possible. If the dispute/conflict is with a teacher, the first step is a discussion of the problem with the teacher. If the problem is not resolved satisfactorily, the parent/guardian may proceed to the second step and request a meeting with the Principal and/or his or her designee.

“If the dispute is with the Principal, the first step for the parent/guardian is discussion of the problem with the Principal. If the problem is not resolved satisfactorily, the parent/guardian may proceed to the second step and request a meeting with the Superintendent.”

It is expected that individuals work to resolve their conflicts quickly, such that these conflicts not become larger problems. If discussion between the primary parties is not effective, the complaining party must submit within five days of the event that precipitated the dispute a written statement to the individual's immediate supervisor, stating the request for dispute relief. The supervisor has five days to respond, during which time the supervisor will attempt to determine the facts of the situation and arrive at a decision. If the parties are still not satisfied, a written

complaint can be submitted to the supervisor's supervisor within five days of the decision. This process can be repeated until the issue is satisfactorily resolved.

**Search and Seizure** To ensure the safety of all members of the school community, school administrators reserve the right to search and inspect without notice or consent all persons, places and items on school property, including, but not limited to, backpacks, lockers, desks and cars. Any inappropriate item may be confiscated at the discretion of the administrator.

**Sports, Athletic Programs & Extracurricular Activities** The participation in any extracurricular activity at SJDCHS, including sports and athletic programs, is considered a privilege, and is not a right granted to students. Please see the enclosed Athletic Handbook for specific details related to athletic policies and procedures.

**Suspicion or reporting of Physical/Sexual Abuse** By law, the State of Texas requires school personnel to inform the Department of Child Protective Services regarding any allegation or suspicion of abuse or neglect.

**Textbooks, Supplies & Equipment** All textbooks and materials owned by the school are provided for student use at no charge. A fine is applied to students, however, for missing or damaged textbooks, supplies or equipment. Textbooks should be covered and cared for properly.

Teachers may require certain supplies for their classes. Families will be asked to provide the specific supplies listed for each course, as stated in teachers' course expectation sheets.

**Transcript Requests** All requests for school transcripts (e.g. for other educational programs or for college admission) should be submitted to the Registrar or College Counselor at least one week before the transcripts are needed.

**Tuition** Families pay tuition, according to their ability as determined by the Private School Aid Service. Tuition is paid over ten months, and is due on the first of each month, from July through April. Families having any difficulty in meeting tuition obligations should immediately contact the school's business office. It is presumed that families in such situations will maintain communication with the business office, so as to continue the enrollment of their students. **Students will not be allowed to take semester exams or participate in other school-related activities if there is an outstanding tuition balance and no contact has been made with the school to arrange a payment plan.**

**Withdrawal** If a parent wishes to withdraw a student from SJDCHS, s/he must complete a withdrawal form or notify the school office in writing, giving the date and reason for the withdrawal. All financial obligations to the school must be paid and all school property returned before any records are released, including diplomas, transcripts, and report cards. At that time, the student will be given a progress report, and, if requested, the student's cumulative record will be forwarded directly to the next school. No student, regardless of age, may withdraw him/herself from the school. Such a request must be made by the parent/guardian who enrolled the student in the school.

**Zero-Tolerance Drug Policy** SJDCHS has a zero-tolerance policy with respect to the possession and/or use of illegal substances. If a student is found to be in possession of any illegal drug or substance on his/her person, and/or in his/her backpack, locker, car, etc, s/he will be immediately dismissed from the school. Additionally, all students participate in random drug testing throughout the academic year. In the event that a student's test is positive for drug use, they may be retested by a third-party drug-testing facility within 24 hours. **The retest must be a blood test.** The student's parent or guardian will be responsible for transportation to, and payment of, third-party drug testing. External suspension will occur between in-school drug testing and third-party drug testing. The case will be reviewed upon results of the blood test. Refusal to participate in either in-school drug testing or third-party drug testing may result in immediate expulsion. If a student is found by such a facility to be positive for any drug or illegal substance, the student may be immediately expelled from the school.

## Disciplinary Expectations

**Classroom Expectations** The following are standard classroom policies at SJDCHS. In addition to these policies, teachers may have rules or policies not contained here but listed on their course expectation sheets. While in the classroom, students are expected to observe the following:

- Students are to be in their seats when the second bell rings. They are not to leave their seats without permission. In certain classes (e.g., during science labs), teachers may give general permission for movement about the classroom for academic purposes.
- Students are to come to class prepared with all necessary materials (e.g., textbooks, workbooks, notebooks, paper).
- Students are to be attentive and to actively participate in all class activities assigned by teachers. They are not to do work for other classes, nor are they to read other-than-class materials, unless given explicit permission to do so by the instructor. Materials unrelated to the class should not be on a student's desk.
- Each student is to refrain from talking without permission when class activities and study are underway. Noise-making and forced laughter are not appropriate, and are thus not permitted.
- Students are not to congregate around a teacher's desk without permission. All items on a teacher's desk belong to that teacher and are not to be touched or read.
- Students are to avoid any action that may distract from the learning experience. This includes harassing other students, taking the belongings of others, poking or kicking others, passing notes, pushing classroom furniture, and throwing items around the room.
- Students are responsible for the areas around their chairs, tables and desks. At the end of each class, students are to make sure these areas are clean and ready for the use of others.
- Students are not to use vulgar, obscene, suggestive, or insulting language or expressions. Students are not to express visible signs of disapproval of others, nor may they demonstrate any behavior that is disruptive to the learning environment.
- Class instruction time is not an appropriate moment to discuss test grades, assigned penalties, or other perceived problems. Students are to discuss such matter with teachers after class.
- The teacher is responsible for the location of chairs, desks and tables, and the condition of windows, blinds, lights, and air conditioning. Students are not to touch these without the explicit permission of the teacher.
- **No food or drink, with the exception of water in a clear plastic bottle, is allowed in the classrooms, hallways, or any other areas of the school building unless previously authorized by the principal.**
- Insubordination is an extremely serious offense. Insubordination includes ignoring the directives or corrections of, or talking back to, a member of the school's faculty, staff or administration. An insubordinate student will immediately be sent to the principal.
- Any student sent out of class by a teacher must immediately be referred to the principal.

**General Behavior** Disciplinary consequences will result from violations of but not limited to the following policies:

**Cellular Phones and Electronic Devices** For safety reasons before and after school hours, students are permitted to bring cellular phones to campus. The use of cellular phones on school transportation is permitted at the discretion of the bus driver. No other electronic devices (e.g., MP3's, iPods, tablets, CD or DVD players, video games, smart watches) may be used on campus or aboard school transportation. **Electronic devices are not permitted visibly in the classroom without permission from the principal.**

All cell phones and electronic devices must be turned off and put away during the school day, beginning at the 7:40 a.m. bell until after dismissal or tutoring at the end of the day. This includes the lunch period and all breaks. If any member of faculty, staff or administration sees or hears a cellular phone or other electronic device between the hours of 7:45 a.m. and 4:00 p.m., s/he has the responsibility to confiscate it, complete the appropriate violation form, and turn the device over to the principal. If a student refuses to give the staff member their phone immediately they will receive a referral and be sent to the principal at once.

**Any parent or guardian wishing to communicate with a student between the hours of 7:45 a.m. and 3:55 p.m. can do so by contacting the school office. Receiving a call or text from a parent/guardian will not exempt the student from having their phone confiscated.** Students are not to rely on cell phones as clocks during school hours, such that it is unacceptable for a student to view his/her cellular phone under the pretext of "checking the time."

The first time a phone or other electronic device is confiscated it will only be released after a \$20 fine is paid. If a phone is confiscated a second time it will only be released to a parent/guardian after a \$20 fine is paid. In addition, all confiscated cell phones and electronic devices will result in the following disciplinary consequences: a detention for the first infraction, two-hour detentions and a parent conference for the second infraction. If there were to be another instance where the phone/device is seen or heard, the student will be required to serve a four-hour Saturday School from 8AM until 12PM. In addition, the principal may require that if after having met with the student and their parent for a second time, the parent wants their student to continue having the privilege of bringing a phone/device to school then an agreement will need to be signed by the three parties. This agreement signifies that the student agrees to check the phone/device in/out with the principal daily before 7:40AM and immediately after school. If the agreement is not followed as directed, there may be further consequences, which could include revoking of the privilege to bring the item on campus for the remainder of the school year.

**Please note that the use of all electronic devices is prohibited aboard school transportation, during CIP. Any items confiscated during these times will result in the same disciplinary consequences described above.**

**Dance & Event Policy** For the safety of students who wish to enjoy themselves at school dances and similar events, the following policies are observed:

Any student who wishes to bring a guest to the event must request a *Non-SJDCHS student guest permission form* from an administrator in advance. **The completed permission form signed by the non-SJDCHS student's principal/guidance counselor AND parent** must be presented at the time the SJD student purchases tickets for themselves and their guests. *Unless otherwise determined by an administrator, the deadline for purchasing tickets and submitting a guest permission form is before 3:55 p.m. on the last day of classes before the event. Guests must present proper I.D. at admission.*

The Principal's and/or his or her designee's approval must be obtained in advance if a student wishes to invite a guest who was once enrolled at, but did not graduate from, SJDCHS.

All students and guests in attendance must abide by the dress policy established for that event. Any student or guest who is not appropriately attired will not be admitted to the event. Inside the event, attire cannot be altered by any student or guest so as to be in violation of the dress policy for the event.

Any student or guest who exits the event will not be readmitted to the same event.

All students and guests attending the event are bound by the school's policies on the prohibition of alcohol, drugs, tobacco products, and inappropriate displays of affection. It is the obligation of the student to inform his/her guest(s) of such regulations. All SJDCHS policies are in effect at all school-sponsored event.

**Dangerous Items** Such dangerous instruments as firearms, knives, fireworks, and the like are forbidden on school campuses by Texas law. Any person who violates this law will be subject to criminal prosecution. The Principal and/or his or her designee will decide on the disciplinary consequence that applies on an individual case basis.

**Expensive Items** Students are not to carry large amounts of money or expensive items (such as jewelry, laptops, tablets, or cameras) which may be lost or damaged on school property. SJDCHS assumes no responsibility for the loss or damage of such items on campus or aboard school transportation.

**Ethical Behavior** Students are expected to behave in a way that is in alignment with the teachings of the Catholic Church. While enrolled, students will be held accountable if they engage in unethical or illegal behavior on or off the SJDCHS campus.

**Fighting** Students who engage in fighting or in any form of threatening behavior at school, online, or during any school-related event or activity will be suspended and may be expelled from the school upon investigation.

**Food, Drink & Gum** Eating and drinking are permitted in the school building at appropriate times and in appropriate places, as determined by the principal. **Gum-chewing is not permitted on campus at any time.** *Property damage caused by inappropriate disposal of gum can be very costly. For this reason, a student that is seen chewing gum by a staff member will be required to dispose of any gum they are chewing, give the staff member any other gum they have and will receive one after-school detention each time they are seen chewing gum.* Other consequences may be assigned if this offense is repeated.

**Gambling** Gambling is prohibited. Violators will be assigned Saturday detention or other consequence(s) as determined by the principal.

**Holidays** SJDCHS does not support or encourage vacation outside of defined school breaks. Such absences will be considered unexcused. If, for example, a family chooses to take a vacation that goes beyond the allotted Christmas or spring break, the student will be subject to appropriate consequences as described in the attendance policy. All absences for such reasons must be made up.

**Littering** Students are required to place all refuse in the appropriate receptacles and are expected to treat the school facilities with respect.

**Lockers** Lockers are to be kept locked. Only school-issued locks may be used. The school reserves the right to inspect lockers at any time. Students should go to their lockers only at approved times.

**Loitering (a.k.a., "Hanging Out")** No loitering or "hanging out" is allowed on the San José Parish campus at any time. Students remaining after school or returning from work must be in an authorized activity or area. Loitering before and/or after school on the parish campus, or in the neighborhood surrounding SJDCHS, is forbidden.

**Motor Vehicles** In order to operate a motor vehicle on campus, a student must possess a valid Texas driver's license and current auto liability insurance (with student's name listed as a driver). Within the 1<sup>st</sup> three days of school the student must submit their license and insurance to the school office and will receive forms that must be signed by the following day by student and parent(s). All vehicles brought by students onto school property must be parked in assigned space and must display the school's parking permit at all times as outlined on the driver's permission form. The cost is \$10 per semester. Their space assignment and parking permit will be given to the student once they have submitted all the proper paperwork. A student may not go to any car during the school day

without the permission of the Principal and his/her designee. The school administration reserves the right to inspect any vehicle brought onto campus.

Unsafe vehicles that are driven onto school grounds with expired registration/inspection sticker, and/or expired auto insurance will be towed off the school campus at the owner's expense. If no action is taken to resolve this matter, disciplinary action will be enforced and driving privileges on school campus may be revoked. If a student is tardy more than 5 times in a semester, their parking privileges will be revoked.

### **STUDENTS MAY ONLY PARK IN THE DESIGNATED STUDENT AREAS**

**Physical Contact and Displays of Affection** SJDCHS provides the following standards with respect to physical contact and displays of affection. The following forms of physical contact and displays of affection are regarded as **appropriate** on campus, aboard school transportation, and at school activities: verbal praise, handshakes, "high-fives" and hand slapping, holding hands during prayer, side hugs, placing the arm around the shoulder of another in a non-threatening way, patting the shoulder or back of another, or touching the shoulder, back, arm, hand or face of another in a non-threatening way.

The following forms of physical contact and displays of affection are regarded as **inappropriate** on campus, aboard school transportation, and at school activities: wrestling, tickling, giving another person a "piggyback ride," any type of massage, any form of unwanted affection, inappropriate or lengthy embraces, kissing, fondling or touching another in a sexually-suggestive way, showing affection in an isolated place, holding another person on one's lap, compliments that relate to the physique or body development of another person, inappropriate whistling, touching the leg, knee, chest, buttocks or genital area of another person.

**"Love Marks"** "Love marks" (also known as "hickies" or "love bites") are strictly prohibited on campus and at school-related events/activities, and will result in a referral of the matter to the principal. To maintain the high respect accorded to our students, no student with any blue/purple mark on his/her neck, or other visible part of the body, will be allowed to participate in the school's academic or work-study programs.

**Property** Theft or damage of property (which is classified as vandalism) will result in serious consequences. All missing property and property damage (accidental or otherwise) should immediately be reported to the office. Restitution will be required for such theft or damage, and additional serious disciplinary consequences, including suspension and/or expulsion, may result.

**Respect** Any student showing disrespect to an administrator, staff or faculty member, or to any adult or student at any time, on or off the campus, will be subject to disciplinary action.

**Sales and Solicitations** Any solicitation on campus, or in the name of any school organization, must be authorized by the Principal and/or his or her designee. Additionally, private sales on school ground are prohibited.

### **Discrimination, Harassment, Bullying and Cyber bullying**

Discrimination, bullying or harassment of any kind is inconsistent with the philosophy of San Juan Diego Catholic High School and violates the inherent human dignity of all God's creatures. Therefore, the school does not tolerate harassment in any form. Allegations of harassment or bullying are investigated thoroughly, and, if proven accurate, are subject to stern disciplinary action.

In accordance with the Diocese of Austin Non-Discrimination Statement, **discrimination** against a student includes but is not restricted to conduct directed at a student on the basis of race, color, religion, gender, gender identity, gender expression, sexual orientation, national origin, disability, or any other basis prohibited by law, that adversely affects the student. Any intentional misconduct that is motivated by these actual or perceived personal characteristics or that is threatening or seriously intimidating is strictly prohibited.

**Harassment** is defined by the Texas Education Code as: threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety.

**Sexual harassment** is strictly prohibited. Government regulations define sexual harassment as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature (a) when submission to or rejection of such conduct is made a condition of a student's continued attendance at SJDCHS, (b) when submission to or rejection of such conduct is used as the basis for decisions affecting a student, and (c) when such conduct has the purpose or effect of unreasonably interfering with the student's performance or creating an intimidating, hostile or offensive school environment.

As used in this policy, **bullying** is defined as consisting of **all** of the following:

- An action that is repetitive, occurring more than one time,
- where there is an imbalance of power (size, ability, status),
- and where the action is intentional, and intended to cause harm or threaten one's sense of safety

Not all conflicts or teasing are considered bullying. Bullying is a conscious, willful and deliberately hostile activity, which is intended to cause harm or generate fear through the threat of further aggression. Bullying, harassment or intimidation can include verbal, physical, or written conduct or an intentional electronic communication that creates a hostile environment by substantially interfering with a student's educational benefits, opportunities or performance, or with a student's physical or psychological well-being.

**Cyber bullying** is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyber bullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. Some forms of internet harassment are subject to felony charges.

Bullying, harassment, intimidation, or retaliation against anyone who has reported these behaviors is prohibited. Students engaging in these behaviors on school property, at school related activities, off school property or after school hours when the behavior threatens or is likely to adversely affect the school-related environment or significantly impacts the interest of students or the school community are subject to disciplinary and/or legal action. Students, parents, employees, and service providers are responsible for reporting incidents of bullying, harassment, intimidation, or retaliation. SJDCHS will not retaliate in any way against any current, potential or former student who, in good faith, reports harassment or participates in the investigation of such a complaint or report.

**Reporting:** If you believe that you are a victim of bullying, harassment, or other prohibited conduct or are aware of any misconduct please call or text the SJDCHS CONFIDENTIAL tip line at: **512-677-SJD1 (7531)**. If you want your message to be confidential simply say "Tip line" when the recording asks for your name. You can also email the tip line at [SJDCHStipline@gmail.com](mailto:SJDCHStipline@gmail.com).

SJDCHS expects and appreciates that all students and employees strive for a harassment-free workplace and learning environment. Any student who believes that s/he has been the subject of any form of harassment by anyone at SJDCHS, or by any person who does business with SJDCHS, including a corporate sponsor, should bring the matter to the attention of a member of the school's faculty, staff or administration. To the extent possible, complaints of harassment will be treated as confidential. Any member of SJDCHS who violates the school's harassment policy through any inappropriate word or behavior will be subject to corrective action, up to and including termination or expulsion.

This policy is consistent with the [Texas Education Code, Section 37.0832](#)

**Security to ensure campus safety, SJDCHS maintains a closed campus.** All visitors to the school including parents, guardians and friends are required press the intercom "call" button located on the wall outside the doors. Once the doors "click" to unlock and we ask that ALL visitors sign in at the office upon entering school grounds. Be sure to wear your visitor's pass until you return to the office to sign out. School officials will remove unauthorized individuals from campus and, if necessary, will contact local law enforcement officials to assist in this respect. For campus safety, the presence of anyone loitering on or near school grounds should be immediately reported to the school office. During after-school hours, students are prohibited from loitering or playing in the school parking lot and near parish buildings. All classrooms will be locked by 5:30 p.m. The first-floor hall in the main building will be made available to students during inclement weather. All students must be picked up no later than one hour after school is dismissed, unless the student is in a school-sponsored activity. This also pertains to CIP.

**Surveillance Cameras** The purpose of these cameras is for the safety of our students and safeguarding of our facilities and transportation fleet. Only administrative staff and designated safety personnel are allowed to view and/or preview recordings to ensure confidentiality.

**Signs and Posters** No signs or posters may be posted on campus without the approval of the Principal and/or his or her designee.

**Tobacco, Cigarettes & Smoking** No student is allowed to smoke, possess, or use any kind of tobacco product at any time on campus or at any school-related activity off campus. Simulated tobacco products (such as e-cigarettes, "vape" pens and all other related items) are prohibited and discipline will be based on the "Tobacco, Cigarette & Smoking" policy. The Principal and/or his or her designee have final say as to what items are in violation of SJDCHS policies and the disciplinary actions that apply.

**Unauthorized Leaving of the Campus** Students are not permitted to leave campus at any time between 7:45 a.m. and 3:55 p.m. unless the school office staff is first notified via written or verbal consent from the parent or guardian. Students arriving before or leaving after school hours are not permitted to leave and return. If a student must leave campus, he or she must check out at the school office. Students should only be allowed to leave campus for medical or legal reasons or for family emergencies. Students are not permitted to loiter in the parking lot or near parish buildings at any time. Unauthorized leaving of the campus will result in suspension.

**Use of Office Phones & Equipment** Students of SJDCHS respect the property of others. For this reason, students do not use office phones, copiers, or equipments without the explicit permission of a member of faculty, staff or administration. School telephones are available to students for emergency use only.

**Use of Technology & Computer Laboratories** SJDCHS provides students access to technology as a means to facilitate resource-sharing, skills acquisition, and communication. For this reason, computer facilities are available to students for academic purposes. Before using school technology or computer facilities, a student must read the school's Student Guidelines for Acceptable Use of Technology Resources with his/her parent and sign the appropriate agreement for use of school technology and computer laboratories found on the last pages of this handbook.

## Disciplinary Procedures

The faculty, staff and administration of SJDCHS reserve the right to correct students for violations of school policy and procedures with the following:

**Warning** Any student who is involved in a minor disciplinary infraction may be verbally corrected or asked to discuss the situation with the teacher later in the day. If requested to do so, a student must report to the teacher at the time specified by the latter.

**Confiscation** Items that violate any SJDCHS policy are subject to confiscation.

**Written Penalty** A written assignment from this handbook may be assigned by a faculty or staff member as a penalty for a minor infraction of the rules. This assignment is to be completed and turned in to the faculty member before the beginning of class on the next day the class meets, or to the staff member before the beginning of the next school day.

**Communication with Parents** Depending on the nature of the infractions, a student's parents may be contacted. If the student continues to receive additional referrals, a conference may be arranged between the student, his/her parent or guardian, and school administration.

The following disciplinary procedures may result for students who receive a referral from a member of faculty, staff or administration:

**Detention** A detention (or more than one) may be assigned by a member of the administration, faculty and/or staff. When a detention is assigned as a result of having been given a referral, a copy of the referral which records both the offense and the disciplinary consequence(s) goes home with the student and is to be signed by a parent/guardian and returned to the principal and/or his/her designee the following morning. Detentions are served after school and/or on Saturday morning (4-hour session).

**Disciplinary Probation** After having been assigned a series of referrals or detentions, a student who has not shown significant improvement in behavior, academics, or CIP may be required to sign a probationary contract. Disciplinary Probation may also be imposed on a student for a single major offense. A student who continues to show no improvement after having been placed on probation may be dismissed or expelled from the school.

**Dismissal** Students who continue to misbehave, even after having received many warnings, referrals or detentions, or after having been placed on probation, may be dismissed from the school by the Principal and/or his or her designee. In the case of CIP, if a student is deemed "unemployable" by the Director of CIP, the student will be dismissed by the same.

**Expulsion** In exceptional cases resulting from a single major offense, SJDCHS reserves the right to immediately suspend a student pending investigation and, if the investigation so warrants, to immediately expel the student. Such offenses include, but are not limited to, assault, fighting, the possession and/or sale of drugs or other illegal substances, gang affiliation, theft, serious vandalism, possession of weapons, absolute insubordination, sexual harassment, gross obscenity, and the conviction of a felony. Once a student is expelled, he or she will not be permitted to return to campus or attend school sponsored activities such as, but not limited to, school dances, or athletic events.

**Lunch Detention** For minor infractions, such as gum-chewing (1<sup>st</sup> offense), correctable dress code violations, or slight tardiness, detentions may be served during lunch without a referral being written. Only the Principal and/or his or her designee can excuse a student from a detention. Failure to report for a detention will result in an additional detention being assigned or possibly a more serious consequence.

*If a student has not served all the time they owe, whether for zap, lunch or after-school detention, etc. by the end of the semester this will result in that semester's grades being withheld and will appear as "I's" or incomplete. Until the hours have been completed the student will not receive credit for the semester.*

**Permanent Removal from Class** If a student's behavior consistently and seriously disrupts a particular class, that student may be permanently removed from the class.

**Referral** A referral is a written document issued to the principal or designee by a member of faculty, staff or administration, noting that s/he has observed a student violating school policy, or that s/he is experiencing difficulty with a particular student. The Principal will decide the consequence(s) imposed, depending on the nature, severity and frequency of this and other offenses (if related to previous ones). The referral is to be signed by the student's parent or guardian and returned to the school office before the first period begins the following day. The appropriate copy of the referral is retained by the parent/guardian, and the other copies are returned to

the principal or designee. In some cases, referrals may be handled by the Student Review Board and could lead to possible dismissal from the school.

**Student Review Board** The Student Review Board is comprised of five members of the school's faculty, staff and/or administration. Two members of this board are selected by the student body, and three members are appointed by the Principal and/or his or her designee. The Student Review Board provides input on questionable matters regarding academics, CIP, absences and behavior, and provides a forum in which students can receive an objective hearing regarding such matters. This Board is typically convened to handle matters which may involve any of the disciplinary measures which follow. After input from the student involved, his/her parent(s)/guardian(s), and appropriate members of the faculty, staff and administration, the Student Review Board makes a recommendation for the consideration of the Principal and/or his or her designee as explained below.

**Suspension** For a serious offense, a student may be suspended from class or from school. Examples of serious offenses include: stealing, fighting, intoxication, vandalism, obscenity, insubordination, truancy, inappropriate displays of affection, and abusing, disrespecting or insulting others. A suspended student ordinarily reports to school, but is isolated from other students. A suspended student is required to complete all class work assigned during the period of suspension. A student may not participate in extracurricular activities on days in which s/he is suspended.

**Temporary Removal from Class** If a student commits a single, serious disciplinary offense, or consistently refuses to behave, a teacher may send him/her to the principal's office during class time. Students removed from class receive an automatic referral.

## Uniform Policy / Dress Code

SJDCHS recognizes the importance of establishing a policy of dress for its students. The uniform / Dress code policy is intended to create a standard of dress that is **professional, modest, conservative, and neat**. The uniform policy promotes a professional and clean standard of dress that teaches students the basics of how to dress for success as well as the sense of school unity and identity. We appreciate the cooperation of parents in ensuring their students' adherence to the dress code.

*Unless they have received in advance the explicit permission of the Administration to do otherwise, students are expected to be in full dress code at all times while on campus, while aboard school transportation, and while participating in school-sponsored field trips.*

A student that is in violation of the dress code will receive a consequence and will be sent to the school office to correct the violation, e.g., through the acquisition of appropriate clothing, cleaning their shoes, shaving, or the washing of hands. If the school is unable to supply the necessary clothing article(s) required to correct a dress code violation, the student involved may be required to wait in the school office until his/her parent or guardian is able to bring the necessary item(s) to him/her. Depending on the violation, a student may not return to class until the situation is resolved. ***In all cases, the Administration reserves the right to determine what constitutes appropriate or inappropriate dress / appearance.*** Some uniform/dress code infractions also carry a small fine.

Violation of the uniform / dress code as well as any other expectations for SJDCHS students while on campus, at a school related event, aboard school transportation, or at work, may also result in confiscation of any prohibited or dangerous item(s) and may be assigned any of our consequences. ***Administration reserves the right to determine what constitutes permitted or prohibited actions or items are.***

Additionally, dress code is required of "shadow" students, students serving detention, students attending summer school classes, and students participating in academic and/or Corporate Internship Program training courses, unless other instructions are given.

**"SJD Spirit Days"** At his/her discretion, the Principal and/or his or her designee may award a "spirit wear day" to any student(s). If a student has been awarded a "spirit wear day," s/he may wear on the specified day a SJDCHS or college/university shirt, appropriate denim **blue** jeans without stains, tears or holes and that fit properly, in other words, not too long or short and not too big or too small. Tennis shoes that are in good repair are permitted on these designated days only. All other elements of dress code remain in force. The Principal and/or his or her designee reserve(s) the right to determine the appropriateness of any "special theme day" clothing. **If a student does not have the proper clothing for that day or chooses not to participate for any reason, the only other option is to wear their regular school uniform. Anything other than this will be considered a dress, code infraction and result in a disciplinary consequence.**

**Physical Education Uniform for Gentlemen & Ladies in grades 8, 11 and 12** The physical education uniform is worn only during and after physical education classes, and may be worn by any student on campus after 3:55 p.m. One SJD P.E. uniform is will be distributed to students the first week of school. Due to students having P.E. four days out of the week it is highly recommended that

additional uniforms be purchased. Parents/guardians have the option to order as many of these uniforms as they would like. Students are required to wear proper athletic shoes with solid black or white ankle or crew socks

**In addition, girls will be required to wear the longer Spandex biking-style shorts under their P.E. shorts. These will be provided by the students and may only be in solid black or gray.**

**Failure to have all the correct uniform items for each physical education class will result in various consequences.**

\*Students in 9<sup>th</sup> and 10<sup>th</sup> grade will not have physical education class but may wish to order a P.E. uniform to wear *ONLY* after-school hours on campus. These students will abide by the same rules and expectations as those expressed above for grades 8, 11 and 12. *This is not mandatory but if you wish to order a P.E. uniform please contact the Principal prior to the end of the 2<sup>nd</sup> week of school.*

**\*All uniform / dress code policies are strictly enforced at all times.**

**On the next few pages, you will find information on the ONLY SJDCHS official uniform items as well as the expectations on appearance that will be accepted. Please assume that nothing not included on the following pages, is part of the SJDCHS official uniform / dress code and therefore, WILL NOT BE ALLOWED.**

**If students are not wearing the official uniform pieces, they will meet with the Principal who will determine the amount of time that a student has to rectify the situation in order to abide by all SJDCHS official uniform policies and dress code requirements.** If the necessary adjustments are not made by the end of the allotted time, disciplinary consequences will result. If necessary, the student will not be allowed to attend classes or may be placed on “*In School Suspension*” until the situation is fully and properly resolved.

**ALL SJDCHS STUDENTS ARE REQUIRED TO WEAR THEIR SJD ID & LANYARD DAILY** during school hours including before and after P.E. Lanyards are worn around the neck with only their SJD ID. They are to remain visible at all times outside the uniform shirt or other uniform outerwear. Not wearing their SJD ID/lanyard or not wearing it correctly will result in consequences for dress code violation. In the event that the lanyard/I.D. is lost or unusable, students will be required to pay for a replacement. **Wearing one is NOT an option IT IS A REQUIREMENT! Lanyards/ID's are SJD property and may not be altered or changed in any way.** In the event that a student comes to school without a lanyard//school I.D. it is their responsibility to see the administrative assistant in the school office PRIOR to 7:40 AM and request to borrow one for the day. If they do not borrow one from the office at that time then immediately after 1<sup>st</sup> period, the student is to return to the office for one. Students who lose or do not return a borrowed I.D. by the following day after checking one out will be responsible for paying a fine. If a student does not have their personal SJD lanyard and/or I.D. it will be considered lost and a student will need to purchase a new one from the office.

### **IMPORTANT!!!**

**If pants fit too tight or form-fitting the student will be required to purchase a pair that fit properly. The principal and/or his/her designee have the final decision on properly fitting uniform items.**

## Uniform / Dress Code for Young Men 9<sup>th</sup>-12<sup>th</sup> Grades

For the men there are only two options for the *required uniform pants*. One option is from Land's End Uniforms and must be purchased through them. **The only other option** for pants is from Kohl's. They are "Apt. 9" brand. There are many different colors and styles for this brand but only the style mentioned below is the *required uniform pants*. **They may be purchased in-store & on the Kohl's.com website.**

### **"Apt. 9" Flat Front Dress Pants- Men's**

Color: 018 GREY WHALE (dark grey)      Color: 001 BLACK

**\*Young Men must wear a plain, black, leather belt at all times.**

**Shoes:** The only two shoe options allowed are a solid black professional-looking, dress shoes or a solid black leather Sperry boat shoes (do not need to be brand name). Shoes may only be worn with solid black socks.

### **To be worn on Mass days:**

- A white, long sleeved, uniform oxford shirt with SJDCHS logo. This shirt must be purchased from Lands End School Uniforms. A solid white t-shirt is to be worn under the white oxford.
- *All boys will be required to wear the new SJD tie from Land's End School Uniforms.* The tie has diagonal stripes in maroon and teal. Students will not be allowed to wear ties that are stained, dirty, torn, falling apart or worse. Please buy one or two additional ties in the new SJD style in the event that one is misplaced. **Beginning in the 2016-22017 school year the only tie students may wear to school is the official tie described above. Any other tie or lack of a tie will be a uniform infraction which carries a consequence and/or fine.**

### **To be worn on work days:**

- The same uniform as the one described above for mass is to be worn on CIP days.

### **To be worn on non-Mass and non-work days:**

- SJDCHS black polo with SJD logo may be worn. The **polos must have the SJD logo** and be purchased from Land's End School Uniforms. To be worn with uniform pants. If they choose not to wear a uniform polo then the white oxford and tie must be worn.

### **\*The Following Applies to all Students\***

Only the following outerwear is to be worn in the classroom when the weather calls for it:

SJDCHS sweater vest 2. SJDCHS button down sweater 3. and the **NEW**, black, zip-up "hoodie" with SJD logo. The only other options aside from the SJD items are a **solid** black or grey sweater or sweatshirt without logos or when jackets are worn in cold weather they must be the SJDCHS black fleece jacket with SJD logo from Land's End Uniforms or a solid grey or solid black fleece jacket or of similar size/bulkiness (without any logos or lettering). **The hood may only be worn outdoors in cold weather. The hood may not be worn anywhere in the building nor the portables. If wearing the hood where prohibited happens more than once, it will be taken up and turned in to Mrs. Butler. Students may not be allowed to bring them to school. Students get cold in the classrooms and the items described above are the only ones allowed.**

**Please Note! Any uniform item including clothing, shoes, ties, etc. that are dirty, stained, torn or in other bad conditions will need to be repaired or replaced. This applies to both males & females.**

## Uniform / Dress Code for Young Ladies 9<sup>th</sup>-12<sup>th</sup> Grades

**Ladies must wear the uniform skirt to mass but other days they may choose either the skirt or the pants described below.**

Land's End Uniforms sells the plaid uniform skirt and a pair of slacks in black.

**The only other option** for pants is from Kohl's. They are "Apt. 9" brand. There are many different colors and styles for this brand but only the style mentioned below is the *required uniform pants*. **They may be purchased in-store & on the Kohl's.com website.**

### **"Apt. 9" Modern Fit Tapered full-length Pants- Women's**

Color: 001 BLACK

Color: 060 GREY HEATHER (dark grey)

### **IMPORTANT NOTE FOR GIRLS:**

***ANY TIME GIRLS WEAR THE UNIFORM SKIRT THEY ARE REQUIRED TO WEAR SPANDEX SHORTS UNDER IT. ONLY SOLID BLACK or GREY SPANDEX SHORTS ARE ALLOWED. ANYTIME A SKIRT FITS MORE THAN 1.5 - 2" ABOVE THE KNEE IT MUST BE REPLACED OR ALTERED SO THAT IT TOUCHES THE TOP OF THE KNEE WHILE STANDING STRAIGHT UP. ANOTHER OPTION IS TO PURCHASE A NEW SKIRT AT Land's End Uniforms WHICH COME IN A LONGER LENGTH THIS YEAR.***

**Shoes:** The only two shoe options allowed are a solid black flat dress shoe. It may be plain or have a simple all-black embellishment but nothing too large or in any color other than black. The other acceptable option is a solid black leather Sperry boat shoe (non name-brand is fine). Shoes may only be worn with solid black socks. Skirts are to be worn with black knee-high socks. All shoes, including athletic ones for physical education, are to be kept clean and in good repair at all times.

**To be worn on Mass days and other days that will be announced:**

- A white, 3/4 sleeve, uniform blouse with SJDCHS logo. This shirt must be purchased from Land's End School Uniforms. ***GIRLS ARE REQUIRED TO ALWAYS WEAR A SOLID, WHITE T-SHIRT, UNDER SHIRT, TANK TOP OR CAMI UNDER THE WHITE BLOUSE.***
- **Girls must wear skirt or on Mass days. The other days pants or skirts may be worn.**
- ***When wearing the white blouse girls are required to wear the SJD girl's tie from Land's End Uniforms.*** The tie has diagonal stripes in maroon and teal. Students will not be allowed to wear ties that are stained, dirty, torn, falling apart or worse. Please buy one or two additional SJD girl's ties in the event that one is ruined or misplaced. **Any other tie or lack of a tie will be a uniform infraction which carries a consequence and/or fine.**

**To be worn on work days:**

- Black ¾ sleeve uniform blouse with SJDCHS logo. This shirt must be purchased from Land's End School Uniforms. Pants or skirt may be worn on work days.

**May be worn on non-Mass and non-work days:**

- Uniform skirt or pants and SJDCHS black polo with logo may be worn. The **shirts must have the SJD logo** and be purchased from Land's End School Uniforms. The SJD BLACK button blouse may also be worn on non-work days if preferred.

**More on Uniform / Dress Code & Appearance**

**8<sup>th</sup> – 12<sup>th</sup>**

Students are expected to maintain a neat and clean appearance at all times. Students should keep in mind the following:

1. **Personal Hygiene** Students should be attentive to such details of personal hygiene as bathing/showering, **being clean-shaven at all times**, the wearing of deodorant, dental hygiene, and appropriate washing of hands including under fingernails that must be kept clean, trim and at a modest length. For the first offense student will pay \$1.00 for razor. For the second offense student will pay \$1.00 for razor and serve afternoon detention. For the third offense student will pay \$2.00 for the razor, serve afternoon detention, and receive a disciplinary referral.
2. **Visible Tattoos and/or Writing on the Body** Students must be free of any visible tattoo (either permanent or temporary), as well as be free of any drawing on their hands, body and face.
3. **Hair** **Students must wear their hair in a neat, conservative style.** Bangs may not be long enough to reach the student's eyebrows. Young men's hair may not be long enough to cover their ears nor touch their collar. Student's hair may be only one color of a natural hue. The principal and/or his/her designee will determine what is or is not appropriate and allowed. The student will receive Saturday detention and will be given the opportunity to correct the problem by a specified deadline. If by that deadline the problem has not been resolved, the student will be subject to further disciplinary consequences including but not limited to suspension until the issue has been corrected. ***Ladies may wear a plain, soft cloth bandana in their hair but it must be solid black, grey or white*** but is to be left in hair and not played with, particularly in class.
4. **Jewelry & Makeup** **the only piercing allowed** is for ladies, who may wear a tasteful pair of silver or gold earrings no larger than a nickel on the bottom part of each earlobe. Students may wear **only** the following jewelry items: a simple necklace with a small religious pendant/charm, a small conservative ring and bracelet. A simple wristwatch without sounds or lights is allowed. **Ladies may wear minimal and tasteful makeup in soft colors. This includes color on eyes, lips, cheeks and fingernails.**

***The school administration reserves the right to determine what constitutes appropriate or inappropriate appearance for all elements of the dress code, and what is permitted or prohibited. The school administration reserves the right to hold a student who is not in the correct uniform or not dressed in accordance to our policies out of class or to ask a parent to pick up the student. It is the right of the CIP director to hold a student out of work who is not in the proper uniform /dress code on his or her work day. In this instance, the student and parent will be responsible for all fees associated with missing a day of work.***

**\*Young Men & Young Ladies must wear a plain, black, leather belt with pants and shorts.**

rs may only wear the specific items listed below that include khaki uniform pants, shorts and girls also need a skirt. **Please keep in mind that shorts may not be worn on Mass days.** Land's End Uniforms sells these items. The only other option available is to purchase them from Academy Sports & Outdoors. They are "Austin Trading Co." brand. There are many different colors and styles for this brand but only the styles mentioned below are the *required uniform pieces*. They may be purchased in-store & on the Academy.com website.

**\*NOTE: Shorts may not be worn on Mass Days\***

**Boys must wear long uniform pants and girls must wear khaki uniform skirt.**

**\*If shoes become very worn out or torn, they will need to be repaired or replaced.**

**IMPORTANT!!!**

**\*If pants fit too tight or form-fitting the student will be required to purchase a pair that fit properly. The principal and/or his/her designee have the final decision on properly fitting uniform items.\***

**\*\*P.E. Uniforms for students\*\***

**Physical Education Uniform for Gentlemen & Ladies-** The physical education uniform is worn only during and after physical education classes, and may also be worn by any student on campus after dismissal at the end of the day. The SJD P.E. uniform is pre-ordered and will be distributed to students the first week of school. Students will have P.E. four days out of the week therefore, parents/guardians have the option to order as many of these uniforms as they would like. The cost for each set of the required shirt and shorts will be added to your tuition bill. Students are required to wear proper athletic shoes with solid black or white ankle or crew socks. **In addition, girls are required to wear the longer Spandex biking-style shorts under their P.E. shorts. These must be provided by the students and may only be in solid black, white or gray.**

**Failure to have all the correct uniform items for each physical education class will result in a consequence.**

## **The Corporate Internship Program**

**An Overview** The Corporate Internship Program (CIP) provides students with real-world work experience, while allowing them the opportunity to earn a portion of the cost of their education. CIP is an integral part of the educational experience of SJD students. A positive attitude and a commitment to high standards of responsibility and behavior are required.

While CIP strives to create an environment of success for all students, each student must take personal responsibility to ensure individual success. This can be done by projecting a positive attitude and through behaving in a mature manner while participating in the program. *Because all SJD students must possess the necessary skills to be employable, any student who is dismissed from CIP is automatically dismissed from SJD.*

Each student is assigned to work at a sponsoring organization five full days each month. Class scheduling at SJD is structured so that each student is able to work one day each week, plus an extra day every fourth week, without missing any instructional time. Students gain valuable work experience in a variety of office environments, and they learn to work and interact with adults in a professional atmosphere. At the same time, students earn income which is paid directly to the school in order to offset the cost of their education.

The following rules and expectations apply to all students with regard to their participation in CIP. It is essential that parents/guardians support their students in observing these rules and in meeting these expectations.

**SJD is a closed campus**, meaning that students and visitors are not allowed to come/leave without consent from administration. CIP is an extension of the SJD campus and students may not leave the worksite outside the set designated workday and scheduled CIP transportation pickup time. No student is permitted to leave the worksite for lunch. They may eat in designated break rooms, cafeterias and adjoining buildings.

If a student needs to attend a special event or work at a different location hosted by their CIP sponsor, he/she must notify the CIP office and s/he will need a signed permission slip from a parent/guardian to attend the event. This may include permission for the sponsor to transport the student.

**School Transportation** CIP provides transportation to-and-from work. Each student has the responsibility to be on time for CIP morning drop-off and afternoon pickup. Weather and traffic can have unpredictable consequences on the afternoon bus schedule. If a student has waited for more than 10 minutes and senses there may be a problem with pickup, s/he should call the CIP office. SJD is responsible for the safe transporting of students to-and-from school-sponsored events, including CIP. Any other arrangements require a signed Transportation Waiver and must be approved by SJD administration.

*While riding in school transportation, students are required to use safety belts at all times. No eating or drinking is allowed in school vehicles. As previously set forth, the use of cellular phones aboard school transportation is permitted at the discretion of the driver.*

For the safety of all students, unacceptable behavior aboard the bus or van will be regarded as a serious matter. Each incident will be dealt with on an individual basis.

**Corporate Internship Program Contracts** The legal employer of all SJD students is “San Juan Diego Catholic High School Corporate Internship Program.” As such, the Director of CIP, together with his/her staff, supervises the work of all students. *For this reason, all questions, comments and concerns regarding the program or work should be directed to the Director of CIP. Parents/guardians should never directly contact a student’s supervisor or corporate sponsor.*

**Sponsor Assignments** *CIP determines all sponsor assignments for students, and reserves the right to reassign any student to another job at any time and for any reason.*

When a student is assigned to a particular sponsor during the summer training program, s/he will receive a job description, address information, and the supervisor’s name. If students or their parents/guardians have any questions concerning the corporate sponsor, they may contact the CIP office.

**Required Documents** All students participating in CIP are required to complete IRS Form W-4 and Form I-9. Students must be at least 14 years old and must possess a valid social security number to participate in CIP.

An **Individual Taxpayer Identification Number** (or ITIN) is NOT the same as a Social Security Number. Students without social security numbers will be placed at a non-profit workplace/site.

**Additional Work for Corporate Sponsors** Some corporate sponsors often post a paid job position during holidays, winter and/or spring break, and/or during the summer. Most positions are by invitation requesting a specific student, but there are some positions which any eligible student may apply. In such instances, a student must be passing all his/her courses, or must make up the necessary coursework during summer school, before accepting such employment. Because students remain employees of CIP, and not of the school's corporate sponsors, such students will be paid by CIP on the last day of the month. In order to receive such reimbursement, a timesheet must be signed by the student's supervisor and submitted to the Director of CIP before the dates specified by him/her. Any student who performs additional work for a corporate sponsor will receive an earnings statement (Form W-2) from the school for tax purposes in January.

**CIP Dress Code** Regardless of the dress code enforced by any given corporate sponsor, SJD students are expected to follow the same dress code for work as they do for school. Possible exceptions may apply to certain job positions. If your position requires a different dress code, you will be notified by your supervisor and CIP Director or Coordinator. Failure to meet the job assigned dress code may result in disciplinary action or fine.

If a student arrives at school improperly dressed or groomed, s/he is encouraged to report to the school office to correct the infraction on his/her own. In such instances, no disciplinary consequence will result. Disciplinary consequences for dress code infractions will result only when an infraction is brought to the attention of a student by a member of faculty, staff or administration.

If, on the day in which s/he works as part of CIP, a student attempts to board the bus improperly dressed or groomed, s/he will be required to immediately correct the problem, and a disciplinary consequence will result.

**CIP Personal Hygiene** Also noted on page 30 of the Handbook. Students are expected to maintain a neat and clean appearance at all times. Students should keep in mind the following:

1. **Personal Hygiene** Students should be attentive to such details of personal hygiene as bathing/showering, being clean-shaven at all times, the wearing of deodorant, dental hygiene, and appropriate washing of hands including under fingernails that must be kept clean, trim and at a modest length. For the first shaving offense, the student will pay \$2.00 for a razor. For the second offense, the student will pay \$3.00 for a razor and serve afternoon detention. For the third offense, the student will pay \$5.00 for a razor, serve afternoon detention, and receive a disciplinary referral.

Dress code and personal hygiene fines will be added to the student's monthly tuition statement.

2. **Visible Tattoos and/or Writing on the Body** Students must be free of any visible tattoo (either permanent or temporary), as well as be free of any drawing on their hands, body and face.

3. **Hair** Students must wear their hair in a neat, conservative style. Bangs may not be long enough to reach the student's eyebrows. Young men's hair may not be long enough to cover their ears nor touch their collar. Student's hair may be only one color of a natural hue. The principal and/or his/her designee will determine what is or is not appropriate and allowed. The student will receive Saturday detention and will be given the opportunity to correct the problem by a specified deadline. If by that deadline the problem has not been resolved, the student will be subject to further disciplinary consequences including but not limited to suspension until the issue has been corrected. Ladies may wear a plain, soft cloth bandana in their hair but it must be solid black, grey or white but is to be left in hair and not played with, particularly in class.

4. **Jewelry & Makeup** The only piercing allowed is for ladies, who may wear a tasteful pair of silver or gold earrings no larger than a nickel on the bottom part of each earlobe. Students may wear only the following jewelry items: a simple necklace with a small religious pendant/charm, a small conservative ring and bracelet. A simple wristwatch without sounds or lights is allowed. Ladies may wear minimal and tasteful makeup in soft colors. This includes color on eyes, lips, cheeks and fingernails.

It is the right of the CIP director or CIP Coordinator to hold a student out of work who is not in the proper uniform /dress code on his/her workday. In this instance, the student and parent will be responsible for all fees associated with missing a day of work.

**Attendance** Each student is expected to attend work on each day in which s/he is assigned to work. *Penalties for missing work include disciplinary referrals, detention, and monetary fines.*

Fines are used to emphasize to the students that their time at work is valuable. Although students do not directly receive cash for their participation in CIP, they do earn actual income, which is assigned to the high school to pay for the cost of their education. Students should also be aware that an absence is an inconvenience to their co-workers at the job site, as these co-workers must perform the students' work for the day, lest the work go unfinished.

A student should not miss work for any reason. Regularly-scheduled medical or dental appointments, court appearances, vacations, or other extracurricular activities should **never be scheduled** on a work day. If a student must miss work for any reason, the student is

required to immediately call the school and notify the CIP office. A make up day will be scheduled with the student's supervisor. Not notifying the CIP office of an absence or a last minute notice to the CIP office of a regularly-scheduled appointment (which includes the morning of their assigned work day), means the student will NOT be able to make up their work day and will be fined \$100.00 for the missed work day.

All missed work days must be made up during a school holiday (e.g., Christmas break, Spring break, and national holidays). Make up days will be scheduled at the convenience of the supervisor, and the student will be responsible for finding his/her own transportation to and from work. The student must request written verification from his/her supervisor to prove that the absence has been made up.

*If a sponsor is unable to offer an opportunity for the student to make up the absence, the student must speak with the CIP Director for other options.*

**\*Please note: If absences are not made up in a timely manner the parent / guardian will be required to pay a \$100 fine for each day missed.**

Failure to properly notify the school of an absence in a timely manner will result in a disciplinary referral. Excessive absences from work, or absences that are not made up, will result in a failing grade for CIP, and the student will not be able to remain at SJD.

**School Holidays** SJD has holidays which businesses do not observe. *Students may be required to attend work on certain days, even if there are no classes scheduled for a particular day.* Early dismissal from classes does not apply to students who are working in CIP on that day. Students are expected to complete a full day of work regardless of any special school scheduling.

**Sponsor Holidays** On rare occasions, a corporate sponsor may have a business holiday or a special meeting day when a student's services are not required. In this event, the student is still required to report to CIP and work on campus, unless otherwise advised by the CIP Director.

**School Activities and Sports** In the event that any school activity or sporting event conflicts with the student's work schedule, the student's first responsibility is to his/her job. *Under no circumstances may a student ask his/her supervisor for an exception to this policy.*

**Daily Check-In** On their assigned workdays, students are required to sign in and be in proper dress code between 7:30 and 7:45 a.m. *Please note that there are no excused tardies or absences for CIP.* If a student is tardy for check-in, s/he will meet with the CIP Director and/or the Principal who may designate a consequence. If a student is absent, or misses work for any reason, the above policy on attendance applies.

**Tardiness** Students are expected to notify the CIP office as soon as possible if they believe that they will arrive at the school after 7:45 a.m. A student will be marked absent, unless proper notification is made. If a student misses school transportation to work, s/he will be marked tardy and may be given a disciplinary referral. In such instances, the student should call the CIP office and await further instructions from the CIP Director or Coordinator. Depending on logistics, the CIP Director may ask that the parent/guardian take the student directly to work, and that the student call the CIP office to notify them upon arrival. However, in most instances it is best that CIP provides transportation from the school to his/her workplace.

*Please be aware that under no circumstance will a student be allowed to drive themselves to or from their jobsite.* Violation of this policy will result in internal suspension.

**Illness at Work** If a student becomes ill at work, s/he should notify their supervisor and ask them to call the school. The school will arrange transportation of the student back to school. A parent/guardian will be called to pick up the student from school. *A student who is feeling extremely ill in the morning should not go to work.*

**Daily Check-Out** The CIP office is responsible for ensuring that all students are safely picked up from work in a timely manner. For this reason, *students are required to return to school via school transportation.* Exceptions to this may be requested in writing of the CIP office, and a **Release of Liability** form must be on file for the student's parents/guardians consent and signature. Such requests must be received at least one week in advance, such that appropriate accommodations can be made with transportation and CIP personnel and supervisors.

Parents should only pick up students from their worksite in an emergency. Parents should call the CIP office before 2:00 p.m. if they need to pick up their child. A **Release of Liability** form must be on file with the CIP Office.

Once students return to campus from their corporate worksite, parents/guardians must make transportation arrangements for their students to be picked up from school by 5:30 p.m. unless s/he participates in an athletic sport. Students must remain in designated areas on campus while they await their rides. Students that return early from CIP and wish to enter the school building, must attend a CCLC

Club activity, Tutoring, or Study Hall. Supervision in these school-sponsored events are provided until 5:30 p.m. Sports practices begin promptly at 5:30 p.m. There is no supervision for students that await their rides outside the school building.

**Grading and Credit** The Texas Catholic Conference Education Department allows SJD students to receive a half credit for each year of successful completion of CIP. Because of this credit, students receive a grade for their Corporate Internship Program performance each quarter. A passing grade for the year is required to receive a one-half (.5) credit for Corporate Internship Program.

**Student Performance Issues** Behavioral problems by students which occur at work will be dealt with on an individual basis. At all times in the workplace, the student is expected to act in a professional manner. Because CIP is an integral component of the student's education, problematic incidents at the workplace will be treated very seriously and are subject to disciplinary action.

*Successful participation in CIP is required to remain a student at SJD.* If a student performance issue should arise, every opportunity will be given to the student to improve the situation. If the situation is not remedied, the student will be removed from the sponsor assignment. The student will participate in a re-training program with CIP staff. The student will then be reassigned to a new job and given another opportunity to successfully perform in the work-study program. If the situation arises again, the student may be subject to dismissal.

**Performance Reviews** *Various performance reviews will be conducted quarterly throughout the year. Students are encouraged to review the written evaluations they receive during this process.* Performance reviews assist students in evaluating their performance, identifying areas in which they are strong or in which they need improvement, thus allowing them to further improve their performance. A copy of each quarterly performance review form is available to all students.

**Incidents on the Job** *The CIP office expects that each corporate sponsor will treat its students with respect.* A student should report any incidents of poor behavior or poor treatment by co-workers, supervisors, or others at the sponsor's workplace to the CIP office. Matters involving sexual harassment, discrimination, or other inequitable treatment of students based on gender, age, culture or religious beliefs are serious and should be reported to the CIP Director.

If a student experiences objectionable treatment on the job, s/he should report the incident to the CIP Director. The CIP office has a vested interest in the success of all students and their work experience and will treat any such reports in a sensitive and professional manner. The CIP personnel will act as a mediator between the student and his/her workplace. Upon notification of unacceptable or objectionable treatment, the student will be removed from his/her sponsor site and will not return until the matter is resolved. During the time of investigation and mediation, the student will not work at the workplace at which the alleged incident occurred.

**Prohibited Items** The safety of all students is a primary concern of the CIP office. Students should not bring or use any item that will distract them while on the job, or while traveling to or from work. **On the days in which s/he works, it is strictly prohibited that any student use or possess any portable music players including phones, and other electronic devices, games, or any item not necessary for participation in CIP. Any item which is confiscated in this respect will result in disciplinary consequences and fines.**

**Honesty and Integrity** *At the workplace, students will be held to high standards of honesty and integrity. The use of a sponsor's telephone, office equipment, office services (such as internet access), or office materials without a supervisor's explicit approval is equivalent to stealing, and will not be tolerated.*

*Students are not permitted to remove any materials from their worksite. Internet access for anything other than work is not permitted by the student-employees of CIP. (Please refer to page 32 under the Consequences section of the Student Guidelines for Acceptable Use of Technology Resources).*

If you have any questions or concerns you may call the school at 512-804-1945 - Ms Anita Spadaro x113 or Mr. Gerard Cisneros at x115.  
Cell Phones:  
Anita Spadaro: 512-761-5331  
Gerard Cisneros: 512-529-6451

**Calendar** A copy of the CIP schedule can be obtained from the school office.

## Campus Ministry and Christian Service Expectations

**Liturgy and Prayer** All students, faculty and staff participate in the school's liturgical life. Each day begins with Morning Prayer, and each day concludes with prayer in the afternoon. Additionally, the school community gathers once a week to celebrate the Eucharist. Members of the school community are **fully expected** to participate in such opportunities for liturgy and prayer.

**Christian Service** All SJDCHS students are required to perform direct service to people of need. While the school's Campus Ministry Office may offer service opportunities throughout the school year, *it is the responsibility of each student to complete the required number of hours necessary to satisfy graduation requirements.* All students are required to complete 20 service hours per school year, thereby, accumulating 80 hours required for graduation. The required 20 hours per school year may be completed anytime during the school year and/or during the summer months leading into the student's current school year. **Service hour forms must be turned in promptly. No forms will be accepted beyond six months of the date of service.**

If a student performs more than 15 hours at a service activity, the surplus hours will automatically go toward their honors hours.

Community service is not the same thing as "working without pay". It is work done for the greater good of the community, i.e for disadvantaged individuals, soup kitchens, food pantries, homeless shelters, hospitals, nursing homes, animal shelters, and church related activities. Service in profit-making activities does not qualify as community service.

To foster the Gospel message of charity through the Corporal and Spiritual Works of Mercy, SJDCHS students are required to have served those in need by attending a minimum of two distinct service experiences. The minimum for one of the experiences is 5 hours.

If a student serves in a ministerial role in their parish, such as an altar server, choir member, usher, Eucharistic Minister, etc., they may only count 5 hours towards their community service hours per year.

Students who **actively** serve in the SJDCHS School Choir, Student Government, or as Student Ambassadors will receive 5 hours toward their community service requirement per year.

Students are required to complete a signed service form and return the form to the Office of Campus Ministry. Service hours cannot be completed during the school day, unless the activity has been approved by SJDCHS.

Service hours will not be given for work at class, team or fundraising projects.

Service hours will not be given for Venture Crew activities, National Honor Society activities, or any school related activity unless pre-approved by SJDCHS.

**Completing more than the minimum amount of hours required for the school year will not excuse a student from the following year's service requirement. Each year, students will have to complete their minimum annual requirement for Christian Service.**

It is the requirement of every student to complete 10 service hours per semester in order to achieve their annual requirement. Students who fail to meet the deadline for submitting service hours for each grading period or at the end of the school year will receive a failing **major project grade** in Theology class.

Students may begin their service requirement during the summer before their school year, beginning June 1<sup>st</sup>.

**Christian Service Graduation Distinction** To graduate with distinction for community service, a student must perform 150% of the service hours required for graduation. Honors recognition for outstanding Christian Service to the community will be awarded to seniors who complete this distinction (including transfer students). Those requesting this distinction must also submit a letter of recommendation attesting to their Christian character by someone from their community. This person may not be a relative. The letter of recommendation must be submitted no later than May 15.

Honors Hours cannot be used to complete the minimum 80 hour graduation requirement.

**Retreats** All SJDCHS students are expected to participate in grade-level retreats sponsored by the Campus Ministry Office. Any student who is unable to participate in the retreat opportunity sponsored for his/her grade level will be allowed to submit proof of attendance at an alternate retreat of equal length, or to make up the hours of the retreat in **additional service hours**. Please note that graduation from SJDCHS is contingent on the fulfillment of retreat and Christian service requirements.

## Student Guidelines for Acceptable Use of Technology Resources

These guidelines define the responsibilities that students accept when they use school-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, digitized information, communication technologies, and Internet access. In general, this requires efficient, ethical, and legal utilization of all technology resources.

### Expectations

1. Student use of computers, other technology hardware, software, and computer networks, including the internet, is only allowed when supervised by a member of faculty, staff or administration.
2. All users are expected to follow existing copyright laws. Copyright guidelines are posted in the computer labs.
3. Students are expected to notify the supervising adult whenever they come across information or messages that are inappropriate, dangerous, threatening, or which make them feel uncomfortable.
4. Students who identify or suspect a security problem are to convey the details to the supervising adult without discussing it with other students.

**Unacceptable Use** Unacceptable use of school technology includes, but is not limited to, the following:

1. Using the network for illegal activities, including copyright, license, or contract violations, or for downloading inappropriate materials, viruses, and/or software, such as, but not limited to, hacking and host file sharing software.
2. Using the network for financial or commercial gain, advertising, or political lobbying.
3. Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, including, but not limited to, pornographic, web log, game and messaging sites.
4. Vandalizing and/or tampering with equipment, programs, files, software, system performance, or other components of the network. Use or possession of hacking software is strictly prohibited.
5. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
6. Intentionally wasting finite resources, e.g., on-line time, real-time music.
7. Gaining unauthorized access anywhere on the network.
8. Revealing your personal information or that of another person on any website.
9. Invading the privacy of other individuals.
10. Using another user's account, password, or ID card, or allowing another user to access your account, password, or ID.
11. Coaching, helping, observing, or joining any unauthorized activity on the network.
12. Forwarding/distributing e-mail messages without permission from the author.
13. Posting anonymous messages or unlawful information on the system.
14. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terrorist, abusive, sexually explicit, threatening, demeaning or slanderous language.
15. Falsifying permission, authorization, or identification documents.
16. Obtaining copies of or modifying files, data, or passwords belonging to other users.
17. Knowingly placing a computer virus on a computer or network.
18. Accessing adult and/or illicit material online is strictly prohibited. Visiting public social networking websites not under the direct administrative control of SJDCHS (e.g. MySpace, Twitter, Face book, etc.) is strictly prohibited.

### Acceptable Use of Technology Resources General Guidelines

- Students will follow all posted computer laboratory policies and procedures at all times.
- Students will have access to all available forms of electronic media and communication, which is in support of education and research and in support of the educational goals and objectives SJDCHS.
- Students are responsible for their ethical and educational use of the computer on-line services at SJDCHS.
- All policies and restrictions of computer on-line services must be followed.
- Access to the computer and on-line services is a privilege and not a right. In order to be granted access to computer and on-line services, each student and his/her parents/guardians will be required to sign the Agreement regarding Acceptable Use of Technology Resources and to adhere to the "Guidelines for Acceptable Use of Technology Resources".
- The use of any computer on-line services at SJDCHS must be in support of education and research and in support of the educational goals and objectives of SJDCHS.
- When placing, removing, or restricting access to specific databases or other computer on-line services, school officials shall apply the same criteria of educational suitability used for other education resources.
- Transmission of any material, which is in violation of any federal or state law, is prohibited. This includes, but is not limited to, confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism, and will subject the student to disciplinary action in accordance with this handbook.
- Any parent wishing to restrict his/her child's access to any computer on-line services will provide this restriction request in writing. Parents will assume responsibility for imposing restrictions only on their own children.

### Network Etiquette

- Be polite.
- Use appropriate language.
- Do not reveal personal data (e.g., home address, phone number, or the phone numbers of other people).

- Remember that the other users of computer on-line services and other networks are human beings whose culture, language, and humor may have different points of reference from your own.

### E-Mail

**All email communication between students and SJDCHS faculty, staff and/or administration, including assignments that are to be emailed to a teacher, MUST be sent to and from the student's assigned SJD email address and sent to the staff member's SJD email.**

- E-mail should be used for educational or administrative purposes only.
- E-mail transmissions, stored data, transmitted data, or any other use of the computer on-line services by students, employees, or any other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- All e-mails and their contents are property of SJDCHS.

**Consequences** Students are responsible at all times for appropriate technology use. Noncompliance with the guidelines may result in suspension or termination of technology privileges and/or other disciplinary actions. Use or possession of hacking software is strictly prohibited, and violators will be subject to the most severe disciplinary consequences of this handbook. Violations of applicable state and federal law, including the Texas Penal Code on Computer Crimes, Chapter 33, will result in criminal prosecution, as well as disciplinary action. SJDCHS cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws. The Texas Open Records Act governs contents of e-mail and network communications, and proper authorities will have access to their content.

### EBSCO Databases

<http://search.ebscohost.com/>

User Name: SaintsDatabases

Password: G0S@ints

## Athletics

### Texas Association for Private and Parochial Schools (TAPPS)

San Juan Diego Catholic is a member of the TAPPS organization which provides private high schools across the state of Texas the opportunity to compete in organized athletics. San Juan Diego Catholic is responsible for adhering all TAPPS rules and guidelines, including but not limited to following the TAPPS constitution and athletic by-laws, competing within the school's assigned district, and adopting the TAPPS athletic calendar. Students, parents, and coaches also must adhere to all TAPPS competition guidelines including regulations for participation, rules for competition and fan, and requirements for student medical clearance. For more information, please feel free to visit the SDJCHS Athletics Page on the school website or the TAPPS website.

**Athletic Competition:** San Juan Diego offers the following sports in their corresponding season. SJDCHS competes in TAPPS 2A

Fall (August-October)	Winter (October-February)	Spring (January-April)
Volleyball (Girls)	Basketball (Girls and Boys)	Track (Boys and Girls)
	Academic TAPPS	Baseball (Boys)
Cross Country (Girls and Boys)	Soccer (Boys and Girls)	Softball (Girls)

**Participation Requirements:** In order to participate on a SJDCHS athletics team, students must complete the following before they are allowed to practice and participate:

- Complete and turn-in an up to date Physical Examination prior to the start of the season. Physical Forms are available on the SJDCHS website or the front office
- Uniform and team fees: If a student participated in a sport and wishes to join another sport, that student must have turned in all school equipment (such as uniforms) and have a zero balance with the athletic department for any team fees. A student will not be able to practice nor participate in a sport until uniforms and fees are taken care of.
- Eligibility Requirement: Students must be passing all classes with a 70 in order to remain eligible to participate in extra-curricular activities.
- Eligibility requirements at the designated times determine eligibility.
- If a student is failing one or more classes, they will be ineligible for extra-curricular activities.
- Students' grades will be checked every 3 weeks. If a student has a 70 or above in all classes, that student is eligible.
- Ineligible students will be allowed to practice only.

**Athletic Team Tryouts:** At SJDCHS, we encourage all students to participate on an athletic team. Therefore our athletic teams have an open tryout period. All students may come and try a sport the first week of the season. After the first week, a student must decide whether or not they want to be committed to a sports team. If a student decides to be committed to the sports team, they are responsible for upholding all athletic attendance policies of the coaches and Athletic department.

If a student chooses to join a team, but later in the season quits the team, that student could be barred from participating in any other sport that school year. We strongly affirm and believe that students are responsible for upholding their commitments, and will receive consequences if their commitment is broken. Each decision regarding athletic participation in the instance will be decided on a case by case basis by the Athletic Department.

**Attendance Policy:** All student athletes are expected to honor their commitment to their team, coaches, and fellow players. Coaches will have individual procedures for missing practice that will be explained in their parent/student meeting prior to the beginning of the season. Coaches have the right to determine consequences for missed practice or games which could include restricting playing time or if necessary dismissal from the team.

**Student Playing Time:** In order to maintain a competitive high school athletics program, high school sport playing time is not guaranteed. Coaches retain the right to determine student playing time for all high school sports based on their own individual criteria including but not limited to student practice participation, student attitude, and student skill.

**Lettering Requirement:** SJDCHS varsity letters will be award to athletes who fulfill the following criteria: students must be committed to the team (attendance must be in good standing); and has to participate in varsity competition (at least half of the varsity games). Special lettering consideration, determined by the coaches, will be given to students with a solid work ethic, leadership qualities, and a positive attendance record.

**Transportation:** SJDCHS and parents are responsible for transporting students for athletic purposes. Parents and Guardians must be willing to share in this responsibility in order to insure their students can attend games and practices. Throughout the sport season, parents will be asked to provide transportation. SJDCHS asks their coaches to be organized and on time with their practices, and we ask parents to be on time picking up their students. Transportation specifics will be explained by the coaches prior at the beginning of each season.

**Uniforms/Equipment:** All uniforms and equipment lent to students to use during an athletic season are the property of SJDCHS. Students are responsible for keeping the uniforms and equipment in good condition and are expected to return all school property at the end of the sport season. Students will be charged for any damaged or missing SJDCHS property.

### **Parent-Coach Communication Policy:**

If a parent wishes to speak to a coach regarding their student, we ask that parents follow these policies:

1. Please email or call to arrange a time to speak with the coach that does not conflict with practice or a game. This would include trying to speak with a coach directly before or after a practice or game unless previously arranged by a coach. This allows the coaches to spend their time focusing on running the team and giving their full attention to your students.
2. If you are unable to reach a coach, please contact the athletic director to set up a meeting. The athletic director will refer all parents/guardians directly to the head coach prior to arranging a meeting with the athletic director.

It is encouraged for parents to attend the preseason meeting. This meeting will go into detail about the coach's expectations and the best ways to communicate with the coach.



**Civility Code**

As an adult member of the San Juan Diego Catholic High School community, I hereby agree to conduct myself with dignity and respect. All of my exchanges with students, faculty, staff, parents, board members and visitors will be marked with respect and kindness, even in times of stress or disagreement. In order to be an effective member of the San Juan Diego community, I pledge to follow this Civility Code for the good of the whole community and, especially for the students who learn from my example.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Mother/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Father/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

*Keep this copy for your records.*

**Agreement regarding Acceptable Use of Technology Resources**

Failure to read the material contained in the “Student Guidelines for Acceptable Use of Technology Resources” of the *Student/Parent Handbook* does not excuse the student from observing any information and/or regulations. The Principal and/or his or her designee retain(s) the right to amend these guidelines as necessary. If this occurs, Parents/Guardians will receive written notice.

**Student Acknowledgement**

I have read the “Student Guidelines for Acceptable Use of Technology Resources” for the 2019-2020 academic year. I understand and agree to follow the rules contained in this policy. I recognize that I will lose my access privilege to technology resources, and may face other disciplinary action, if I violate these rules.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Student Name

**Parent/Guardian Acknowledgement**

I am the legal parent or guardian of the above signed student. I have read the “Student Guidelines for Acceptable Use of Technology Resources” for the 2019-2020 academic year. I understand that the internet is a world-wide group of hundreds of thousands of computer networks. I agree that San Juan Diego Catholic High School does not control the content of these internet networks. San Juan Diego Catholic High School has my permission to give computer and internet access to my child. I understand that my child will maintain this privilege as long as the procedures described in the “Student Guidelines for Acceptable Use of Technology Resources” are followed. I understand that if my child violates these policies, his/her access privilege to technology resources will be revoked, and s/he may be subject to disciplinary action.

I also grant permission for my child’s likeness and schoolwork to be used in the school’s marketing materials or on the school’s website, provided that the home address, home phone number, and/or last name of my student is not included.

\_\_\_\_\_  
Mother/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father/Guardian Signature

\_\_\_\_\_  
Date

Note: Any parent or guardian who does not want his/her child to have internet access, and/or does not want the school work and/or photo of his/her child published on the internet, should annually submit this request in writing to Principal and/or his or her designee. While San Juan Diego Catholic High School will attempt to restrict such access, it is ultimately the responsibility of parents to ensure that their children do not violate this request.

*Keep this copy for your records.*

## **Parent Involvement Policy – Title I**

The faculty, parents, staff, and community members of San Juan Diego Catholic High School shall develop and agree upon a written policy for parental involvement during the development and review of the campus improvement plan.

- The Parental Involvement Policy will be distributed as soon as possible during the school year.
- It will be the responsibility of school staff to establish a two way communication process with parents and families regarding their children’s academic progress. This should include, but not be limited to; progress reports, report cards, telephone calls, notes, newsletters, etc.
- The school will make every effort to communicate with parents in a language that is understandable. Communication with parents may include, but not be limited to homework, telephone trees, electronic mail, newsletters, meetings, etc.
- San Juan Diego Catholic High School will hold an annual meeting during the first semester to discuss the Title I program.
- Parents will be given the opportunity to provide input and make recommendations regarding the Campus Improvement Plan, the Title I program, and the Parent Involvement Policy through the Parent Advisory Council, the CAC or at parent meetings.
- During the first six weeks of school, parents will be provided information regarding the school’s curriculum, types of academic assessment used to measure student progress and proficiency levels students are expected to meet.
- In order to meet the changing needs of our school, the Parent Involvement Policy will be reviewed / updated during the annual Campus Improvement Plan revision process.

## **Title I – Best School Compact**

Research shows that when parents are involved in schools, students achieve more, attendance is better, grades and test scores are higher and graduation rates increase. Students are also more likely to reach their highest potential for intellectual, social, emotional and physical growth. Family involvement in education is critical for the success of students. To accomplish this, parents, teachers, and students need to work together. We ask that you agree to do this by signing and returning this agreement.

### **Student Agreement**

As a student, I understand that I need my education in order to become a productive citizen. I will be responsible for:

- ✓ Attending school every day and being on time
- ✓ Completing and returning homework assignments in a timely manner
- ✓ Following the school rules and being responsible for my behavior
- ✓ Reading everyday

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

### **Parent Agreement**

As a parent, I will help my child meet his/her responsibilities. I will be responsible for:

- ✓ Sending my child to school on time each and every day
- ✓ Sending my child to school prepared and ready to learn
- ✓ Reading with my child
- ✓ Establishing a time for homework and reviewing it regularly
- ✓ Participating as appropriate in decisions related to my child's education and the positive use of extracurricular time
- ✓ Supporting the school in its effort to maintain proper discipline
- ✓ Supporting the classroom teacher by volunteering if work schedule permits

Parent or Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

*Keep this copy for your records.*

**Athletic Agreement**

In order to participate in athletics, all guidelines and procedures listed in the “SJDCHS Athletics” section of the Student/Parent handbook must be followed. Failure to follow these rules may result in a student’s inability to participate in athletics. The Principal and/or his or her designee retain(s) the right to amend these guidelines as necessary. If this occurs, Parents/ Guardians will receive a written notice.

**Student Acknowledgement**

I have read the “SJDCHS Athletics” section of the handbook for the 2019-2020 academic year. I understand and agree to follow all guidelines and procedures if I participate in athletics. I recognize that my athletic eligibility may be compromised if I do not follow these rules.

\_\_\_\_\_ Student Signature  
Date \_\_\_\_\_

\_\_\_\_\_ Printed Student  
Name \_\_\_\_\_

**Parent/Guardian Acknowledgement**

I am the legal parent or guardian of the above signed student. I have the guidelines and procedures listed in the “SJDCHS Athletics” section of the handbook for the 2019-2020 academic year. I understand that if my student desires to compete in Athletics, they must complete all the necessary requirements and follow all of the necessary rules. I understand that the school requires a student physical to be turned into the athletics department in order to participate. I agree to pay all fees associated with student athletic participation. I understand that I may be required to pay fines for mistreated or lost SJDCHS athletic uniform apparel. Finally, I agree to adhere to all TAPPS requirements for fan behavior.

\_\_\_\_\_ Mother/Guardian Signature  
Date \_\_\_\_\_

\_\_\_\_\_ Father/Guardian Signature  
Date \_\_\_\_\_

*Keep this for your records*

**Bullying Policy Addendum**

Respect for the dignity and worth of each individual is a basic tenet of the Catholic faith. San Juan Diego Catholic High School is dedicated to the Christian principle that all people are created in the image of God and therefore must be treated with dignity and respect. It is the policy of San Juan Diego Catholic High School to provide all students a learning environment and all employees a workplace that is free from all forms of bullying.

San Juan Diego Catholic High School will not tolerate behavior that infringes on the safety of any student or staff member. A student, staff member, teacher, parent, volunteer, coach or substitute teacher shall not intimidate or harass another person through words or actions.

This policy prohibits any unwelcome physical, social, electronic, sexual, verbal or written conduct from one person/persons towards another person. Violation of this policy will be cause for disciplinary action.

**Definition:**

Bullying, harassment, or intimidation means intentional unwanted, aggressive behavior with an imbalance of power, it may include verbal, physical, written or electronic conduct/communication that is repeated.

Bullying may include but not be limited to physical (hitting, pushing, shoving), verbal (teasing, threatening, coercing, calling derogatory names, sharing derogatory videos/photos, in person, through written form, or through social media), or relational (spreading rumors, or ostracizing) behaviors.

This policy prohibits bullying that occurs on school premises, on any bus or vehicle as part of any school activity, or during any school function, extracurricular activity or other school-sponsored event or activity.

**Reporting Breach of Policy**

Students, teachers and parents have the duty to report any bullying to the school administration immediately. If a student experiences, or parent or other student witnesses any incident of bullying, the incident must be promptly reported to the school administrator. The administration will provide the student/parent with the Bullying Report Form, which must be completed, dated, and signed by the reporting party in order to assist the school in its investigation.

Report forms will be retained at school until the students involved leave the school.

**Bullying Policy Signature Page - Disciplinary Action**

Bullying will not be accepted or tolerated as a student at San Juan Diego Catholic High School. Any presumed involvement will lead to the possible or immediate removal from campus. False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate disciplinary action.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Student Name

*Please sign and return this copy by the Friday of the 1st week of school*

**Parent/Student Handbook -Statement of Agreement**

Failure to read the material contained in this Student/Parent Handbook does not excuse the student from observing any information and/or regulations. The Principal and/or his or her designee retain(s) the right to amend this Student/Parent Handbook as necessary. If this occurs, Parents/Guardians will receive written notice.

**Student Acknowledgement**

I have read the Student/Parent Handbook for the 2019-2020 academic year. I understand the rules of San Juan Diego Catholic High School, and I will cooperate with the school in this respect.

Additionally, I hereby consent to the use of my image, likeness, name, schoolwork, and/or product, in whole or in part, in any and all media worldwide at any time now or in the future for purposes of advertising and promoting San Juan Diego Catholic High School without additional compensation. I release San Juan Diego Catholic High School from any liability or claims arising out of the use of my image, likeness, name, schoolwork, and/or product, and I hereby waive any right that I may have to review or approve the form and use of any such materials.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Student Name

**Parent/Guardian Acknowledgement**

I am the legal parent or guardian of the above signed student. I have received a copy of the Student/Parent Handbook to use as a reference at home or work. I understand the rules of San Juan Diego Catholic High School, and I will work with the school to support these policies.

Additionally, I hereby give my permission and grant all rights necessary on behalf of myself and my child/dependent to San Juan Diego Catholic High School, and its respective agents and anyone authorized by it:

- to take my child/dependent on school or work related field trips by foot (if within walking distance of school), or in school-provided transportation;
- to use the image, likeness, name, schoolwork, and/or product of my child/dependent, in whole or in part, in any and all media worldwide in perpetuity for purposes of advertising and promoting San Juan Diego Catholic High School without additional compensation or prior review/approval;
- to allow my child/dependent to be interviewed or to participate in surveys or written/verbal tests generally related to either work or school;
- to allow our family contact information to be published in a school directory, unless we submit a written request to the contrary before September 1, 2016;
- to have my child/dependent drug tested in accordance with school and/or work program policies.

On behalf of myself and my child/dependent, I hereby release San Juan Diego Catholic High School from any liability or claims arising out of the use of my child's/dependent's image, likeness, name, schoolwork, and/or product, and I hereby waive any right that I or my child/dependent may have to review or approve the form and use of any such materials.

\_\_\_\_\_  
Mother/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father/Guardian Signature

\_\_\_\_\_  
Date

**Enforcement of Policies**

**A decision by the School not to enforce any policy, or to grant an exception to any policy, is not intended to prevent and does not restrict the right of the School to require strict adherence to that policy in the future.**

*Please sign and return this copy by the Friday of the 1st week of school*

## Civility Code

As an adult member of the San Juan Diego Catholic High School community, I hereby agree to conduct myself with dignity and respect. All of my exchanges with students, faculty, staff, parents, board members and visitors will be marked with respect and kindness, even in times of stress or disagreement. In order to be an effective member of the San Juan Diego community, I pledge to follow this Civility Code for the good of the whole community and, especially for the students who learn from my example.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Mother/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Father/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

*Please sign and return this copy by the Friday of the 1st week of school.*

## **Agreement regarding Acceptable Use of Technology Resources**

Failure to read the material contained in the “Student Guidelines for Acceptable Use of Technology Resources” of the *Student/Parent Handbook* does not excuse the student from observing any information and/or regulations. The Principal and/or his or her designee retain(s) the right to amend these guidelines as necessary. If this occurs, Parents/Guardians will receive written notice.

### **Student Acknowledgement**

I have read the “Student Guidelines for Acceptable Use of Technology Resources” for the 2019-2020 academic year. I understand and agree to follow the rules contained in this policy. I recognize that I will lose my access privilege to technology resources, and may face other disciplinary action, if I violate these rules.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Student Name

### **Parent/Guardian Acknowledgement**

I am the legal parent or guardian of the above signed student. I have read the “Student Guidelines for Acceptable Use of Technology Resources” for the 2019-2020 academic year. I understand that the internet is a world-wide group of hundreds of thousands of computer networks. I agree that San Juan Diego Catholic High School does not control the content of these internet networks. San Juan Diego Catholic High School has my permission to give computer and internet access to my child. I understand that my child will maintain this privilege as long as the procedures described in the “Student Guidelines for Acceptable Use of Technology Resources” are followed. I understand that if my child violates these policies, his/her access privilege to technology resources will be revoked, and s/he may be subject to disciplinary action.

I also grant permission for my child’s likeness and schoolwork to be used in the school’s marketing materials or on the school’s website, provided that the home address, home phone number, and/or last name of my student is not included.

\_\_\_\_\_  
Mother/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father/Guardian Signature

\_\_\_\_\_  
Date

Note: Any parent or guardian who does not want his/her child to have internet access, and/or does not want the school work and/or photo of his/her child published on the internet, should annually submit this request in writing to Principal and/or his or her designee. While San Juan Diego Catholic High School will attempt to restrict such access, it is ultimately the responsibility of parents to ensure that their children do not violate this request.

*Please sign and return this copy by the Friday of the 1st week of school.*

## **Title I – Best School Compact**

Research shows that when parents are involved in schools, students achieve more, attendance is better, grades and test scores are higher and graduation rates increase. Students are also more likely to reach their highest potential for intellectual, social, emotional and physical growth. Family involvement in education is critical for the success of students. To accomplish this, parents, teachers, and students need to work together. We ask that you agree to do this by signing and returning this agreement.

### **Student Agreement**

As a student, I understand that I need my education in order to become a productive citizen. I will be responsible for:

- ✓ Attending school every day and being on time
- ✓ Completing and returning homework assignments in a timely manner
- ✓ Following the school rules and being responsible for my behavior
- ✓ Reading everyday

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

### **Parent Agreement**

As a parent, I will help my child meet his/her responsibilities. I will be responsible for:

- ✓ Sending my child to school on time each and every day
- ✓ Sending my child to school prepared and ready to learn
- ✓ Reading with my child
- ✓ Establishing a time for homework and reviewing it regularly
- ✓ Participating as appropriate in decisions related to my child's education and the positive use of extracurricular time
- ✓ Supporting the school in its effort to maintain proper discipline
- ✓ Supporting the classroom teacher by volunteering if work schedule permits

Parent or Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

*Please return this signed copy by the Friday of the 1st week of school.*

## **Athletic Agreement**

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\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name

Printed

### **Parent/Guardian Acknowledgement**

I am the legal parent or guardian of the above signed student. I have the guidelines and procedures listed in the “SJDCHS Athletics” section of the handbook for the 2019-2020 academic year. I understand that if my student desires to compete in Athletics, they must complete all the necessary requirements and follow all of the necessary rules. I understand that the school requires a student physical to be turned into the athletics department in order to participate. I agree to pay all fees associated with student athletic participation. I understand that I may be required to pay fines for mistreated or lost SJDCHS athletic uniform apparel. Finally, I agree to adhere to all TAPPS requirements for fan behavior.

\_\_\_\_\_  
Mother/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father/Guardian Signature

\_\_\_\_\_  
Date

*Please return this signed copy by the Friday of the 1st week of school.*

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### Scope

This policy prohibits bullying that occurs on school premises, on any bus or vehicle as part of any school activity, or during any school function, extracurricular activity or other school-sponsored event or activity.

### Reporting Breach of Policy

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**Bullying Policy Signature Page - Disciplinary Action**

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\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Parent Name