

**2009-2010  
STUDENT HANDBOOK**

**ST. JOAN  
ANTIDA  
HIGH \* SCHOOL**

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*This agenda belongs to:*

## **\*Mission\***

**In the spirit of St. Joan Antida Thouret, we prepare young women to lead and serve in a global society through a values based Catholic education.**

*St. Joan Antida High School welcomes women of any racial or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school.*

## **ACADEMICS**

Through the pathways of the multiple intelligences, we assist the student in developing five major abilities on four different levels. Through a program of studies which includes traditional high school and college preparatory courses, each student becomes knowledgeable about her own strongest intelligences and learns how to strengthen those that may be weaker. Teaching methods offer a strong emphasis on project and presentation work in which students actively demonstrate what they learn about and know. Students not only receive traditional grades, they also receive assessments which tell them exactly how they are doing and emphasize which intelligences are their strongest ones. Students are consistently required to reflect on their own learning processes and how they are affected by them.

**Integrated and Multiple Intelligences:** A major component in all subjects and programs at St. Joan Antida High School is the set of integrated abilities:

1. Accessing Information
2. Thinking Dynamically
3. Communicating Effectively
4. Participating Responsibly in a Global Environment
5. Enhancing Personal Competency

In addition, the faculty and staff are committed to using Gardner's Theory of Multiple Intelligences as a framework for teaching and learning across curriculum areas:

1. Interpersonal intelligence
2. Intrapersonal intelligence
3. Verbal/Linguistic Intelligence
4. Logical/Mathematical Intelligence
5. Visual/Spatial Intelligence
6. Body/Kinesthetic Intelligence
7. Musical/Rhythmic Intelligence
8. Spiritualist Intelligence
9. Naturalist Intelligence

## Academic Course Offerings:

### **Theology**

Scriptures-Theo 9  
Morality/Values-Theo 10  
Justice & Peace-Theo 11  
Christian Lifestyles-  
Theo 12

### **English/Language Arts**

English I  
Creative Writing/Am. Lit  
Comp. 1/Am. Lit  
Comp. 2/Brit. Lit  
English Lit (AP)  
World Literature  
Speech

### **Mathematics**

Pre-Algebra  
Algebra 1  
Geometry  
Adv. Transitional Math  
Adv. Algebra/Trig  
Pre-Calculus (H)

### **Family & Consumer Ed**

Child Development  
Home Economics  
Independent Living  
Clothing: Fashion &  
Design

### **Physical Education**

Physical Education  
Health

### **Science**

Physical Science  
Biology, Honors  
Biology  
Chemistry, Honors  
Chem  
AP Chemistry  
Physics  
Adv. Topics in Biology  
Anatomy & Physiology

### **Language**

French I, II, III, IV (H)  
Spanish I, II, III, IV (H)

### **Social Studies**

World History  
US History  
Economics  
Geography  
Sociology  
World Geography  
Psychology (AP)  
European History (AP)  
Amer. Government (H)  
US History (AP)  
Civics/Government

### **Business Education**

Beginning Computers  
Computer Aps. I, II  
Marketing  
Accounting  
Job X

### **Fine Arts**

Art Fundamentals  
Intermediate Art  
Multicultural Art  
3 D Art  
Photography  
Treble Choir  
Vocal Ensemble  
Handbells (Intro &  
Adv.)  
World Music Drumming  
Theatre Arts  
Musical Theatre

### **Engineering**

Intro. To Engineering  
Design  
Principles of  
Engineering  
Digital Electronics

**Books:** Textbooks, workbooks and other special items are supplied by the school and are the property of the school. An accurate inventory of these materials is kept by the teacher. Any textbooks or other items which are lost, stolen or damaged during the course of the school year will be billed to the student's account for their full replacement value. This policy applies to ALL students, whether paying full tuition, or receiving scholarship/financial aid/Choice voucher monies. This same policy applies to students who withdraw from St. Joan's at any point during the school year and do not return these materials. Books found and brought to the office may be charged a \$2.00 safe holding/keeping fee.

**Cheating:** Students who copy the work of another student will be given an F for the assignment; a student who knowingly allows another to copy the work will also receive an F for that assignment. Depending on the weight of the assignment, cheating may result in a course failure. An incident report will also be filed. (Saying that someone took your assignment from your computer file or computer printer shall not be accepted as an excuse.) Suspension may be a consequence of cheating.

**Dropping Classes:** There is little reason for a student to drop a class unless a teacher suggests that this be done in the best interest of the student. Teachers are contracted to teach based on initial enrollment in a class. A \$35.00 fee will be charged and paid prior to any change of schedule.

**Exams, Quarter Assessments:** Special assessments are given at the end of each quarter and semester. Semester exams count as 1/5 of the semester grade and are comprehensive in nature. Students must have cleared all obligations of monetary fees, books and detention time to make the exam or assessments valid. (Unexpected absences for quarter assessments or exams will result in a grade of F for the missed tests.)

**Exemptions:** An exemption allows a student the privilege of not taking an exam.

- One exemption is given to a student who has no more than 2 excused absences for the semester, has no obligations of time, money or other items owed to the school, and has no incident reports.
- A solid B average is required in an "exempt" course.
- Students may not exempt the same course both semesters.
- No exemption may be used in AP/Honors courses.

**Failures:** Students who fail any of the following subjects should make them up in summer school, with a private tutor or by enrolling in an independent course at a cost of \$99.00 to \$130.00 per course through their guidance counselors: English, Math, Science, Social Studies. Students who fail either Phy.Ed., Health, Child Development or Theology will be placed in those courses here at SJA for a second time only after all other students have been assigned and if there is room. Parents will be notified by the individual teacher when a student is in danger of failing a course.

**Grading Scale/Grade Points:**

**Regular Courses**

Grade Earned  
Grade Pts.

A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
E	0.0
F	0.0

**Honors Courses**

Grade Earned  
Grade Pts.

A+	4.3
A	4.3
A-	4.0
B+	3.7
B	3.3
B-	3.0
C+	2.7
C	2.3
C-	2.0
D+	1.7
D	1.3
D-	1.0
F	0.0

**AP Courses**

Grade Earned  
Grade Pts.

A+	5.0
A	5.0
A-	4.7
B+	4.3
B	4.0
B-	3.7
C+	3.3
C	3.0
C-	2.7
D+	2.3
D	2.0
D-	1.7
F	0.0

**Graduation Requirements:  
26 credits**

*In addition to these graduation requirements college admission counselors expect students to have credits in algebra, geometry, advanced algebra, biology, chemistry, and a third science credit.*

**Grade 9**

Theology  
English I  
Phy. Ed.  
Beginning Computers  
Science  
Math  
Social Studies  
Fine or Practical Art

**Grade 10**

Theology  
English II  
Science  
Math  
World or European History  
Health  
Electives

**Grade 11**

Theology/Child Dev.  
English  
US History  
Electives

**Grade 12**

Theology  
English  
Electives

**Note:** Beginning with the **Class of 2012:** 3 credits of math; 3 credits of science; 1.5 credits of Physical Education; a course in government; and 4.0 credits of Theology will be required for high school graduation.

**Plagiarism:** Any assignment determined by a teacher or school administration to be plagiarized will result in the immediate failure of the assignment. Plagiarism is defined as the use of another's ideas and/or information as one's own. Ideas and information include text, pictures, graphics, charts, graphs, illustrations, etc. The sources of these ideas and information include any type of book, magazine, encyclopedia, interviews, CD-ROMs, and the internet. Plagiarism can be avoided by citing the source from which the idea and/or information is taken. A direct quote requires quotation marks AND a notation of the source. Paraphrased ideas and information also require notation of the source.

**Report Cards:** Report cards are given out at the end of each quarter, four times each school year. There are two parent/teacher conference opportunities where parents are required to pick up progress reports or report cards and meet with the teachers.

**Technology:** Our e-mail, computer, and Internet systems are school property and are solely for educational purposes. Any personal use is prohibited. Any thing produced in the computer lab should be school or classroom related. Offensive or sexually-graphic information produced or in files is prohibited and offenders will face consequences.

Students and families will be asked to sign the “Acceptable Use Policy” for computers and telecommunications. We may intercept, monitor, copy, review, or delete any files created or maintained on our systems.

The school has a lap-top lab which can be used by classes of students under the direction of the direction of the classroom teacher. Use of a student’s personal lap-top computer is prohibited at SJA.

Students will be charged 10 cents per page for printing from a computer. Exact change is required. (An exception to this would be assignments given by a Business Department teacher.)

Food and beverages or anything else which could potentially damage computers are not allowed in the lab, library, or any other classrooms with computers.

Vandalism to any computer equipment will be dealt with per the Vandalism Policy.

## **ATTENDANCE**

**Age of Student:** Until a student graduates, regardless of her age, she needs parental permission for all relevant matters involving school activities, records, and attendance.

**Arrival at School/Dismissal from School:** The school building is open to students each day at 7:00 a.m. Enter via green doors on Ogden Avenue. Classroom doors open at 7:40 a.m., so students are asked to confine themselves to the library or cafeteria until that time. Once in the school building, students are expected to remain there. The library will open at 7:00 a.m. Students are to leave the building when the dismissal bells rings unless they are involved in a SUPERVISED program after school (athletic team, school play, Sista Pride, etc.) Students who are required to remain in the building after dismissal time will be assigned to a specific area when waiting for their practice or game time. Students who remain at school on concert nights will be assigned to a specific area. All unsupervised students will be required to exit the building at dismissal time.

**Attendance:** A student’s presence in class is critical and essential. An attendance rate of 90% is expected or grades may be affected. Medical excuses should be shown to individual teacher to prevent lowering of grades.

**When a student is absent, parents/guardian must call 272-8423 ext. 129 on the day of the absence** in order to excuse the absence. **Be prepared to give the name of the student and the reason for the absence.** By law, parents may excuse up to 10 absences per year. Any absences thereafter may be considered unexcused unless excused by a physician. If there is no parent call, the student will be considered unexcused.

Upon her return to school, the student must seek out the teachers and obtain a list of assignments missed during the absence. All class work and tests must be made up. If the student has been out of school for an extended period of time, teachers will provide a

reasonable amount of time for make-up work to be turned in. This will be communicated with the student, parent, and counselors in writing.

**Attendance is the responsibility of both parents/guardian and students.** Vacations should be planned during designated school vacation times (Christmas break, Easter break, summer). Vacations planned during school times put the students at an extreme academic disadvantage. Instruction time is lost, valuable class discussion time is lost, and the opportunity to seek extra help from teachers is lost. It is likely that students who are gone for more than one week will not understand the missed material well enough to do well on the homework/tests/quizzes that were missed during the vacation. Students who are out of school for 3 weeks or more may need to add an additional semester to their high school career, or take several courses during the summer, to make up credits missed due to vacations.

**If parents/guardians do plan to take a student out of school during school days for any amount of time must inform the school in writing of the dates of the vacation. The student must do the following:**

- Inform the teacher of the absence and request any work that may be done while the student is away. The teacher will provide a reasonable date for the work to be returned. This will be communicated with the student, parent, and counselors in writing.
- Understand that it may not be possible for the teacher to give the student all the work at this time.
- Upon return to school, meet with all teachers for a complete list of what was missed during the vacation. The teacher will provide a reasonable time for the work to be completed and returned. This will be communicated with the student, parent, and counselors in writing.

If the student does not meet the responsibility of returning the completed work by the assigned date, the student may lose credit in a particular course and will have to recover those credits in summer school or may have to add an additional semester to their high school career to recover lost credits. Students are never permitted to leave school without going through the General Office.

**Co-Curriculars:** Students who are absent for any part of the day may not participate in athletic and/or co-curricular activities held on the day of the absence. Exceptions may be approved by the Assistant Principal if the student is excused for a medical appointment or court date. The student may only participate when a written notification from the doctor, dentist, or court system is brought to the general office.

**College Visits:** Juniors may have one “college day” to visit a college campus. Seniors may have one college day to visit and one day to allow for required testing if necessary. Juniors and Seniors need to obtain a college-day permission slip from their guidance counselor. A parent’s signature is required at least two days before the college day is taken. Verification from the college/university will also be necessary when the student

returns to school. Work due the day of the college visit must still be turned in that day before. It is the responsibility of the student to make up work missed from that day.

**Destiny Days:** Four days during the 2008-2009 school year are slated to be used for one or more of the following activities: standardized testing, retreat, service opportunities or special tutorials. School is dismissed on these days at 12:30 and no lunch is served. These days are as important as regular classes and are considered as critical parts of the entire curricular program here at SJA.

**Field Trips:** Field trips are a privilege. Parental permission is required and all teachers of the student must agree the student can afford to miss classes. All class work missed must be made up.

**Medical Appointments:** Doctor and dental appointments should be scheduled outside of school time so they do not interfere with the student's school day. (Early dismissal days, school holidays, etc.) When this is not possible and a student must leave school for an appointment, a parent must phone the school and the student must check out in the General Office. Written verification from the doctor's office is needed upon the student's return to school. (Students with verified doctor or dental appointments who arrive late to school will be issued a tardy pass and sent on to class. Such tardiness will not receive an after school detention.)

**Illness During the School Day:** If a student becomes ill during the school day, she must report to the General Office to check out; students may not leave unless a parent/legal guardian has been contacted. If a student must leave school due to illness, she is expected to sign out in the General Office before leaving.

**Tardiness:** School begins with a regular class 7:50 a.m. Students need to be at their classroom desk with all materials when the bell rings. Anyone who arrives to class after 7:50 a.m. must have a Tardy Pass to be admitted. Tardy Passes are given in the General Office.

Promptness is expected. Students arriving late to class are a distraction and a disruption for everyone. **Any student who is tardy to school will be expected to serve a detention after school on the day she was tardy. No excuses will be accepted for not serving. The consequence for not serving the detention will be an in-school suspension the following school day. If a student is chronically tardy, a meeting with the parent will be necessary.**

**Truancy:** In the case of an unexcused absence school personnel will attempt to contact a parent or guardian to obtain a valid reason for the absence. If a parent cannot explain or account for the student's absence, the student will be recorded as **TRUANT**. If absences continue for consecutive days or on a regular basis and the office receives no call to explain the absence, the student will also be considered truant. In any event of truancy, a parent must accompany the student on her return to school to meet with administration

and be reinstated. Excessive truancy may result in a referral to the school Social Worker and/or a request for withdrawal from SJA.

**SPECIAL ATTENDANCE NOTE:** *Students who need to be out of classes for an extended period of time (3 weeks or more) may need to add an additional semester to their high school career to make up missed credits. Our classes do not lend themselves to “correspondence school” assignments.*

## **Behavior**

Saint Joan Antida High School promotes a culture of caring and mutual respect within a diverse community. The goal of Saint Joan Antida High School’s behavioral and disciplinary guidelines and policies is to carry out the SJA philosophy of developing young women in the light of sound Christian principles. The rules and regulations of the school are designed to:

- help students develop a concern for the needs and respect of others
- help students develop a proper regard for and care of the material goods of others
- establish sound procedures that prevent or stop disrespect and misbehavior
- ensure that students are aware of the consequences of inappropriate behavior and understand how/why such behavior should be improved.

### **General Behavioral Guidelines and Policies**

SJA students should be role models of good, moral and respectful behavior. As such, students are expected to:

- Behave in a way that reflects positively on themselves, their families and the school.
- Treat everyone with respect including students from other schools and competitors in interscholastic events.
- Respect the rights and property of others.
- Assume financial responsibility for any items lost, damaged or stolen through negligence while in their care.
- Report significant violations of this code to a faculty or staff member including: teachers, advisors, coaches, counselors, and administration.

Certain behaviors are in direct violation of these values including, but not limited to: truancy, skipping, fighting, disrespect, not heeding a direct request, illegal activities (graffiti, vandalism, stealing, gambling, controlled-substance abuse, etc.) and certain public displays of affection. These behaviors could result in a disciplinary hearing and possible notification of the police.

The school will not allow disruptive behavior or other misbehavior, and will take corrective action as required. Every faculty member has the responsibility to uphold

behavioral standards and take corrective action in accordance to the policies of the school.

**Non-harassment Policy:** Respect for the dignity of each person is essential to Catholic tradition, and SJA is committed to providing an environment for all members of its community that is totally free from physical, psychological, sexual, and verbal harassment.

According to Archdiocesan Policy 4116.23, harassment can result from a single incident or from a pattern of behavior wherein the purpose or effect is to create a hostile, offensive or intimidating environment.

In addition, according to Wisconsin Statute 111.32, “Sexual harassment means unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. Unwelcome verbal or physical conduct of a sexual nature includes but is not limited to: the deliberate, repeated making of unsolicited gestures or comments or the deliberate repeated display of offensive sexually graphic materials which is not necessary for educational purposes.”

Harassment encompasses a broad range of physical, verbal or nonverbal behavior that can include but is not limited to:

- threatening and intimidating behavior
- racial insults
- derogatory comments (e.g. ethnicity, physical attributes, sexual orientation)
- unwelcome sexual advances or touching
- questioning of ones sexual orientation
- sexual comments, or sexual jokes

**If any member of the SJA community feels harassed in any way, that person should report the incident immediately.** A student should report the incident to any adult on the staff. The person who has been notified of the incident must immediately report this information to the principal. An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken against the harasser.

**Substance Abuse Policy:** SJA is a Catholic community whose mission is to create an environment that fosters our students’ ability to develop their potential as human beings. We believe that any use of or involvement with controlled, illegal and/or illicit substances (i.e. tobacco, alcohol, illegal drugs, chemicals) reduces the student’s ability to realize that potential.

Therefore, the use, possession or distribution of controlled substances by SJA students at any time, in or out of school, and substance abuse (including the unauthorized distribution of use of prescription medications) is unacceptable. The use, possession or distribution of the paraphernalia associated with substance abuse is also prohibited.

Our Catholic tradition and school philosophy dictate that the preferred methods of dealing with substance abuse by students are education, prevention and rehabilitation. SJA Guidance staff and social worker provide programs to assist students in these areas. SJA encourages students (and their parents) to use the school's counseling services for assistance with any substance abuse issues that they may be experiencing. Incidents that are self-reported to the Counseling department for the purpose of seeking assistance will be handled confidentially from a treatment rather than a disciplinary perspective by the school.

However, there are circumstances that require disciplinary sanctions on the part of the school. Depending on the situation, these sanctions could include dismissal from the school. Students may also be required to engage professional services (such as drug testing and counseling) outside of the school, at their own expense and agree to have the results of those services shared with a school counselor.

**SJA reserves the right to interpret and implement this policy at its sole discretion.**

**Under the above guidelines, any distribution or use of drugs in any way is grounds for dismissal from SJA.**

**Non-violence Policy:** Because the safety of the entire community is of utmost importance, the school has adopted the following policy: Students involved in a fight will be subject to immediate suspension. An investigation will be conducted possibly followed by the initiation of the expulsion procedure and possible referral to legal authorities. The only way to respond if someone hits, kicks or pushes you at SJA is to get to the nearest adult and report the incident. If a student feels there is a threat of a fight she should report it to a staff member immediately.

Violence toward staff or the use, possession or distribution of weapons at any time is grounds for expulsion and subject to referral to legal authorities.

Verbal arguments/shouting will result in both parties being sent home for the rest of the day. The following day the student will return to school with her parent/guardian and may be required to attend a mediation session. The involved parties will also be subject to the Warning or Probation procedure.

Any affiliation with gangs or gang-related activity, such as displaying gang signs, (e.g. graffiti, hand-gestures, etc.), dress or behavior, is grounds for a disciplinary hearing and possible expulsion.

**Conflict Resolution:** Any student who is involved in any kind of aggressive confrontation with another student may be subject to immediate suspension. Readmission will require a parental meeting with the Vice-Principal and possible participation in a conflict resolution process (i.e. mediation) and or participation in an anger management program. Any costs that may be incurred by any conflict

resolution/mediation or anger management processes are the sole responsibility of the students in dispute.

SJA students will be held accountable for the aggressive behavior of non-SJA students whom they have invited on to school property or to attend a school-related activity. Appropriate disciplinary action will be administered to the SJA student in this regard.

**Theft and Vandalism Policy:** Stealing is defined as deliberately breaking and entering and taking that which is not yours and/or having in your possession property which does not belong to you. (Books, articles of clothing, etc. which are found and not turned in to the office fall into this category.) **Substantiated cases of stealing or vandalism may be reported to the police, in addition to any school imposed fines, restitution, or other disciplinary consequences .**

If a student vandalizes school property, the parent(s)/guardian will be charged the cost of repairing or replacing the vandalized property. If a student finds such damage done to their property or to an area that is their responsibility, such as a locker or desk, she should report the damage immediately to a staff member or assume responsibility for payment.

Students should not bring expensive belongings to school. If a student finds it necessary to bring a large amount of money to school, she should check it in the General Office at the beginning of the school day and pick it up at dismissal. The school assumes no responsibility for money or personal belongings unless they are checked in the office. Students should never leave belongings unattended - not even for a “minute”.

Detentions, Fines and Other Sanctions: depending on the nature and seriousness of the misconduct, disciplinary action taken by the school may take one or more of the following forms:

- Parent contact
- FYI form to Advisory teacher
- Discipline referral to Vice-Principal
- Privileges revoked
- Social probation
- Signature schedule
- Graduation restrictions
- Community service
- Restitution
- Monetary fines
- Warning status
- Probationary status
- Conflict resolution processes
- In-school suspension
- Out of school suspension
- Disciplinary hearing
- Expulsion

- Apology
- Drug assessment
- Drug test
- Out of school counseling

**Note:** While the school may mandate these actions, any and all expenses are the sole responsibility of the student.

**Written Warning Status:** Students are placed on warning status for:

- Patterns of inappropriate behavior
- Moderately serious single displays of inappropriate behavior

Warning status is given at the discretion of the Principal or Vice-Principal, although staff members may recommend that a student be placed on it. When a student is so designated, the student and parents sign a Warning Status Agreement.

The student's advisor is informed about the student's status and can be invited to attend the meeting at which the terms of the Warning Status will be determined including:

Time period: length of time status will be in effect

- Course of action: behaviors or conditions that will be considered appropriate or inappropriate
- Impact of later infractions: subsequent infractions will be viewed more seriously than under normal circumstances
- Plan for re-evaluation: conditions under which the warning status may be terminated, renewed or extended

**Probationary Status:** Students are placed on probationary status for the following:

- Violating warning status condition
- Displaying seriously inappropriate behavior

Probationary status is given at the discretion of the Principal or Vice-Principal. When a student is placed on this status, a conference is held and the student and parents sign a Probationary Contract. The student's Advisor is informed about the student's status and may be invited to attend the meeting at which the terms of the Probationary Contract are determined including:

- Time period: length of time status will be in effect
- Course of action: behaviors or conditions that will be considered appropriate or inappropriate
- The impact of later infractions: subsequent infractions will be viewed more seriously (even a single violation may result in a disciplinary hearing)
- Plan for re-evaluation: conditions under which the warning status may be terminated, renewed or extended

**Suspension:** Suspension is typically used to provide time for investigative proceedings, rather than as a punitive measure. A maximum of three days can be imposed unless written notice is given that a disciplinary hearing has been scheduled (notice of a disciplinary hearing shall be given within this three day period). The guidelines for suspension are as follows:

- The student will be advised of the reason for the proposed suspension
- The parent/guardian of the student will be given prompt notice of the suspension and the reasons for the action
- Suspension may be issued by the principal or vice-principal immediately following a serious disciplinary offense
- Before a student may return to school after a suspension, a conference will be held with the student, parents/guardians and the vice-principal and/or principal

**Expulsion:** Expulsion is considered a termination of enrollment. Expulsion results from repeated refusal to obey school rules, or from conduct that endangers the health and safety of others, or endangers property and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

Expulsion Procedure:

1. During the proceedings outlined herein, the involved student shall be suspended from classes
2. In addition to attempted immediate contact via phone, a written notice of the impending expulsion hearing will be sent through the U.S. mail to the parents/guardians to the address on file with the school within 1 working day after the decision to hold a hearing has been made.
3. The hearing notice will provide for a hearing date and time within 5 school days after the decision to hold a hearing has been made.
4. The disciplinary hearing committee composed of an administrator, a counselor, and a faculty or staff member who has not witnessed the event, shall conduct a closed hearing. Both the student (including parent/legal guardian) and a school representative are allowed to present their respective positions through their own statements, statements of witnesses, and any supporting documentation. The disciplinary hearing committee has the right to question the parties and their witnesses and to call additional witnesses as needed.
5. The parties have the right to present a closing statement limited to 5 minutes each.
6. At the conclusion of the hearing, the committee shall meet in private to consider all of the evidence. It will present its findings and conclusions, together with its recommendation, to the principal. The hearing committee will make one of three recommendations to the principal:
  - a. Retain the student (with/without disciplinary sanctions)
  - b. Allow the student to voluntarily withdraw (in lieu of expulsion)
  - c. Expel the student.
7. The principal shall decide on the action taken

8. The student and parent/legal guardian shall be informed verbally of the decision within one business day of the hearing's conclusion, followed by a letter detailing the decision. Said letter shall also be provided to the school president.
9. If the decision is to expel the student, a date and time by which the expulsion becomes effective shall be indicated in the letter. If the decision provides for a disciplinary action other than expulsion, a disciplinary contract will be issued with the expectations and consequences clearly listed.
10. Parents/legal guardians have the right to withdraw the student at any time during the process prior to the effective date and time of the expulsion.
11. The decision of the principal may be appealed to the school president. The president will review the decision, speak to the parties involved if necessary and make a decision. The decision of the president is final.

Saint Joan Antida High School reserves the right to terminate a student's enrollment at any time, for any action or behavior on or off school premises that is considered to be unethical or contrary to acceptable moral standards of behavior. This action on the part of the school is at the discretion of the St. Joan Antida administration and supersedes any other disciplinary procedure or action as outlined in the student handbook.

### **SJA's School wide Rules**

SJA owes its students as a group the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, to that end the following rules have been established:

- Be in school and classes on time with the appropriate materials and in dress code.
- Keep hands, feet and objects to yourself.
- Be in assigned area.
- Language, voice and tone level should be moderate and appropriate for school.
- Follow the basic social skills of greeting others, following instructions, getting the teachers attention, making a request, accepting "no" for an answer, accepting a consequence or criticism and disagreeing appropriately.

Behavior that is inconsistent with the above rules will be addressed by individual staff members as needed. Continued misbehavior on the part of the student may result in a written Disciplinary Referral to the Assistant Principal and possibly short-term removal from the classroom. The following are examples of behavior which could result in a written Disciplinary Referral:

- Refusal to comply with dress code policies
- Defacing property
- Disrespect
- Eating/drinking outside the cafeteria
- Having a radio, electronic device, pager, or cell phone visible or audible once the student has entered the building through dismissal time. (Students are expected to relinquish the device upon the request of a staff member.)
- Harassment
- In the hallway without a pass

- Misbehavior during the lunch period
- Misbehavior during assemblies
- Smoking
- Swearing/profanity/vulgar language
- Theft (including possession of property that does not belong to the student)
- Skipping a class
- Truancy from school
- Vandalism
- Verbal and physical altercations
- Inappropriate public displays of affection

(This list is not considered to be all encompassing.)

**Detention:** After school detention time will be assigned as necessary. Failure to serve the assigned time will result in an in-school or out-of-school detention the following day.

**Inappropriate behavior in word or deed may result in a Warning, or Probationary status, suspension, or expulsion. This also applies to behavior out side of the school – on the bus, in the SJA neighborhood, or at events elsewhere where the student is viewed as a representative of SJA.**

**Cell Phones and Electronic Devices:** Cell phones and other electronic devices may not be visible, audible or in use from the time a student enters the building in the morning until after dismissal time. They may not be attached to belts, in purses, back packs, pockets or taken out for any reason. Cell phones which are visible, audible or in use, will be taken from students, and the student is expected to comply with the request to relinquish the cell phone. A parent/legal guardian may be called to retrieve the cell phone.

**Dress Code/Uniform Expectations:** Grooming and clothing make a statement about ourselves. At SJA we promote a positive statement which respects the dignity of each person and directs attention to learning. Our uniforms help us make the statement we desire. As a private, Catholic school, SJA reserves the right to determine that such a policy be included as a requirement for enrollment. Our goals in doing this are to improve student safety, increase school pride, reduce the financial burden for school clothes, and improve climate. Clothes are to be neat, clean, proper fitting, worn right side out and appropriate for school. Clothing must be completely ON the body, not dangling in some way, shape or form. Clothes that are ripped, or torn are not appropriate for school and may not be worn.

**Shoes:**

- Any shoes – **EXCEPT slippers, flip-flops, snow/rain boots** – may be worn. Toes must be covered at all times.

**Accessories/Hair Styles**

- No piercing except in ears (others must be covered or a clear, colorless, spacer used). Accessories and hairstyles must be modest.

The teachers/administration reserve the right to determine what is acceptable as “modest”.

**Tops:**

- Tops must be SJA-labeled: tee-shirts (long and short sleeved), polos (long and short sleeved), black hoodie and a white V-neck sweater. **ONLY SJA LABELED TOPS MAY BE WORN\***. Tee shirts and polos are available in white, black, ice pink, chambray blue, and deep purple. Shirts worn under (for example, “layers”) must be either black or white. Students may pick up information in the General Office on how to order these items.

**Bottoms:**

- Any **BLACK** pant (provided it isn’t too tight – must have an inch or so of “give”), capri, or middle of the knee length skirt. Denim and leggings are not allowed. Tights may be worn under the skirt provided they are black or white.

**“Grandfathered” items:**

- The plaid uniform skirt; the clack uniform shorts; the 2007-08 class-colored polos (only dark green, maroon, and navy); the student of the month purple tee-shirt; the black SJA fleece jacket; and the EMBROIDERED hoodie from previous years. Any top worn by students MUST be a school-issued/labeled SJA top\*.

**Spirit Wear:**

- On Fridays, students may wear SJA-labeled club tee-shirts. All other uniform expectations must be followed.

\*(Exception to this is the 2007-2008 colored polos – see above)

**Grooming:**

- All students’ **hairstyles** must be clean and appropriate. Carvings and other extreme hairstyles are inappropriate for school. Extreme makeup is also not allowed. (The school shall determine the interpretation of “extreme”).
- **Body piercing** of any kind, other than earrings, is not permitted. If it is seen, the student will be asked to remove it or be suspended.
- **Dress-Up, Dress Down Days** will be announced. Students will be informed as to acceptable clothing items for these days once school begins. If **jeans** are allowed to be worn on these days, they must **NOT** be ripped, torn, or have holes even if they are designed that way, and purchased that way from the store. Students wearing jeans that are deemed unacceptable will be asked to have other

attire brought to the school or will be sent home and asked to change into acceptable attire before returning.

The Administration makes the final decision on any questions, and reserves the right to judge what is neat, clean, appropriate, and modest clothing.

**Glass Bottles:** Glass bottles of any kind are not allowed in the building. (Juice, nail polish, perfume, etc.)

**I.D. Card:** Each student must have an SJA ID card. Replacement IDs will cost \$10.00.

**Passes:** A student must have her Agenda Book signed by her teacher to be in the hall during class time. Students using the library during the school day must have a pass signed by the subject teacher.

**Public Displays of Affection:** Students are not to engage in displays of affection which would be considered inappropriate for a public setting, in school or at any school-sponsored event—this will be determined by school personnel. Such displays are grounds for disciplinary action.

## **CO-CURRICULARS**

### **• SJA Spirit •**

**School Colors:** Maroon & White **Mascot:** Jaguar

**Athletics:** SJA offers Cross Country, Volleyball, Basketball and Soccer and belongs to the Midwest Classic Conference. Athletes must have on file a proper WIAA Physical/Alternate Card and be in acceptable academic standing. A \$26.00 fee per sport is required for participation along with a signed Parent Contract of Agreement. Student athletes may be asked to purchase their own uniforms.

**Club/Activities:** Many clubs and co-curricular activities take place during Advisory time – making all activities available to all students. Each club may have its own unique set of expectations and by-laws. Members are expected to follow the by-laws and expectations of the club. Athletic teams and cast members for Drama productions practice for these



## **FINANCIAL**

**Financial Policy:** SJA is privately owned and operated by the Sisters of St. Joan Antida. The parent portion of the cost of education is \$4,950.00, plus a Graduation Fee of \$85.00. Financial deadlines are extremely important and may have a direct impact on your daughter's academic progress.

**Payment Schedule:** Tuition and other fees are to be paid directly to the school. The exception to this requirement is if an agreement has been signed with the Smart-Tuition Program. In either case, it is necessary for you to make regular payments on your daughter's tuition and to pay any incidental fees that arise during the year. We will closely monitor payment on a monthly basis, and we will send you a statement which will indicate (a) your tuition balance, (b) any payments you have made directly to SJA or to the Smart-Tuition Program, and (c) fees your daughter might have charged to her account. Please examine these statements carefully. If anything is unclear call our Business Office at extension 106.

**Tuition & Fee Payment:** The following table will help you remember when, where, and how much to pay on your daughter's tuition account and any incidental fees.

<i>Type of Fee</i>	<i>Due Date</i>	<i>Amount</i>	<i>Where to Pay</i>
Tuition Pre-payment	Prior to July 1		Celene Estremera, Room 250
Tuition down payment	July 1		Celene Estremera, Room 250
Smart-tuition 1 <sup>st</sup> payment	August 1	Depends on payment agreement	Smart-Tuition Program
Athletic Fees	variable		Athletic director
Miscellaneous Fees: <ul style="list-style-type: none"><li>• Forensics</li><li>• Lost/Damaged Books</li><li>• Library Fines</li><li>• Course Fees</li></ul>			Forensics Advisor General Office  Library Course Teacher
Graduation Fee	March 30	\$85.00	General Office

If financial obligations are not paid by the due date, the school reserves the right to terminate a student for non-payment of cost of education and fees at the end of a semester. The school also reserves the right to withhold grade reports and transcripts while any balance due to the school remains unpaid. Seniors with outstanding balances may not take part in any graduation activities (Honors Day, etc.)

**Additional Billed Items:** In addition to the **Graduation Fee of \$85.00**, you will be billed for the following items if your daughter incurs such fees: Athletic Fees, Forensics Fee, Lost/damaged books or any other item owned by the school and used by your daughter, but not returned. If the student receives a CHOICE Voucher or any other scholarship or financial aid monies, the Graduation Fee of \$85.00 and the other fees previously mentioned are not included and must be paid. Athletic and Forensic fees must be paid prior to the student's participation in the activity.

**Duplicate Copies of Records:** Report cards, progress reports and exam permits should be kept in a safe place for future reference. Duplicate copies of any of these items will cost \$2.00 to process. (This needs to be done from the General Office during regular school hours, and requires a day's notice.) If the school mails or distributes such items, any request for another copy will be considered "duplicate" even if the claim is made that the item was not received.)

There is a \$25.00 fee attached to all checks returned to us from any financial institution for non sufficient funds or any other reasons.

**The school WILL NOT accept any personal checks after March 31<sup>st</sup> for payment to any accounts.** All payments must be made in the General Office with **cash, a money order or a cashier's check.** These deadlines also apply to payments made to the Smart-Tuition Program.

**Fundraising/Parent Volunteer Hours:** The parent portion of the cost of education is \$5,150. The actual cost of educating one student at SJA for this school year is approximately twice that amount. The school must make up the difference through various fundraising activities. Your help and good will are expected. You will be asked to volunteer time or talent for the Fall Festival, Spring SJA Auction, school concerts, athletic events, etc. There are also a number of other volunteer opportunities open to you. We appreciate these volunteer efforts as a positive response to SJA and its educational programs which the fundraising efforts support.

**Withdrawal:** If student status is terminated during the school year because of parental withdrawal, a Withdrawal Form must be completed by a parent or guardian. Upon withdrawal, the cost of education is payable through the quarter during which the withdrawal takes place. Books must be returned or the student will be billed for them.

St. Joan Antida High School has expenses which must be contracted for on an annual basis. Therefore, if a student withdraws after the school year has begun; the family is liable for the return of books, fees, and cost of education as indicated below. Keep in mind, that if the student is getting credit for the semester, you must pay for the entire semester. The cost of education due will be calculated based on the number of quarters the student was enrolled. A student enrolled for any part of a quarter will be considered enrolled for that entire quarter. Until a formal Withdrawal Form is completed, the student is considered to be enrolled.

If a student leaves school during or at the end of a quarter the amount owed is as follows: First Quarter-30%, Second Quarter-60%, Third Quarter-75%, Fourth Quarter-100%. (The school reserves the right to withhold transcripts, records, etc., until all financial obligations are met and books returned.)

## **ODDS AND ENDS**

**Address/Phone Change:** We must have accurate and current information regarding the student's address, her phone number and any emergency phone numbers. If something should change during the school year, the parent/legal guardian must inform the school office immediately so all information and mailing lists can be corrected.

**Agenda Book:** The School Handbook "Agenda" must be carried at all times. It serves as a passport to all areas of the school. The information in it may not be covered or defaced. Lost "agendas" must be replaced at a cost of \$9.00. No agenda = no passport to bathrooms, computer labs, etc

**Emergency Contact Card:** Current information needs to be on hand. It is the responsibility of each family to supply this information at the beginning of each semester or as information changes.

**Food Service Programs:** SJA offers a breakfast program between 7:00 and 7:45 a.m. in the cafeteria each school day. A nutritious lunch program is an important part of SJA. The program is computerized for full, reduced and free status. No fast foods or catered food should be brought into the school for lunch either by students or their parents. Birthday "treats" must be limited in scope and be able to fit in a student's locker.

**Guidance Counselors:** Each student in the school is assigned to a specific counselor on the SJA staff. This counselor will meet regularly with the student. Should something come up which requires the counselor's involvement, parents are encouraged to phone and speak with the counselor directly. The counselor's name is printed on the student schedule.

**Immunization:** All SJA students are required by Wisconsin Statute 140.05 (16) (a) to have the necessary immunization shots. By the time a student enters high school, she should have had polio, diphtheria, tetanus, whooping cough, measles, mumps, rubella and hepatitis shots. Students who do not have the required shots may be excluded from school. Parents may also be fined \$25.00 per day for violating the law.

**Lockers:** Every student in school has an assigned locker. The only locker the student is to use is the one assigned to her. Materials are safe as long as students close their lockers after each use and they keep their combinations to themselves. Only authorized padlocks purchased from the school may be put on lockers. Students are not to attach anything to the inside or outside of the locker which is difficult to remove. The school cannot and

will not assume any responsibility for theft from lockers. Opened bags or containers of food or beverage are NOT to be in the locker at any time. **The locker assigned to each student is the property of the school and may be opened and inspected by school authorities at any time.**

**Messages:** To prevent interruption of an entire class or the entire school, students will not be called out of class nor messages relayed, except in the case of an emergency if contact is made by a parent or legal guardian. All arrangements for rides, etc. should be made before arriving at school each day. Parents are not to text-message or call students on their cell phones during the day. Use of cell phones by students during the day is prohibited.

**Probation:** Generally the student probation period lasts for one semester followed by a review by the assistant principal, counselors, and other school personnel. Students may be put on probation for academics, attendance, or behavior. Failure to live up to the terms of the probation contract may be reason for dismissal from SJA, or non-acceptance of that student for the following school year. **EXCEPTION:** All 9<sup>th</sup> graders, and transfer students are automatically on probation for the first semester of their enrollment at SJA. No contract is necessary.

**Prom:** Any SJA student attending the SJA Prom must be passing all courses, have a 90% attendance rate and be up to date with all financial obligations to the school. Money should not be spent on Prom attire, items or tickets unless a student meets the eligibility criteria.

**School-Closing Policy:** In the case of inclement weather, please listen to radio or TV announcements (TV channels 4 and 12) which will indicate that SJA is closed. SJA is **NOT** tied to MPS closings. The announcement will specifically say: *St. Joan Antida High School is closed.*

**Smoking:** The Milwaukee Fire Department forbids smoking in school buildings. Students are NOT to smoke in the school building at any time. There is no need for students to carry smoking materials to class since smoking is not permitted in school. Any student apprehended smoking in or near school will receive an incident report and receive a \$25.00 fine. The holding of smoking material shall be considered smoking. Being with someone who is smoking also shall be considered smoking. Smoking is not permitted within two blocks of the school building or at any school-sponsored activity.

**Traffic/Safety/Dismissal:** Please be aware of traffic rules and practical safety when picking up your daughters at dismissal time. City officials, police and even SJA's neighbors have expressed concern over the double parking and congestion that occurs on Ogden Avenue, and Cass St.; main thoroughfares and bus routes. It might be advisable to arrange a "pick up spot" a block or so away from the school.

**Visitors:** Because space is limited in many classes, visitor passes will be given to only those girls who are interested in attending SJA in the upcoming school year. Students

should bring the name, address, and phone number of the visitor to the Director of Admissions and Recruitment. Visitors will spend the day with an Ambassador selected by the Director. Arrangements for the visitor should be made 4-5 days prior to the visit. Any exceptions to the above policy will be made at the discretion of the Director.

**Who to See for What:**

<i><b>What</b></i>	<i><b>Who</b></i>	<i><b>Where</b></i>
ACT/SAT Info	Counselors: Ms. Schear, Ms. Woods, Sr. Daul	Rooms 238, 247, 104
Attendance	Administrative Assistant: Ms. Acevedo	General Office
Counseling College Admissions College Financial Aid College Scholarships Transcripts	Counselors: Ms. Schear, Ms. Woods, Sr. Daul	Rooms 238, 247, 104
Personal Counseling	Social Worker:	Room 226
Incident Reports, Detention, Truancy, Suspension	Assistant Principal: Mr. Byers	Room 211
Early Dismissal Pass	Receptionist :	General Office
Locker Problems	Librarian: Ms. Szabo	Library
Tardy to School	Administrative Assistant: Ms. Acevedo	General Office
Financial Aid/Scholarships	Business Office: Ms. Esteves Admissions Director: Ms. Lingen	Room 250 Room 208
Tuition/fees	Admissions Director: Ms. Lingen	Room 208
Student Visitor Passes	Admissions Director, Ms. Lingen	Room 208
General Visitor Passes	Receptionist:	General Office

• Regular Schedule •

**Period 1:** 7:50 – 9:24 (Block)

**Period 2:** 9:28 – 10:13

**Period 3:** 10:17 – 11:02

**Lunch/Advisory:** 11:06 – 12:06

**Lunch 1:** 11:06 – 11:34

**Advisory 1:** 11:38 – 12:06

**Advisory 2:** 11:06 – 11:34

**Lunch 2:** 11:38 – 12:06

**Period 4:** 12:10 – 12:55

**Period 5:** 12:59 – 1:44

**Period 6:** 1:48 – 3:18 (Block)

• Early Dismissal Schedule •

**Period 1:** 7:50 – 9:08 (Block)

**Period 2:** 9:12 – 9:50

**Period 3:** 9:54 – 10:32

**Lunch/Advisory:** 10:36 – 11:36

**Lunch 1:** 10:36 – 11:04

**Advisory 1:** 11:08 – 11:36

**Advisory 2:** 10:36 – 11:04

**Lunch 2:** 11:08 – 11:36

**Period 4:** 11:40 – 12:18

**Period 5:** 12:22 – 1:00

**Period 6:** 1:04 – 2:18 (Block)

• Liturgy Schedule •

**Period 1:** 7:50 – 9:07 (Block)

**Period 2:** 9:11 – 9:48

**Liturgy:** 9:52 – 10:58

**Period 3:** 10:58 – 11:35

**Lunch/Advisory:** 11:39 – 12:39

**Lunch 1:** 11:39 – 12:07

**Advisory 1:** 12:11 – 12:39

**Advisory 2:** 11:39 – 12:07

**Lunch 2:** 12:11 – 12:39

**Period 4:** 12:43 – 1:20

**Period 5:** 1:24 – 2:01

**Period 6:** 2:05 – 3:18 (Block)