

## **MISSION STATEMENT:**

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Greater Saskatoon Catholic Schools:

*A welcoming community where we nurture faith, encourage excellence in learning and inspire students to serve others, making the world a better place.*

*We love because He first loved us.*

*1 John 4:19*

## **VISION STATEMENT: ST. JOSEPH HIGH SCHOOL**

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In order to fulfill the fundamental purpose of our Greater Saskatoon Catholic Schools Mission statement we, the St. Joseph Guardian community, are dedicated to creating a school in which:

- All are welcomed and encouraged to develop and nurture their faith in order to know God and act as Guardians – to preserve, protect and guard what is noble and good.
- Faith and spirituality permeate all aspects of the school and Guardians impact the world, upholding the dignity and integrity of all God's creation.
- Staff and students experience authentic Christian community through involvement in Teacher Guardian Group.
- Staff members are creative leaders who implement innovative instructional and assessment techniques, are familiar with the latest curricula and uphold high academic expectations for students.
- Students experiencing difficulty will receive necessary supports and assistance to develop and achieve appropriate educational and career goals.
- Individual potential is developed and students of all ability levels are well equipped to meet the challenges of education, work and life.
- Open, trusting, affirming collaboration exists between staff, parents and students to enhance learning.
- ~~There exists a safe, healthy, welcoming community where every person is valued.~~
- Staff and community partners collaborate to provide authentic learning experiences, thereby reinforcing the relevance of the academic and extra-curricular programs.
- Extra-curricular activities, either athletic or social, are instrumental in building a well rounded individual and in creating a sense of belonging and pride in the school.

## **SPIRITUAL DIMENSION**

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The responsibility for developing the spiritual dimension of St. Joseph High School rests with each person within the school community. Each staff member at St. Joseph High School has a clear mandate to live and walk our Catholic faith and, in that way, to provide good Christian leadership and example to all.

Our faith is deepened and nourished through a variety of spiritual experiences. These include: daily reflection and prayer at the beginning of the school day, prayer at the start of classes, noon hour prayer and Rosary in the chapel, celebration of the Eucharist, Lenten celebration of Reconciliation.

The study of our faith is undertaken at each grade level under the direction of the Christian Ethics Department. The grade nine course of instruction examines the Beatitudes and the Ten Commandments. Grade ten focuses on the life and

teachings of Jesus. Grade eleven studies Christian justice, morality and formation of conscience plus Church history. Grade twelve deals with Christian lifestyle and relationships, vocations, and sacraments. Also, grade ten, eleven, and twelve all have a community service component. Students are required to attend a retreat at each grade level.

The Christian Ethics programs and the faith dimension that permeates everything at St. Joseph High School should be both challenging and enriching for the student. Students of all religious convictions are welcome in the St. Joseph Community provided they accept the fact that Christian formation is at the heart of what we are all about. Thus, we believe that students must view the Christian Ethics courses as an integral part of their program and approach these classes with the same attentiveness and diligence as they would any other course.

## **LITURGICAL CELEBRATIONS**

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When students enrol in a Catholic school, they are expected to make a conscious commitment to becoming part of the school faith community. This means that they will participate respectfully in all school liturgies, the celebration of Mass, special seasonal liturgies, penitential services and retreats. The expectation and invitation of the Catholic school body is to grow in our faith and love of God together.

## **CHAPLAINCY**

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The teacher chaplain is present in the school to nurture and support students and staff in their faith growth. The teacher chaplain welcomes anyone wishing to see him regarding a personal matter. He/she will also be available on an informal basis in the hallways and meeting places of the school.

## **ACADEMICS**

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### **INTRODUCTION**

St. Joseph High School offers a variety of courses for students. These courses meet the requirements of the Ministry of Education for a high school diploma and prepare students to enter a wide variety of post-secondary institutions or to move directly to the job market. The first two years of high school are intended to be exploratory. Hence, students are required to take a combination of compulsory classes and electives each year. This will enable the students to choose electives at the appropriate level in their last two years of high school.

**To qualify for graduation from St. Joseph, students must have a minimum of 24 credits from the 10, 20 and 30 levels.**

**Gr. 10** - Christian Ethics 10, ELA A10/11, ELA B10/11, History 10/11 or Native Studies 10/11, Foundations of Math 10 and Workplace & Apprenticeship 10 OR Math 11, Science 10/11, Wellness 10

**Gr. 11** - Christian Ethics 20, ELA 20/21, History 20/21 or Native Studies 20/21, Foundations of Math 20 or Pre-Calculus 20 or Workplace & Apprenticeship 20 or Math 21, 20 level Science or Science 21

**Gr. 12** - Christian Ethics 30, ELA A30/31, ELA B30/31, History 30/31 or Native Studies 30/31

For a comprehensive list of options, students are encouraged to speak with the School Counsellors and/or their Teacher Guardians.

## **TEACHER GUARDIAN GROUP**

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The Teacher Guardian Group is a unique concept at St. Joseph High School. This program is designed to build closer Christian relationships between groups of students and staff within the larger school community. Parents and students will realize that there is one teacher in the school who will come to know each student as a unique individual apart from her/his role as a student in a particular course. This mentor relationship will afford the student a degree of security and guidance while at St. Joseph High School.

The Teacher Guardian program will also offer the opportunity to assist students in specific areas at each grade level; students in Grade 9 will focus on transition; Grade 10, 11 and 12 Teacher Guardian Groups will focus on career exploration and planning as well as community service.

Another distinguishing feature of the school will involve community service. In order to promote the Christian ideals of work and service, each student attending St. Joseph High School will provide volunteer community service each academic year. This volunteer community service may include the following areas: the family, the school, the Church, and the Saskatoon community. **Duties of Teacher Guardian**

1. To provide personal support services by:
  - helping students adjust to high school life
  - generating a spirit of community (liturgies and devotions),
  - assisting the student with school-related concerns
2. To encourage students to become involved in school-related activities by:
  - Informing them of the various extracurricular activities offered at St. Joseph High School,
  - encouraging participation and involvement in various school activities by communicating information and by modelling through participation,
  - notifying students about special events that are applicable.
3. To provide home contact by:
  - acting as a liaison between home and school for the purpose of promoting the partnership between the home and school,
  - distributing information (school pictures, student card, newsletters, report card).

**The Teacher Guardian program is an integral part of our St. Joseph community; therefore, anyone wishing to be a student at St. Joseph High School must willingly and cooperatively take part in Teacher Guardian and its activities.**

## **EXPECTATIONS OF STUDENTS**

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### PHILOSOPHY OF DISCIPLINE

"Love one another as I have loved you." John 15:12

"Do for others what you want them to do to you." Matthew 7:12

These two statements from the Gospel of Jesus Christ are the foundations by which those at St. Joseph High School encourage self-discipline. The most fundamental teaching of Jesus Christ has to do with our respect for God and for other human beings. We try to implement these ideals based on the following expectations:

Students at St. Joseph High School are expected to:

- attend school regularly and on time;
- conform to the rules of the school;
- participate willingly in their learning;
- respect the safety, well-being, and property of others;
- be accountable for their behaviour and responsive to reasonable, related and respectful consequences;
- participate in creating a safe, positive learning environment conducive to learning.

### **School Staff at St. Joseph High School are expected to:**

- participate in creating a safe, positive learning environment conducive to learning;
- involve their students in developing classroom discipline practices which utilize reasonable, related and respectful consequences;
- model, teach, and reinforce appropriate behaviour.

### **Parent Guardians at St. Joseph High School are expected to:**

- support their child(ren) in regular and punctual attendance at school in all courses and TGG
- participate in creating a safe, positive, learning environment at their school;
- work and cooperate with the school to resolve concerns involving their child(ren).

## **SAFE LEARNING ENVIRONMENT**

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Everyone at St. Joseph has the right to security of person and the right to enjoy a safe environment in and around the school. There are a number of ways in which students can help keep their school safe.

- Report strangers in the building to someone in the main office.
- Let an adult know if a student or students are being harassed, bullied, alienated, or treated badly by other students.
- Treat one another with respect at all times. Be inclusive.
- Alert an adult if there are concerns about another student. Do not make light of situations. Making threatening remarks, even in fun, is inappropriate.

To varying degrees, unacceptable behaviours reflect lack of responsibility and lack of respect for self and others. Unacceptable behaviours are recognized as serious and will not be allowed. They require immediate action to determine cause and consequences and to provide opportunities for learning appropriate behaviour.

**In accordance with the Education Act, students are accountable to the school coming to and from the school, during the school day (including during the noon hour), and during school-sponsored activities such as field trips, social or sporting events.**

## **INTERNET ACCEPTABLE USE POLICY**

### **Internet Acceptable Use Policy (Greater Saskatoon Catholic Board of Education and St. Joseph High School)**

The Internet can be a valuable resource to students needing to access, evaluate, use, and produce information. Usage of the Internet should follow the Greater Saskatoon Catholic Schools mission statement. Internet access is a privilege, not a right.

- E-mail accounts will not be given to individual students.
- Student access to Hotmail or other free web based accounts on school computers is not permitted.
- Use of chat lines or news groups is not allowed except under the direct supervision of a teacher for a specific purpose.
- School rules for proper behaviour and communication apply.
- Articles may be printed from the Internet for school-based research at the cost of 10 cents per page if such printing is in accordance with copyright regulations.
- Inappropriate use of the Internet will be cause for disciplinary action that could include but not be limited to:
  - Internet/computer privileges being revoked for a period of time;
  - Student's right to attend a class being revoked;
  - Possible suspension or relocation from school.

## **ANTI-BULLYING POLICY**

### ***Bullying is not tolerated at St. Joseph High School***

Definition - An individual is bullied when he or she is exposed to negative actions causing emotional, psychological, and/or physical harm. Bullying can be verbal, physical, relational or reactive. Bullying involves an imbalance of power, creates fear, and is not gender specific.

Types or Forms - Bullying can come in many forms and is not limited to the following examples:

- Verbal Bullying - arguing, put-downs, threats, gossiping, racial/ethnic slurs, name-calling, taunting, intimidations, harassment and rumors.
- Physical Bullying - hitting, kicking, pushing, shoving, punching, slapping, physical violence, attacks, stealing, vandalism, graffiti and destroying property.
- Other Forms of Bullying - inappropriate sexual comments or actions, public humiliation, social rejection, e-bullying and websites and/or chat rooms targeted to individuals.

Expectations of Students - A safe, positive school environment requires a high degree of responsibility from the students. Students are expected to:

- Refuse to be involved in an act of bullying.
- Speak out against bullying - bystander support is critical.
- Be observant of signs of distress or suspected incidents of bullying.
- Report incidents of bullying or suspected incidents to a staff member and/or a parent.
- Get help from an adult.

Process or Procedure - When an incident of bullying is reported to the administration, the following steps will be taken:

- Interview with the bully/bullies - done separately from the victim/victims.

- Interview with the victim/victims - done separately from the bully/bullies.
- Document and retain information.
- Inform parents of those involved.
- Inform staff (when necessary and appropriate).
- Determine consequences.

Consequences - Consequences for students involved with bullying behavior are carefully considered after a thorough investigation and may include, but are not limited to the following:

Mediation through creative problem solving

- Community service/Detention
- Formal written apology
- Involvement of the police
- Loss of school privileges
- Suspension
- Withdrawal from a specified course(s) and/or activity(ies)
- Withdrawal from school and/or relocation

## **FIGHTING**

St. Joseph High School is committed to building and maintaining a positive educational environment in which each individual's rights are respected and protected. In a school all individuals have a right to expect and a responsibility to create an appropriate and safe learning environment.

Fighting will be treated as a serious offense.

- The school consequences for fighting will be suspension and/or relocation to another school.
- Further consequences may include legal/criminal action. Law enforcement officers will be involved when and if such action is necessary.
- Parents will be informed of the problems and the consequences when situations occur.

This action is based on the individual and collective rights and responsibilities of all those directly involved in the education of St. Joseph students.

## **STUDENT DRESS AND GROOMING POLICY**

Good taste and propriety enhance a good learning environment within a Catholic high school and are the basic guidelines for determining what is appropriate clothing. Dressing in good taste has specific meaning for office work, factory work, sporting events, and formal occasions. Since St. Joseph is a Catholic high school, the clothes that we wear to school must reflect our Catholic identity. As a result, students are expected at all times to dress appropriately for what is, at this time, their place of work. We request that parents and students co-operate in adhering to the following expectations regarding student dress and grooming:

- Clothing must be neat and clean.
- Clothing must convey a positive lifestyle. Slogans that advocate substance or alcohol use, gangs, vulgar, prejudicial or sexist mottos, or satanic messages have no place in a Catholic school.

- Students should be dressed modestly at all times.
- Clothing should suit a positive learning atmosphere and preparation for the work place.
- Top wear should be appropriate and modest. The following are not acceptable: halter tops, tube tops, strapless tops, spaghetti strap tops, undershirts, or mesh shirts. Garments cannot be “see through.” Midribs or lower back are not to be exposed. Students may not wear upper body garments that, because of their cut, may be considered revealing.
- Short shorts, skirts, or dresses that may be considered revealing are not permitted.
- Gym wear is appropriate for Physical Education classes only.
- Caps, hats, and toques are to be removed as soon as students enter the school. Caps and outerwear (winter jackets) must be stored in lockers during school hours.
- Bare feet are not allowed (consistent with health regulations).

Students wearing inappropriate clothing can expect a staff member to ask them to cover the garment in question, or they may be referred to an administrator who may ask the student to go home to change the garment.

## SMOKING

Smoking is the single most preventable cause of illness and death. Students are urged to give serious consideration to all the implications of smoking and to refrain from smoking. Greater Saskatoon Catholic Schools is committed to a smoke-free environment in all its buildings. St. Joseph High School, therefore, is a smoke-free area, and students are not allowed to smoke in or on school property at any time. Students also are not allowed to smoke in their vehicles on school property. Failure to honour these expectations may result in detention, community service, in-school exclusion, or suspension from school.

## ALCOHOL AND OTHER DRUG USE

Our spiritual, academic and extracurricular programs are designed to help students adopt positive lifestyles and to mature in their understanding and appreciation of who they are in the world. Students must be in condition to learn effectively and must avoid situations which create problems for themselves, for others, or for the school. The possession, use, or trafficking of alcohol or drugs is illegal for school-age students.

St. Joseph policy is as follows:

- The instructional program will enable students to attain a basic knowledge of the consequences of alcohol and other drug use.
- Students will be made aware of lifestyles that are consistent with our Christian values.
- Staff detecting students who display symptoms of substance use will refer the information to a school counsellor or administrator.
- If the student appears to have a problem in this area, the student will be offered alternatives. He/she will be referred to counselling department or other rehabilitative agencies.
- The student may be required to leave school until corrective measures are taken.

- If a student is under the influence of alcohol and/or other drugs, parents will be informed, and the student will be subject to one or more of the following consequences: suspension and/or expulsion, referral to Rehabilitative Agencies, or police involvement.

## DANCE REGULATIONS

If and when St. Joseph High School decides to hold a school-sponsored dance, the following regulations apply:

1. Ticket sales close at 1:00 p.m. on the day prior to the dance. **No tickets will be sold after 1:00 p.m. on that day.** To purchase a ticket, students must present a valid student card to the vendor along with the cost of the dance ticket. Guest tickets are purchased through the Assistant Principal. Those students purchasing a guest ticket are responsible for their guest’s behavior.
2. Entrance to the dance is through the front doors only.
3. Students who are not able to arrive at the dance prior to doors closing must notify the Assistant Principal by 1:00 p.m. on the day of the dance. They need to ask to have their names added to the late list. At the time of their request, they must provide a legitimate reason for being late. Parental contact may be required.
4. Students who choose to leave the dance prior to the official end of the dance will be required to place their names on an early departure list as well as to provide a destination. These students will not be re-admitted to the dance.
5. All students wishing to enter the dance must present a valid student card at the time of entry. If they are bringing guests, the guests must each present a valid student card from another high school or present another form of picture identification.
6. Students who do not have a student card must speak with the Assistant Principal prior to closing time for ticket sales. Students who have lost their student cards will be charged an additional \$5 levy for a new card.
7. Students and guests at the dance are expected to be chemical free. **Students will not consume any amount of alcohol or other intoxicating substance before, during, or after the dance.** Students who violate these expectations will:
  - be removed from the dance and placed under adult supervision,
  - have their parents contacted and asked to come to the school to pick them up,
  - be suspended from school for a period of time determined by the administration,
  - be required to complete an educational package related to alcohol and drug use and its effects,
  - be required to do a number of hours of community service to be determined by the administration.
8. The theme and dress style of each dance will be established by the SRC. The school dress code will be in effect. Appropriate behavior is expected at all times. All hats, coats and bags must be checked in the coat check.
9. There is zero tolerance for fighting both within and outside the school. Students who choose to fight will be suspended and may be relocated. The police may be involved.
10. Dance tickets are not transferable to another individual.

These expectations are in place to ensure that any dances sponsored by the SRC are successful. They are meant to serve as guidelines of what is expected as well as to indicate some of the consequences for unacceptable behavior. Future dances at St. Joseph High School are dependent on student conduct at the dances that are held.

### **ATTENDANCE POLICY**

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To be successful academically, students must attend classes regularly and promptly. Students, parents and teachers must work jointly to assure regular and prompt attendance and continual progress in all subjects, but each group also has particular responsibilities.

1. Students are responsible for attending all classes, including the Teacher Guardian period, regularly and promptly. Attendance is mandatory.
2. Parents are responsible for ensuring their child's regular attendance. Notify the school prior to the start of classes if your child is going to be absent that day.
3. Students who repeatedly absent themselves from class without valid reason and/or without parental notification to the school run the risk of being required to drop a class.
4. Students must inform the office if they are ill during the day. At that time contact with the home will be made, but if such contact is unsuccessful, the student will be assisted in an appropriate manner.
5. Students are expected to be seated at their desks or in their designated places when the final tone goes to indicate the beginning of the class period. **Each late will be dealt with by the teacher and/or Teacher Guardian.**
6. If students arrive at class and find the door locked and no teacher present, they should enquire at the office to find out what they should do. If the door is not locked, they should go into the classroom, take their seats, begin working, and wait for further instructions. If the teacher does not arrive within ten minutes, one member of the class should enquire at the office to get further instructions.
7. **Teacher Guardians or classroom teachers will inform parents about students who are consistently absent or late.** If the problem is not resolved, an Assistant Principal may request a meeting of the student, parents and Teacher Guardian. If the problem persists, students may be suspended, referred to another school, or asked to withdraw.

### **Attendance Regulations and Procedures**

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1. Parents should phone the school at **659-7656** to report absences. This service is available 24 hours per day, seven days a week. If possible, parents are to contact the school in advance of the absence or on the day of the absence, but no later than one day after the absence. If a parent chooses not to acknowledge an absence, the absence will be deemed unexcused. Students are assigned school consequences for unexcused absences. Parents may telephone the school to explain tardiness. The student is responsible for being punctual. **If you are aware that your son/daughter will be missing an exam, indicate this in a phone call or email to the teacher.**
2. The school will contact the home regarding absences via an automated telephone system. The recording will announce unexcused absences.
3. Excused absences are defined as illness, medical and dental appointments, bereavement, medical emergencies, court or legal appointments, and approved school activities. Extenuating circumstances could also result in excused absences, but all such circumstances must be discussed with your Teacher Guardian and Principal or Assistant Principal.

4. Students absent from class are responsible for obtaining assignments missed. The onus is on students to complete all work missed when they are absent from class. If an absence is anticipated, students should contact the teacher directly. Students who are absent should contact classmates to obtain information about missed class notes, assignments, and examinations. This will ensure that absent students will not fall behind in their schoolwork.

#### **5. Notification of Extended Period of Absence from School**

This policy refers to students who will be absent for three days and longer. We believe that education does happen in other places than school, and we support parents who value the broadening of their children's experience through travel, athletic pursuits, and cultural involvements. Missing out on valuable instruction, discussion, and hands-on learning will be an unavoidable consequence of extended absence. Teachers will not be required to give students work prior to their trip. Students are responsible for "catching up" when they return. The personal benefits of out-of-school activities must be weighed against the academic costs associated with absence.

Process:

- Students and parents must complete the Extended Absence Form (see Vice Principal).
  - Student will advise all subject teachers who will complete teacher portion of Extended Absence Form.
  - Student will return the **COMPLETED** form to their respective vice principal. Form will be kept on file.
  - It is imperative that students and parents participate fully in this process in order to minimize the negative effects of extended absence.
6. Unacknowledged absences. Note that those absences for which **no phone call** has been received or which have not been cleared by a teacher or administrator are unexcused. School consequences are applied for unexcused absences.
  7. Students who demonstrate irregular attendance in a course may run the risk of being required to drop the class.

### **TARDINESS**

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Students are to be at their assigned places with all necessary materials when the class period begins.

**If students are late:**

1. They are to report directly to their class (no matter how much time is left in class). Once they arrive, they are to follow the procedures laid out by their classroom teacher. This may mean waiting outside the door until the teacher has an opportunity to speak with them.
2. Their teacher will take appropriate action. This may include a form letter being sent home or immediate home contact by phone.
3. Students who are late may be assigned a detention that must be served on the date assigned unless alternate arrangements are made.
4. If tardiness continues to be problem a referral may be made to an Assistant Principal.

## **REQUIRED TO LEAVE THE CLASS**

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- a) If asked to leave the class, students will sit in the hallway outside the classroom door until the teacher gives them instructions.
- b) They may be required to report to the Assistant Principal.

## **REQUIRED TO DISCONTINUE A CLASS**

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A student may be required to discontinue a class:

- a) if attendance becomes irregular and does not improve despite appropriate interventions;
- b) if behavior continually interferes with the learning of others.

The student's timetable may be modified further if being required to drop one or more classes results in his/her having a large block of unscheduled time in the middle of the school day.

## **PERMISSION TO DISCONTINUE A CLASS**

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Students wishing to discontinue a class must:

- a) discuss the situation with the subject teacher,
- b) see a school counsellor to complete an application form to drop the class,
- c) attend the class regularly until advised by the subject teacher that permission to drop has been granted,
- d) have a parent or guardian phone the vice principal or counsellor to give permission to discontinue the class, and
- e) make certain that any application to discontinue a class are completed no later than a month prior to the end of a semester.

## **WITHDRAWAL FROM SCHOOL**

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If a student decides to withdraw from school during a semester, he/she must see an Assistant Principal who will explain the procedures. Off-Roll procedures include filling out a form indicating that the student is going Off-Roll and his/her current destination, a parental release form allowing the school to release school records when such is necessary, and a form indicating that all textbooks have been returned and fees have been paid. Students going off roll will need a transcript of their marks for registering at another school.

## **MISSED EXAM POLICY**

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For students who miss exams (or other in-class assessment activities) during each semester the following guidelines apply:

- If a student is legitimately absent on the day a scheduled exam is given (parental contact, email, approved school activity), that student will be expected to approach the teacher on the day that he/she returns to make arrangements. Generally the student is expected to write the exam (or valid alternate exam) within two school days of the student's return to school. Exceptions, at the teacher's discretion, will be considered if the student must write exams in several subjects within a short span of days.
- If a student anticipates being absent for a scheduled exam, the student must make arrangements before the exam day. In these cases the student will be asked to write the exam before leaving the school or within two school days of the student's return to school.

- If a student misses an exam intentionally, the student may, at the teacher's discretion, and in consultation with the Department Chair, be denied permission to write the exam and will receive a mark of 0%.
- If situations arise which are not accounted for in this policy, a decision shall be made by the teacher in collaboration with the Department Chair. Students who expect to miss final exams for valid reasons must apply in writing to the Principal before the scheduled exam date. Any student who intentionally misses a final exam will be dealt with by the Administration.

## **CHANGE OF FINAL EXAM DATES**

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**Students must write final exams or attend final activities as scheduled at the end of each semester for all of their classes.** Final exams must be written at the time at which they are scheduled. In cases of unavoidable circumstances, requests for changes of the final exam must be forwarded to the **Principal**, who will make all necessary arrangements.

## **ACADEMIC HONESTY POLICY**

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The teaching and reinforcement of values are the most important tasks schools must perform. This is especially true of Catholic schools where Faith and Morals underpin everything we do. In respect of this, and in accordance with the values which build society and sustain the Church, the following policy operates at St. Joseph with regard to academic honesty.

Violations of academic honesty include:

- using or being in possession of notes, texts, or other unauthorized information during an examination;
- asking for or receiving unauthorized assistance during examinations;
- tampering with or falsifying lab, shop, class reports, projects or tasks;
- plagiarizing (presenting any other person's work as one's own); gaining an advantage through mechanical or technological means (e.g. the Internet, unauthorized calculator use, et cetera);
- assisting in any way another student's dishonesty.
- teachers will discuss this issue with all their classes at the beginning of each semester. Teachers are duty-bound to report every instance of academic dishonesty to the parent, the Assistant Principal and the Teacher Guardian (informed via office).

In every instance, the school's Administration will record the name of the offender and the nature and circumstances of the offense.

Further consequences will include some or all of the following:

- a mark of zero will be awarded for the offending report, project, task;
- dishonesty during examinations (including final examinations) will disqualify the offender, and Administration will deal with the occurrence.
- the student will be required to re-do the assignment under supervision
- the student will be required to drop a class or classes;
- the student will be suspended at the Principal's discretion;

Any student who offends more than once in matters of academic honesty is sending out a cry for help, and we will do everything we can to help such students. A student's academic honesty becomes a significant part of his/her accomplishments; dishonesty, too, follows the offender far into the future. Clearly, St. Joseph High School views academic honesty to be among the most important values we teach, and it is our intent to pursue strenuously the teaching of this value.

## GRADUATION PROCEDURE AND ACTIVITIES

To be eligible to participate in graduation activities, students must have at least nineteen credits before entering their final semester, must then register in a sufficient number of courses to give the possibility of earning a total of at least twenty-four credits, attend the Grade 12 Retreat and complete the requirements as set out in Teacher Guardian Group. Students must be in a position to pass the required number of credits by mid-term in order to participate in graduation. Please refer to the Student Registration Booklet for further information.

School sponsored activities include the following:

- a) Students must be a member of a Teacher Guardian Group in good standing.
  - a) Grade 12 Retreat - All Grade 12 students are required to attend the retreat.
  - b) Graduation Rehearsal - The Graduation Rehearsal is held at St. Joseph, usually immediately following the last final exam.
  - c) Graduation Mass and Exercises - Participating students may invite as many guests as they wish to the Graduation Mass and Exercises. Tickets are not required, and there is no admission charge.
  - d) Graduation Banquet and Dance - All graduating students, their parents and guests, and staff members are invited to attend the banquet. Each graduate may purchase a limited number of banquet tickets. Additional tickets will be made available if space allows. Tickets for the dance may be purchased separately.
1. Costs - The costs associated with the Graduation Mass and Exercises are covered by a fee which is paid by eligible Grade Twelve students.
  2. Graduation Committee - A committee consisting of representatives from each Grade 12 T.G.G. will be responsible for assisting in the planning of school-sponsored activities.
  3. Other activities associated with Graduation - The planning and supervision of activities not listed above is the responsibility of parents.
  4. Caps, Gowns and Stoles - Students participating in Graduation Exercises must wear the appropriate cap, gown and stole.
  5. Participation - A student may participate only once in Graduation Exercises.

## CELL PHONES

Cell phones are not permitted to be used during Class time. Failure to do so will result in your phone being taken to the Assistant Principal for pick up at the end of the day. If this continues to be an issue, parents will be contacted and may have to pick up the phone from School Administration.

## VISITORS TO THE SCHOOL

School policy requires that all visitors report to the main office immediately upon entry to the school. The high school is not a public building open to any visitor wishing to wander the halls. This high school reserves its right to refuse visitor's access to the students and facilities. When students have permission from an Administrator for guests to be in the school, students are responsible for these guests.

## SECURITY

1. **Bicycles** - Bicycles should be securely locked in the bicycle racks located on school property.
2. **Lockers** - The lockers are the property of the Saskatoon Catholic School, and "loaned" to students for their clothing and books. Board Policy IAC states: "Principals and/or teachers are authorized to search school property in order to maintain order, safety or discipline." In order to carry out the stated policy, regular unannounced locker checks will be undertaken throughout the school.
  - a) Absolutely **no one** should know another student's combination. Students are entitled to know only their own combination. Students are required to remain in their assigned lockers.
  - b) Students are responsible for keeping their lockers neat and tidy. They will pay for any damages to their lockers or for the cost of removal of any stickers or writing.
  - c) St. Joseph High School **cannot** assume responsibility for articles missing from lockers. **Do not** place valuables or money in your lockers.
  - d) If unusual circumstances require you to carry larger amounts of money or valuables, the Main Office staff will assist you.
  - e) Vandalism of your locker should be reported to an Assistant Principal immediately.
  - f) When deemed necessary, a parent, teacher or school administrator may enter a locker.
3. **Student Parking** - Students may park in designated student parking areas. The circle area in front of the building is for visitors and staff only. Students may not park in staff-designated sites or along the access road to the student parking lot behind the school. **Vehicles illegally parked may be ticketed.**

## STUDENT SERVICES

1. **School Counsellors** are available to assist students with study skills, in planning class selections, in career planning, in decision making, and in dealing with personal or family problems. Students may see the counsellors directly or make an appointment with a secretary.
2. **School Social Worker** is available one day a week. Referral appointments should be made with Student Services Secretary.
3. **Driver Education** - Offered in cooperation with Klassen Driving School [klassendrivingsschool.ca](http://klassendrivingsschool.ca); 382-2742
  - Emphasizes instilling a mature driving attitude and developing good driving skill among drivers.
  - Thirty hours of in-class instruction after school during a four-week period followed by six hours of in-car instruction.
  - Eligibility: Students are eligible if they are aged fifteen years and four months.
  - Students will be automatically registered. Participation is organized by age, from oldest to youngest.
  - Student lists are posted ten days prior to start of a class; students must return the invitation (available at the Main Office) in order to participate.

Students must be aware that they may be disqualified from the driver education program for absences from the in-class and/or in-car instruction. The driver education

teacher will inform students about the requirements of the program. Disqualified students may be required to register with an external driver educator at their own cost. (Current cost for this service is approximately \$500).

5. **Student Cards** - A student card is provided through student fees for
  - a) identification as a student (eg. theatres),
  - b) qualifying for student rates on the transit system and
  - c) admission to school events.
6. **Bus Passes** - Bus passes are available for purchase at the Main Office.
7. **Student Phone** - A free student phone is available outside the Main Office.

## ATHLETIC POLICY

### Policy Objectives

The purpose of this policy is to guide staff, students, and parents in their participation in the St. Joseph High School Athletic Program, and to assist in the development and well-being of all participants. This policy cannot cover all of the circumstances that may arise in the administration of an organized athletic program, and is not intended to be a substitute for the application of Christian principles and common sense in the administration of the program.

Clearly, participation in inter-scholastic athletics is a privilege, not a right, for both coaches and student-athletes, and by extension, parents of student-athletes. Thus, along with that privilege, participants must accept several responsibilities that will be articulated in this policy.

Ultimately, all policies and expectations outlined hereafter are intended to provide all athletes and coaches an environment in which the growth and wellness of all participants are vigilantly safeguarded.

### Philosophy

The Athletic Program at St. Joseph High School shall be based on the following premises:

- Christian values and fair play direct our athletic program, and therefore must always prevail.
- Inter-scholastic athletics is an important part of the overall educational program.
- The inherent goal of high school athletics is to help young people develop skills that will be significant and positive factors throughout their lifetime.
- Inter-scholastic athletics provides an enrichment opportunity for students who display strong interest and aptitude in athletics.
- While athletics is one of the key areas in the total operation of the school's program which is exposed to public display, focus will remain on the personal development of the student rather than on the enhancement of the school's prestige.
- Community-building through cooperative programs and friendly competition with other schools is a goal of this program.

- Participation in the Athletic Program is a privilege that participants must reciprocate with responsible deportment, full commitment, and the display of Christ-like values.

### Objectives of the Athletic Program

- To help students learn to cooperate and compete with others in a Christ-like manner.
- To help students in the development of lifelong learning through athletic skills and their application.
- To help students develop a strong work ethic and sense of commitment.
- To help students develop life skills such as courage, commitment, honesty, humility, positive leadership, discipline, teamwork, and fair play.
- To help students experience the full joy of preparation and participation in athletic competition.
- To help students pursue post-secondary athletic opportunities.
- To help the student body develop a vibrant school spirit.

### Policies and Procedures

#### **A. Program Offerings**

Prior to the commencement of each school year, the principal, in consultation with Advisory Council, will determine the sports activities that St. Joseph High School will offer in the upcoming school year. Extracurricular coaching is supervised by staff and out of school coaches on a volunteer basis.

#### **B. Team Selection**

- All students participating in the program must adhere to the eligibility requirements as outlined by the SHSAA and the SSSAD.
- A team will be selected through a fair and impartial evaluation conducted by the coaching staff at the beginning of the sports season. The coaches will explain the tryout procedure and criteria prior to the first tryout practice. Selections for a team are not to be made before the third practice at all levels of play. Students who feel that they have not been given reasonable opportunity to make the team are to approach the head coach to request an additional opportunity to demonstrate their strengths.
- The availability of resources and the number of participants needed, as determined by the coach, athletic director, and the principal, will establish the number of students selected to any one team.
- Grade 9 and 10 students are encouraged to play at the Junior team level. The coaching staff of the sport involved will make decisions concerning students playing above their grade level after consultation with the athlete's parents, the athletic director, and the principal.
- In order to avoid any appearance of undue influence in the team selection process, and to avoid placing unnecessary pressure on student-athletes, parents are asked not to attend tryout practices.
- Prior membership on a team or participation in any other facet of the school program will have no bearing on the selection process.
- Final team selection is left to the discretion and judgment of the head coach and may include consultation with the athletic director and administration.

#### **C. Participation**

- It is expected that all student-athletes will conduct themselves within the objectives of the mission statement of St. Joseph High School. Student-

athletes are also expected to be in full attendance and are also expected to maintain their academics to the best of their abilities.

- For student safety, students absent from school due to illness beyond a half-day are not permitted to participate in any activity, practice session, or inter-scholastic competition on that day.
- Students suspended from school, either in-school suspension or out-of-school suspension, are not permitted to participate in any school-related activity for the duration of the suspension.
- Practices are essential for proper conditioning, improvement of technique, and the orderly progression and development of the total team. Athletes are required to attend all scheduled practices unless absent due to illness or excused by the coach. Appointments, if at all possible, should be arranged so they do not conflict with practices or games. Coaches, in consultation with athletes, are responsible for setting the practice schedule during vacation periods. Students are encouraged to attend practices scheduled during vacation periods unless they are excused by their parents in advance.
- Student-athletes are expected to maintain a satisfactory level of effort in their academic endeavours. If, in the opinion of classroom teachers and the coaches, a student-athlete is not maintaining reasonable academic effort, he/she may be deemed unable to participate in an activity. This will be done in consultation with the principal.
- Tobacco use, use of drugs or any controlled substances, and consumption of alcohol are prohibited, and could be cause for suspension or dismissal from the team if the violation occurs during the school year. Each coach, in consultation with the athletic director and the principal, will determine the appropriate course of action in such an event.
- Students engaging in activities that are not edifying to their school, their teammates, and themselves may be subject to suspension or dismissal from the team if the violation occurs during the school year. Each coach, in consultation with the athletic director and the principal, will determine the appropriate course of action in such an event.

#### **D. Playing Time**

- At all levels, it is the coach's responsibility to determine who will play and how much they play in game competition. Students should fully understand that by joining a team they are accepting the pleasures and benefits of participating as well as the responsibility and commitment to fill a meaningful role on that team.
- Junior athletics are more developmental in nature and games are more participation-based. An athlete who attends practices regularly, consistently works hard, and displays a positive attitude, can expect a fair share of playing time over the course of the season, regardless of his/her ability. The amount of playing time is to be determined by the coach as the season progresses, and it might be expected that in year-end tournaments or championship games, coaches might choose to substitute more sparingly.
- Senior athletic activities have a higher focus on competition. It is expected that each student-athlete will play in game situations as much as is practical depending upon ability, game situation, relative importance of the competition, grade level, and other factors determined by the coach. It is expected that each coach would develop a meaningful role for each team member that provides the student-athlete with an opportunity to learn and to grow.

#### **E. Uniforms**

- The athletic department will be responsible for providing a reasonable type and quantity and quality of uniforms for each team that represents St. Joseph High School. Uniforms will be ordered on the basis of available resources and need. The coach responsible for each activity must consult the athletic director.
- It is expected that each athlete will provide a reasonable level of care to all uniforms and equipment issued by the school. Student-athletes will bear the responsibility of full replacement cost for any uniform or equipment that is lost or damaged outside of reasonable use.

#### **F. Fees**

- Student-athletes will be responsible for payment of participation fees, as set by the coach, having received approval from the principal.
- Cost will not be a barrier to any student participating in any athletic activity offered by the school. Student-athletes facing financial pressures should be referred by the coach to the athletic director. In consultation with the principal, options will be explored to facilitate full participation.
- Tournament travel, having received principal and superintendent approval, will have had an appropriate budget approved, as part of the application process.

#### **Expectations**

##### **A. Athletes**

- To conduct oneself within Catholic Christian values.
- To be punctual and prepared for all practices and games.
- To achieve to their potential academic standards and to be responsible for class work missed for game or tournament participation.
- To represent St. Joseph High School at all times in a dignified and positive fashion, acting as an ambassador for St. Joseph High School.
- To be dedicated to their team and teammates. Athletes choosing to play an additional sport outside of the school during the same season are expected to honour the school's practice and game schedule first. Students need to communicate particular situations to the coach at the beginning of each season.
- To initiate dialogue with the coach if concerns regarding one's role on the team arise. This dialogue should be initiated during the school day, away from the practice venue.
- To take pride in striving to improve skills and knowledge every day. To place primary commitments to God, family, and academics.

##### **B. Coaches**

- To model Christ-like leadership.
- To convey personal expectations, within the scope of this policy, to parents and student-athletes.
- To establish effective communication between coach and parents regarding schedule of practices, travel to games/tournaments, etc.
- To take appropriate action on concerns brought forth by student-athletes or parents by reporting to the athletic director and the principal.
- To ensure all student-athletes are nurtured into a role where they have the opportunity to learn and grow.
- To understand and to be able to teach the fundamentals of the activity.
- To make corrections and coaching points in a positive and reassuring manner.
- To display confidence in the honesty and integrity of opponents and officials.

- To instill a desire in all student-athletes to compete honestly and exercise fair play.

### C. Parents

- To exhibit Christ-like behavior by positively supporting and encouraging teams.
- To respect decisions made by officials and coaches.
- To refrain from attempting to coach student-athletes from the stands.
- To utilize the following protocol to address concerns or issues with a coach
  - encourage your son/daughter to approach the coach
  - if the issue remains unresolved approach the coach yourself during the school day, away from practice or game sites
  - if still unresolved, the issue should be referred to the athletic director
  - if still unresolved, the issue should be referred to the principal, who will make the final decision on any parental concern.
- To assist students in achieving and maintaining a healthy lifestyle by promoting a balance among academic, athletic, spiritual, and personal goals.

## PRINCIPAL'S HONOUR ROLL

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The following is the criteria used for calculating the Principal's Honour Roll at St. Joseph High School.

### Grade 9

For distinction the average of the final marks in all classes must be a minimum of 80%

For great distinction the average of the final marks in all classes must be a minimum of 90%

English A90	Mathematics A90	Social Studies 90
English B90	Mathematics B90	Phys. Ed 90
Christian Ethics 90	Science 90	2 best electives at Level 90

### Grade 10

For distinction the average of the final marks in the 8 classes below must be a minimum of 80%

For great distinction the average of the final marks in the 8 classes below must be a minimum of 90%

English A10	Wellness 10	
History 10/Native Studies 10/Histoire 10		
English B10	Science 10	Next highest 10 level class
Christian Ethics 10	Foundations of Math 10 or Workplace Apprenticeship 10	

*\*For French Immersion students, substitute French Immersion 10 for one of the English 10*

### Grade 11

For distinction the average of the final marks in the 8 classes below must be a minimum of 80%

For great distinction the sum of the final marks in the 8 classes below must be a minimum 90%

English 20/EC 20  
 Christian Ethics 20  
 History 20/Native Studies 20/Histoire 20

One 20 level Math  
 One 20 level Science  
 Next 3 highest level 20 classes

### Grade 12

For distinction the average of the final marks in the 8 classes below must be a minimum of 80%

For great distinction the average of the final marks in the 8 classes below must be a minimum of 90% average

The 8 marks are made up of First Semester Final Level 30 marks, those previously completed & the mid-term marks of Second Semester.

*If a student has not completed a Cyber School course in second semester please understand that the midterm mark of that course is also what will be used to calculate the honour roll average at St. Joseph's midterm marking period.*

English A30	Christian Ethics 30
English B30	
History 30/Native Studies 30/Sciences Sociales Immersion 30	
Next 4 highest level 30 classes	

*\*For French Immersion students, substitute French Immersion 30 for one of the English 30*