

# **JUAN DIEGO**

## **CATHOLIC HIGH SCHOOL**



**PARENT/STUDENT HANDBOOK**  
**2013-2014**

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# JUAN DIEGO CATHOLIC HIGH SCHOOL

SKAGGS CATHOLIC CENTER, LLC  
300 EAST 11800 SOUTH • DRAPER, UT 84020  
801-984-7650 • WWW.JDCHS.ORG



May 2013

Dear Parents and Students,

*"Here is my secret. It's quite simple: One sees clearly only with the heart. Anything essential is invisible to the eyes."*

*"Anything essential is invisible to the eyes," the Little Prince repeated, in order to remember. It's the time you've spent on your rose that makes your rose so important."*

*It's the time you've spent on my rose....," the Little Prince repeated, in order to remember.*

*"People have forgotten this truth," the fox said. "But you mustn't forget it. You become responsible forever for what you've nurtured. You're responsible forever for what you've nurtured. You're responsible for your rose....."*

*-Antoine de Saint-Exupery*

This passage from The Little Prince reminds us that we are responsible for all that we nurture. Just as Saint Juan Diego was sent to gather roses we gather our roses here at Juan Diego. Our children are our roses and remind us of the presence of God that surrounds our community. It is our responsibility to care for our roses as a community.

Our Parent/Student Handbook reflects not only the policies of Juan Diego for the 2012-2013 school year but the commitment we make to each other. Please read this document carefully and "sign" the electronic agreement. This agreement states that you and your family are committed to abiding by the policies of Juan Diego for the academic year of 2012-2013.

The faculty, staff, and administration of Juan Diego look forward to working with you to continue to promote the development of our community as we embrace the words of Mother Teresa. Demonstrating our love for God by living lives inspired by Christ.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Dr. Galey Colosimo  
Principal

Simon R. H. McFall  
Dean of Students



# Juan Diego Catholic High School

## Parent/Student Handbook

### 2013-2014

#### **Mission Statement**

Our mission is to serve God by providing a challenging academic education rooted in Catholic values and morals in developing the whole person.

#### **Philosophy Statement**

Juan Diego Catholic High School exists to teach and promote gospel values to all members of this community of faith, with a special emphasis on *Spiritus Donorum* (*Spirit of Giving*). We ...

- Build the Kingdom of God.
- Demonstrate love, respect and responsibility for humanity and ourselves through service, justice and participation in the global community.
- Develop the person; morally, intellectually, emotionally, physically and socially.
- Function in a dynamic collaboration of parents, students, faculty, staff and the greater community to provide a Catholic and academic education that our students will become active Christians.

#### **Accreditation**

Juan Diego Catholic High School is fully accredited by the Northwest Association of Schools and Colleges and the Western Catholic Education Association (WCEA). The Diocesan Catholic School Superintendent oversees compliance with the rigorous standards and requirements of the State of Utah, the Utah High School Activities Association (UHSAA) and the Utah Association of Supervision and Curriculum Development (UASCD).

#### **Non-Discriminatory Policy**

Juan Diego Catholic High School does not discriminate in admitting students of any race, color, national or ethnic origin with all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national or ethnic origin, in the administration of its educational policies, admission, tuition assistance, or athletic and other school administered programs. Juan Diego Catholic High School complies with the regulations on the disabled (Section #504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1989) to the extent that they may apply to private educational programs.

#### **School Colors and Publications**

<b>Colors</b>	Navy Blue, Turquoise and Silver
<b>School Paper</b>	The Speaking Eagle
<b>Yearbook</b>	The Tilma
<b>Literary Magazine</b>	A Gathering of Roses
<b>Newsletter</b>	On Eagle Wings



## **Right to Amend**

*The Principal is the final recourse and retains the sole right to amend the Parent/Student Handbook for just cause. Parents and students will be given prompt notification if changes are made.*

*This edition of the Parent/Student Handbook supersedes all previous handbooks.*

## Juan Diego and Our Lady of Guadalupe

Very early in the morning on December 9, 1531, Cuauhlatohuac (pronounced: *qual ah too wak* – “the eagle who speaks”), a widower and convert to the Roman Catholic Church, began his weekly trek to attend Mass and religious instruction. Only ten years after the Spanish conquest of the Aztecs and forty years after Columbus’ first voyage to the Americas, Juan Diego, as Cuauhlatohuac would become known to the world, journeyed the fourteen miles from his home to the church.

He began to hear music and, turning towards the East, heard a voice call out, “Where are you going my son?”

Standing before him was a beautiful lady dressed as an Aztec maiden. Surrounded by light, the woman wore the *cinta*, symbol for a pregnant woman, around her waist.

She announced herself: “I am Immaculate Virgin Mary, the Mother of the True God.” Simply, she desired a shrine on Tepeyac Hill. It is the shrine of the Mother Goddess, Tonantzin. “Ask for my help. Here I will listen to people’s prayers and I will help them.” Juan Diego was then instructed to go and tell the bishop.

The Bishop did not believe Juan Diego and asked for a sign. As Juan Diego returned to the vision, he discovered that his Uncle Bernardino had become ill. After visiting his uncle, Juan Diego returned to the place that he encountered Mary. She said, “Am I not your Mother? Are you not under my shadow and protection? Don’t worry about your uncle. He is well already.”

Mary then told Juan to go to a rocky hill and gather flowers, in the middle of winter! At the top of the hill, Juan found roses. Flowers represent truth and the presence of divinity. Juan Diego gathered the roses and brought them to Mary. She arranged the roses in Juan’s Tilma, which his dead wife, Maria Lucia, had made.

On December 12, 1531, Juan Diego returned to the bishop. The bishop asked what was in his Tilma. Juan allowed the roses to fall from his Tilma, but there was more. The inside of Juan’s Tilma contained a life-size image of Mary. “Es la Inmaculada! The Immaculate Conception!”

The Virgin told Juan to give a message to the Bishop. Her name is Tlecuauhtlaucepueh. Some translate this into “she who comes flying from the region of light like an eagle of fire,” others translate this as “crush the serpent.” He hears “Guadalupe” a shrine in Spain in a region many of the conquistadors came from and thus begins the story of Our Lady of Guadalupe.

On July 31, 2002 a long-awaited event was realized when Pope John Paul II traveled to Mexico City to canonize Juan Diego a saint. From this time on he will be venerated by Catholics throughout the world as the patron of the poor, the oppressed, and the marginalized.

## School Governance

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Juan Diego Catholic High School is a Catholic, secondary, diocesan school under the direction of the Roman Catholic Bishop of Salt Lake City and his delegates, the Vicar General and the Superintendent of Catholic Schools for the Diocese of Salt Lake City. The principal, appointed by the Bishop, will administer the school.

## Foundation Documents

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### **“The Declaration on Christian Education”**

Second Vatican Ecumenical Council (1968)

### **“To Teach as Jesus Did”**

Pastoral Letter from the American Bishops (1972)

### **“The Catholic School”**

Sacred Congregation on Catholic Education (1977)

### **“The Religious Dimension of Education in a Catholic School”**

Congregation for Catholic Education (1988)

### **“In Support of Catholic Elementary and Secondary Education”**

U.S. Bishops (1990)

## Lines of Communication

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Open, supportive, and frequent dialogue between teachers, students, and parents provides an excellent environment for student success. Formal, scheduled conferences between teachers and parents are held twice a year, once each Semester. Additional meetings may be scheduled with your student’s teacher or counselor by calling the teacher directly or the counselor in Student Services at 801-984-7641. Parents who have questions or concerns regarding classroom situations, academic progress, extra or co-curricular activities or behavior problems are to follow these procedures:

- Make an appointment with the teacher, counselor, coach or moderator to discuss the situation. Complaints and/or concerns should be handled at the lowest level possible.
- If there are further academic questions or questions regarding extra or co-curricular activities speak with the Vice Principal.
- If there are further disciplinary matters speak with the Dean.
- Parents then have the option to appeal to the Principal whose decision is final at the school.
- Parents may further appeal to the Superintendent of Catholic Schools at the Diocese.

Any calls or inquiries made directly to Administrators will be referred back through this communication hierarchy unless issues of legality or morality are involved.

## **Confidentiality**

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Faculty and staff will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake, and so long as there is no indication of criminal activity. Parents will be promptly notified of teacher or counselor concerns.

# Juan Diego Leadership

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**Principal-** The principal in the Catholic schools of the diocese serves as spiritual, educational and managerial leader, responsible for Catholic identity, academic excellence and the building of a faith/learning community. In this role, the principal articulates the vision and goals of the school, giving witness to the values that make the vision a lived reality in the school community. (Policy 1430, *Administrative Handbook*, Diocese of Salt Lake City).

**Vice Principal-** The vice principal assists the principal in his/her position as educational leader of the school and is directly responsible to the principal. He/she is responsible for the school schedule, curriculum, and school, diocesan, and personnel reports. The vice principal also coordinates the activities and athletics of the school through the respective directors. In the absence of the principal the vice principal serves as acting principal.

**Directors-** The directors are responsible for oversight in their specific areas of administration in the school; Faculty Development, **Campus Ministry**, Student Activities, Student Services, Advancement, and Athletics.

**Dean-** The Dean is responsible for maintaining good order and proper conduct in the school. He/she is also responsible for the safe supervision of students and maintaining school discipline.

## Administration:

Dr. Galey Colosimo	Principal	801-984-7650
Mr. John Colosimo	Vice Principal	801-984-7650
Ms. Marianne Rozsahegyi	Director of Faculty Development	801-984-7640
<b>Ms. Amee Garcia</b>	<b>Director of Campus Ministry</b>	<b>801-984-7626</b>
Mrs. Roxanne Kammerer	Director of Student Services	801-984-7635
Ms. Molly Dumas	Director of Advancement	801-984-7604
Mr. Chris Long	Director of Athletics	801-984-7629
Mrs. Cherrie Evans	Director of Administrative Support	801-984-7602
<b>Mrs. Lynelle Williams</b>	<b>Director of Student Activities</b>	<b>801-984-7608</b>
Mr. Simon McFall	Dean of Students	801-984-7609

## Student Services Staff and Assignments:

Mrs. Roxanne Kammerer	Director of Student Services	801-984-7635
Mr. Simon McFall	Dean of Students	801-984-7609
Mrs. Sharon Shelkey	Administrative Assistant	801-984-7641
Ms. Marie Vanderhoof	Coordinator, Drexel Program	801-984-7618
Mrs. Susan McNulty	Freshman Class Counselor	801-984-7636
Mr. John Gavin	Sophomore Class Counselor	801-984-7634
Mrs. Kelly Redican	Junior Class Counselor	801-984-7632
Mrs. Roxanne Kammerer	Senior Class Counselor	801-984-7635
Mrs. Carolyn Schnurr, RN	Director of Health Services	801-984-7637
Mrs. Lisa Bayans, RN	Campus Nurse	801-984-7308
Mr. Makato Tagai	International Student Liaison	801-984-7631

**Counselors-** The counseling staff in Student Services is responsible for guiding and advising your student both academically and personally as he/she progresses toward graduation. All counselors report directly to the Director of Student Services.

**Administrative Team:**

Principal  
Vice Principal  
Directors  
Dean

*The **Administrative Team** addresses major issues involving total school development.*

**Academic Council:**

Vice Principal  
Director of Faculty Development and Curriculum Improvement  
Department Chairs

*The **Academic Council** is an advisory group dealing with issues pertaining to teaching, student learning, and curriculum development. The council is a bridge of communication between Administration and Faculty in creating the best academic environment in Juan Diego.*

**Parent Organizations:**

Information on these parent organizations may be accessed from the upper right hand corner of the JD home page, [www.jdchs.org](http://www.jdchs.org). Alternatively you may go directly to any of the below listed pages.

**The Juan Diego Board:** Please visit <http://board.jdchs.org> for current Board information.

**The Booster Club:** Please visit <http://booster.jdchs.org> for current Booster information.

**The Home and School Association (HSA):** Please visit <http://hsa.jdchs.org/> for current HSA information.

**Please visit the Juan Diego Web Page for  
up-to-date information, a school  
directory, a school calendar, college  
planning information, and much more.**

**[www.jdchs.org](http://www.jdchs.org)**

## **Expected School-wide Learning Results for Juan Diego Students (ESLRs) :**

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Juan Diego Catholic High School students are ACTIVE CHRISTIANS who

- Serve others through their gifts and talents, in their daily lives
- Have knowledge of Church doctrine, social teachings, Scripture, and prayer
- Make informed moral decisions guided by Catholic values
- Demonstrate an awareness of God through prayer and reflection

Juan Diego Catholic High School students are LEARNERS who

- Demonstrate curiosity and enthusiasm for learning
- Articulate ideas clearly, creatively and effectively
- Read for content and enjoyment with a high degree of interest and comprehension
- Express written thoughts clearly, using correct grammar and mechanics
- Compute mathematically in an accurate way and interpret the results of these computations effectively
- Think critically and solve problems independently
- Utilize technology appropriately and as an effective tool for learning
- Are prepared to meet the challenges of an ever-changing world.

Juan Diego Catholic High School students are RESPONSIBLE CITIZENS who

- Perform service to their school and community
- Exhibit a sense of social responsibility guided by compassion, confidence and integrity
- Are able to work cooperatively with others
- Are cognizant of world affairs and the impact on ones lives
- Exhibit good sportsmanship

# Admission Policy

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Juan Diego will admit students who demonstrate responsible conduct and who are focused on academics. *Parents must support the philosophy of Catholic education and the policies of Juan Diego Catholic High School.*

## **Proof of legal name, age and custody**

Before any child is admitted to a school, the child's parents or guardians shall present the child's birth certificate to school authorities in order to verify the child's legal name and age. At least one parent/guardian of the child must sign the child's application for admission to the school. In case of divorce, records, including a certified copy of the Decree of Divorce, must be on file stating who has custody and when. In cases where the child's name differs from the birth certificate, additional and supporting legal documents will be required.

## **Name of student**

Upon admission to a school, a student shall be registered under the name that appears on the student's birth certificate. This must appear on the attendance register, permanent record file, and report card. The student may use a "preferred" name on papers, reports, etc.

***Please note:*** If a student's 20<sup>th</sup> birthday will occur prior to May of their graduation year, then the student will not be admitted to Juan Diego or may not be allowed to continue their enrollment at Juan Diego.

## **COST-BASED TUITION AND FEES**

Cost-Based Tuition/Need Based Tuition Aid has been adopted as the model for financial support for ALL Catholic schools in the Diocese of Salt Lake City. This model takes into account the true cost of education for each child. Cost-Based Tuition provides the parents the opportunity to invest fully in their child's education. It is based on the ability to pay.

## **NEED-BASED TUITION AID**

### **Tuition Aid**

Special consideration should be given to families who are unable to pay the full cost of tuition and fees. No student should be excluded from a Catholic school for financial reasons.

Each school determines the amount of money available for tuition aid. This is reported in the budget and financial reports.

Applications for tuition aid are processed by a professional company designated by the school. Based on the information provided and the funds available, the principal determines the amount of tuition aid for each family.

## **Freshmen**

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Students entering into the ninth grade must successfully complete all requirements of their eighth grade year and have a positive record of discipline and behavior from the school they attended. Students



must take a placement exam their eighth grade year. If the number of applicants exceeds the number of openings available at Juan Diego Catholic High School the following criteria and order will be used in admitting students:

- Students from the Catholic grade schools in the Diocese of Salt Lake
- Siblings of students enrolled at Juan Diego
- Catholic students not enrolled at Catholic schools
- Catholic students from outside the diocese
- Non-Catholic students

## Placement Exam

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Students entering Juan Diego Catholic High School in the ninth or tenth grade may be required to take a placement exam. Students may take the exam one year prior to the year they plan to attend Juan Diego. The purpose of the exam is to identify the proper course of study for students and **does not** determine entrance into the school.

## Upper Classmen

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Admission to Juan Diego in any status other than an incoming freshman is handled on a case-by-case basis. Evaluation factors include:

- Credits earned in courses similar to the Juan Diego curriculum
- Student's progress toward graduation
- Grades and grade point average
- Standardized test scores
- A letter from a school official indicating attendance and discipline record
- A letter from the school indicating good financial standing (when applicable)

Students entering their sophomore year may be required to take the placement exam. Students entering their junior or senior year are not required to take the placement exam. Any Catholic student moving in from outside of the Diocese will be granted admission to the school provided they meet the graduation requirements of Juan Diego.

## Transfer of credit from another school to JDCHS

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Credit shall be accepted at face value from educational institutions that are fully accredited by a state or regional accreditation association. If a school is not accredited, JDCHS reserves the right to accept or to not accept credit earned from the non-accredited school.

Because students come to Juan Diego from a wide variety of schools and academic programs, grade points earned from other schools **are NOT calculated** into a student's JDCHS cumulative GPA. A clear explanation of this policy is sent with a student's transcripts to the next educational institution the student attends.

# Financial/Tuition Policies

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## Textbooks

For the 2013-2014 school year, general course textbooks will be issued without cost. Textbook charges for elective courses may apply. (Refer to the respective 2013-2014 Program or Course Guide for a listing of fee related courses/subjects.) Students are responsible for the care of all textbooks. All textbooks must be covered. Students are responsible for damage that exceeds normal wear and tear, and for all non-returned textbooks. Texts are to be returned prior to the last day of class, at the end of the academic year, or as directed by faculty or staff.

## Tuition and Fee Refunds

Students withdrawing from school on or before August 1st will receive a full refund of tuition & general fees paid less a \$200.00 administrative fee. After August 1st, portions of the contractually agreed amount and / or tuition & fees paid may be refunded or dismissed in the event of absence, withdrawal or dismissal from school depending upon the contract selection. If a Tuition Assurance Policy is purchased, the withdrawing family's / student's financial obligation(s) to the schools will be limited to a days attended pro-ration (days attended / 180 days), plus the \$200.00 withdrawal administrative fee. If a tuition assurance plan is not selected / purchased, refunds are limited; tuition will be charged on a period-by-period basis rounded to the last day of the attended or registered quarter, plus a \$500.00 withdrawal administrative fee.

General fees are non-refundable after August 1<sup>st</sup>. If a student withdraws and then re-enrolls within the same school year, there is a \$250 re-enrollment fee.

## Financial & Administrative Fees

A \$10.00 fee will be charged for all FACTS agreement changes. Returned checks will be assessed a \$20.00 processing fee. In addition, you may be assessed late payment fees of \$50.00, student withdrawal administrative fees of \$200.00, and late contract fees of \$210.00.

## Contractual Understanding

It is understood by the parent(s) and/or guardian(s) that the Policy Contract is a legally binding agreement. The Skaggs Catholic Center schools shall provide educational services in consideration of the tuition and fees agreed / charged. Parents and/or guardians consent to pay the agreed upon tuition and fees in a prompt and timely manner. **It is understood that non-payment or late payment of agreed tuition, fees, and other charges will result in one or more of the following consequences:** (1) A \$50.00 (per month) late processing fee, (2) Exclusion from examinations and or final examinations, graduation ceremonies, and participation in fee based activities, (3) A students' dismissal from school. In the event of non-payment, parent(s) and/or guardian(s) agree to pay all penalty related costs and all collection expenses, including reasonable attorney fees and court costs. All necessary forms, including the completed contract must be submitted to complete the enrollment process for the 2013-2014 school year. (Two signatures are required for split billing.)

**Please Note: The contract must be returned by the date listed thereon in order to complete the registration process and to avoid the \$210.00 late contract fee.**

## School Day

Juan Diego Catholic High School begins each regular school day at 8:00 a.m. and ends at 2:46 p.m., except for Wednesdays when the school day ends at 1:25 p.m. (with the exception of a few Wednesdays when dismissal is at 12:30 pm.).

## Daily Schedule

Juan Diego uses a period schedule which includes 8 classes that rotate, 6 periods per day, over four days designated as A, B, C and D days. Each period is approximately 60 minutes long. Students have 4 minutes to pass from one class to the next. Each student is provided with an academic day planner at the beginning of the year. This day planner will assist the students in following the Juan Diego period schedule. Additionally, we strongly encourage all students to use this day planner to record assignments, organize their studies, and structure their academic progress.

## Wednesday Schedule

On most Wednesdays the students will be dismissed at 1:25 p.m. or 12:30 p.m., at which time the faculty will be involved in in-service meetings. Each period is reduced to about 40 or 50 minutes on those Wednesdays. The cafeteria will be open and serving a limited menu during the scheduled breaks, (See table).

### Period Schedule

(8 Classes, 6 periods per day, 4-day rotation)

	A Day	B Day	C Day	D Day
Period 1	Algebra I	Theology	Ceramics	Grammar
Period 2	Earth Science	Geography	PE Girls	Spanish I
Period 3	Grammar	Algebra I	Theology	Ceramics
Period 4	Spanish I	Earth Science	Geography	PE Girls
Period 5	Ceramics	Grammar	Algebra I	Theology
Period 6	PE Girls	Spanish I	Earth Science	Geography

### School Schedule

Period Start Times

Period	Regular	12:30 Dismissal Wednesdays	1:25 Dismissal Wednesdays
Period 1	8:00 a.m.	8:00 a.m.	8:00 a.m.
Period 2	9:00 a.m.	8:40 a.m.	8:50 a.m.
Homeroom	10:00 a.m.	----	----
Period 3	10:25 a.m.	9:22 a.m.	9:40 a.m.
Period 4.1	11:25 a.m.	10:04 a.m.	10:30 a.m.
Lunch 1/Break	11:25 a.m.	10:04 a.m.	10:30 a.m.
Period 4.2	11:50 a.m.	10:24 a.m.	10:55 a.m.
Lunch 2/Break	12:25 p.m.	10:46 a.m.	11:20 a.m.
Period 5	12:50 p.m.	11:06 a.m.	11:45 a.m.
Period 6	1:48 p.m.	11:48 a.m.	12:35 p.m.
School ends	2:46 pm	12:30 pm	1:25 p.m.

## Mass/Assembly Schedule

During the course of the school year the school will celebrate Mass as a community; formal dress is required for all Masses. Parents are always welcome to attend school liturgies. On other days the school will assemble for events other than Mass. On these days, the school runs special assembly schedules that are announced to the student body ahead of time and, when formal dress is required for these events, they are reminded of this as well. The assembly schedules can be found in your student's day planner. **Checking out of school prior to a school liturgy, religious service, or activity is NOT permitted under any circumstance.**

**Please visit our web page at  
[www.jdchs.org](http://www.jdchs.org) for an up-to-  
date school calendar.**

# Academic Information

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## Academic Eligibility

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Eligibility for extracurricular activities and athletics is based upon the grading period prior to, and during, the sport or activity. Students must maintain a 2.0 grade point average at the end of a grading period prior to, and during, the sport or activity in order to participate in extracurricular activities. In addition, two failing grades in a grading period make a student ineligible for any participation in school sports and activities for the following grading period, in accordance with the Utah High School Activities Association. Please note, some activities or sport teams may increase the eligibility requirements upon approval of the administration and with notice to the participants and their parents. Serious violations of school rules could also be grounds for ineligibility.

**Students must be in attendance the full school day in order to participate in any game, practice, competition, performance or activity held that day.**

## Academic Integrity

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Academic integrity and ethical behavior are expected from all Juan Diego Catholic High School students. Academic dishonesty and unethical behavior are contrary to the philosophy and goals of the school. Appropriate consequences will be assigned to any student who commits academic dishonesty by word and/or by action. **A student determined to have been involved in academic dishonesty will receive a "0" for that assignment or test.** The teacher will notify the student's parent and counselor. Future incidents of academic dishonesty by that same student will subject him/her to possible suspension or expulsion.

## Access to Student Records

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All teachers will have their roll books on the main computer system at the school. Parents can access their own student's grades and records through the use of an assigned password and I.D. number either through the Internet. The system does not allow for anyone to change records from outside the school or to access another student's records. **Students are reminded that they, not their teachers or parents, are responsible for their academic progress.**

Official educational files contain academic transcripts, academic testing, health records, and emergency information. If a student transfers to another school, only the contents of the official educational file will be forwarded to that school upon completion of the withdrawal process. Please contact your student's counselor in Student Services to view their official educational file.

## Non-Custodial Parents

Each school abides by the provisions of the Buckley Amendment and Utah law to the extent that they may apply with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. This is kept in the cumulative record.

## **Privacy of Student Records**

Apart from the above provision the school shall not give any personal information to any person unless the person is one of the following:

1. Parent and/or guardian
2. Parent and/or guardian of an 18-year-old pupil who is a dependent as defined in Section 152 of the Internal Revenue Code of 1954
3. Persons permitted access to pupil records by parent(s)' and/or guardian(s)' written consent
4. Diocesan school officials and school administration
5. Federal, state and local education officials when the information is necessary to counsel or evaluate programs that are publicly funded (such as public officials when the law specifically requires that such information be reported to them)

## **Changing Classes**

Changing courses is not encouraged because of several inherent disadvantages in students changing from one course to another. Because Juan Diego awards *semester credits only, not quarter credits*, class changes are occasionally permitted at a semester break and are rarely accepted at the end of the quarter. If it does become necessary to change a course, students must complete the course change form including all the necessary signatures, by the first Friday of the new semester, pay a \$30.00 change fee, and return the form to their counselor in Student Services. Only after the completed form is returned will the course be changed.

## **Cumulative Grade Point Average**

A student's simple cumulative grade point average (GPA) is calculated for all students by adding the point values (see Grading Scale in this section) for all grades for all courses the student has taken at JDCHS. A student's semester cumulative GPA is calculated by adding point values for semester grades only. The semester cumulative GPA is the student's permanent GPA; it is the GPA that appears on the student's official transcript.

Because students come to Juan Diego from a wide variety of schools and academic programs, grade points earned from other schools are NOT calculated into a student's JDCHS cumulative GPA. A clear explanation of this policy is sent with a student's transcripts to the next educational institution the student attends.

## **Final Exams**

All teachers are required to give a cumulative exam and/or assessment at the end of each quarter and semester. Some form of evaluation of the student's progress will take place during the quarter exam week. **To be eligible to take any final exam, all fines, lunch balances, fees, and tuition must be paid in full, all detention must be served, and all books must be returned to the library (applies to semester finals only).**

**Please note:** Only under extreme circumstances may students take a final exam(s) early or late. All final exams must be taken at the regularly scheduled times. **Parents should check the school calendar for dates to make sure no vacations are scheduled during the exams.** Students who miss a regularly scheduled semester exam will receive a 0 for that exam. Semester exams represent either 33% or 20% of a student's final semester grade.

## Full Time Students

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Students at Juan Diego Catholic High School must be enrolled at the school on a full time basis. Students are considered full time if they are enrolled in eight of eight classes. The school values the building of relationships, the forming of community, and the involvement in activities by students which is only achieved when students have ample opportunity to interact with classmates, teachers, and staff on a full time basis. Students, therefore, are not allowed to graduate early from Juan Diego or schedule release time. On rare occasion, and only with prior approval by the Vice Principal, students may be enrolled in fewer than eight classes. This approval, after a careful review by the student's counselor, is granted only to students who wish to pursue educational opportunities outside of the curriculum offered at Juan Diego. **Be advised that families do not receive a tuition discount if they are granted this option.**

### **Final Exams (in December and May):**

All final exams must be taken at the regularly scheduled times. **Parents should check the school calendar for dates to make sure no vacations are scheduled during the exams.** Students who miss a regularly scheduled semester exam will receive a "0" for that exam.

## Grading Scale

## Computation of Grade Point Average (G.P.A.)

A=excellent, B=good, C=average, D=poor, F=failure The following points are given for each grade.

A.....	100-93	A.....	4.00
A-.....	92-90	A-.....	3.67
B+.....	89-87	B+.....	3.33
B.....	86-83	B.....	3.00
B-.....	82-80	B-.....	2.67
C+.....	79-77	C+.....	2.33
C.....	76-73	C.....	2.00
C-.....	72-70	C-.....	1.67
D+.....	69-67	D+.....	1.33
D.....	66-63	D.....	1.00
D-.....	62-60	D-.....	0.67
F.....	Below 60	F.....	0.00

## Graduation Policy

**Fees:** All financial obligations must be met before students can participate in any of the graduation activities and before final transcripts are sent.

**Participation:** Seniors are required to participate in all graduation exercises.

## Graduation Requirements

To receive a diploma from Juan Diego Catholic High School a student must meet all of the following criteria:

- A minimum of 29 credits that include the following listed in the table below.
- A passing grade in all subjects taken senior year. In an effort to maintain a rigorous learning environment all senior students must pass all eight credits their senior year. If a senior fails **any semester course** during the senior year, that course must be made up prior to receiving a diploma.
- A record of completed hours of Community Service through the Campus **Ministry Office**.

Theology	8 semesters	4 credits	4 years
English	8 semesters	4 credits	4 years
Social Studies	8 semesters	4 credits	4 years
Mathematics	6 semesters	3 credits	3 years
Science	6 semesters	3 credits	3 years
World Language	4 semesters of the same language	2 credits of the same language	2 years of the same language
Fine Arts	2 semesters	1 credit	1 year
Computer Science	1 semester	1/2 credit	1/2 year
Health	1 semester	1/2 credit	1/2 year
Physical Education	3 semesters	1 1/2 credits	1 ½ year



## Graduating with Honors

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Students who have achieved a cumulative \*weighted grade point average of a 3.67 or higher (see \* at the end of this section), will graduate with academic honors. Those students will be distinguished during graduation ceremonies by wearing honor cords.

## Honor Roll

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Students with a quarter grade point average of 3.33 and above receive Honor Roll designation after each quarter.

## Incomplete Work

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On rare occasions a student will receive a grade of I. This grade represents an incomplete in the student's class work due to **unforeseen circumstances**. The only course work that is eligible for an "I" is course work that occurs after the unforeseen event. A student will have until the midterm of the following quarter to complete the work and have the grade changed. A student who fails to complete the work will be graded on the work completed and a final grade will be issued. Students who receive an "I" during the school year will have until the mid-term of the next quarter to complete the work. Students who receive an "I" at the end of the school year will have three weeks to complete work. Seniors must complete all course work prior to graduation.

## Make-Up Classes

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Any required class that is failed or has not been taken must be made up. **Each make-up class must be approved in advance** by the Vice Principal. The content of the make-up course must be as close to the original course requirement as possible. For example, a student deficient in U.S. History must take a U.S. History course, not a general Social Studies course.

**Please note:** In an effort to most accurately reflect a student's academic record, a make-up course grade does not replace a failing grade originally received in a course. It simply makes up the deficient credit. Because students come to Juan Diego from a wide variety of schools and academic programs, **grade points earned from other schools are NOT calculated into a student's JDCHS cumulative GPA**. A clear explanation of this policy is sent with a student's transcripts to the next educational institution the student attends.

**A student is expected to make up any and all deficient credits prior to the first day of classes of the subsequent academic year.**

## Midterm Reports

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Juan Diego does not mail out midterm reports for students. Parents are asked to check student's records at the published midterm dates during each quarter through PowerSchool.

## National Honor Society

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The Juan Diego Catholic High School Chapter of the prestigious National Honor Society recognizes students for their achievements in scholarship, service, character and leadership; and challenges them to continue their development in these areas. Sophomore, Junior and Senior students must maintain a cumulative weighted GPA of 3.67 or higher, throughout their high school years. Members assist those in need through designated JDCHS service projects at the national, local and campus level.

## Report Cards

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Report cards are mailed to families four times during the school year, at the end of the first and third quarters, and at the end of the first and second semesters. The first semester consists of the first and second quarters and the second semester consists of the third and fourth quarters. **Report cards will not be mailed until all fines, lunch balances, fees, and tuition are paid in full, all detention is served, and all books are returned to the library.**

## **Saint Katharine Drexel Program**

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The Saint Katharine Drexel Program was launched in January 2001 at Juan Diego Catholic High School as an outreach to students in need of educational assistance. The Drexel Program is named for Saint Katharine Drexel, recently canonized by Pope John Paul II. Katharine Drexel was the only surviving heir of a wealthy nineteenth century banker, who devoted her life and considerable wealth to educating the poor and oppressed among Native and Black American people.

The Drexel Program has been proven to be a valuable resource in assisting 9<sup>th</sup> and 10<sup>th</sup> grade students with the transition from middle school to high school. In addition to study skills that will be useful throughout their high school and college careers, students will receive supplementary support in the areas of Math, Science, and English coursework. The success of the Drexel Program depends 100% on the joint effort of the student, parents, teachers, and the Drexel Program Coordinator.

The Saint Katharine Drexel Program is in place to support Juan Diego Catholic High School in the belief that all students are an integral part of the entire student body and deserve the best education the school can offer in time, attention and resources.

## **Selection of Textbooks**

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Textbooks and other instructional materials are a resource for literacy, information, and curriculum and are used to uphold a culture of learning in a Catholic environment. The textbook selection process involves teachers, department chairs, the librarian, and the administration. Final selection decisions rest with the administration. Textbooks are considered for adoption approximately every five years. Teachers, along with the department chairs, review current offerings and spend time analyzing and critiquing the texts. Additional consideration is given to quantity and quality of supplemental materials. Textbooks are examined for how well they integrate into the school's curriculum and also how well the texts meet both the Diocesan and Utah State guidelines.

## **Semester Grades**

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Semester grades are determined by one of two options decided upon by the teacher: by either weighing each quarter grade 40% and the semester final 20% or by weighing each quarter 33% and the semester final 33%. **Grades for courses with no final exams will be calculated by weighing each quarter grade at 50%.**

## **Valedictorian and Salutatorian Determination**

Valedictorian and Salutatorian will be chosen based on a combination of factors. Those will include but are not limited to strength of academic curriculum (see \* at the end of this section), overall grades freshman through senior years, and adherence to the philosophy and profile of a Juan Diego student both in and out of the classroom. **Students who transfer to Juan Diego their senior year are not eligible to be the Valedictorian or Salutatorian.**

**\*A weighted grade point average, taking into account Advanced Placement, Concurrent, and Honors level courses, will be used for the purpose of determining the highest cumulative GPA's in the senior class for valedictorian and salutatorian selection, and graduating with honors.**

# Campus Ministry Office

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The Campus **Ministry** Office exists because of the Church's desire to be present to all who are involved in Juan Diego Catholic High School. We seek to proclaim the Good News of Christ to the students, faculty, staff, and parents who gather in our faith community. We offer intentionally planned activities in order to serve and realize the Kingdom of God. Following the professional standards of the United States Catholic Conference Department of Education, we have five main goals: to collaborate with the Theology Department in appropriating the faith; to form Christian conscience; to educate for justice; to facilitate personal development; and to develop future leaders for Church and society.

The Office of Campus **Ministry** has five areas of focus, Peer Mentors and Ministers, Leadership Development, Community Service, Liturgies, and a four-year cycle of student retreats.

For more information about Campus **Ministry**, please contact Director, **Ms. Ameer Garcia**, at 801-984-7626.

## Chapel

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Our Lady of Guadalupe Chapel, adjacent to the Campus **Ministry** Office is a beautiful and quiet place for prayer. The chapel is always open and available for private or group prayer. The Director of Campus Ministry schedules specific chapel use.

## Liturgical Services

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Student body Masses and other worship experiences are held on special occasions and on selected feast days. For all-school liturgies, students may be trained to serve as lectors, servers, Eucharistic ministers and music ministers.

**Please note: Checking out of school prior to a school liturgy, religious service, or activity, is NOT permitted under any circumstance. If you have questions about this policy, please see your counselor or the Dean in Student Services.**

## Sacrament of Reconciliation

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Throughout the year students are given the opportunity for the Sacrament of Reconciliation scheduled through their Theology classes.

## Retreats

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At least one retreat is held annually for each of the grades. These days of special prayer, reflection and discussion are planned specifically for each grade level, and attendance is mandatory. A faculty/staff retreat is also held each year prior to the start of school.

## Community Service

Community service is integral to living the Christian life. At Juan Diego Catholic High School every student is required to perform a specific number of hours of service to the community.

Through service:

- Christian formation of human values and attitudes are deepened;
- The student's world is broadened;
- Talents and gifts that have been unknown to the student are realized and developed;
- A life long commitment to service is nurtured;
- Skills like leadership, problem solving, organization, and communication are developed.

Juan Diego Catholic High School includes Christian Service as part of its graduation requirements to prepare our students to be socially responsible and answer the call to be a person of justice. Our Christian Service Program is reflective of Juan Diego's motto, *Spiritus Donorum* (*Spirit of Giving*), which reflects the example of our patron, Saint Juan Diego, a poor Aztec willing to do God's will, and our benefactors, Sam and Aline Skaggs, whose selfless giving allows this JDCHS community to develop our talents for building the Kingdom of God.

Over the course of four years at Juan Diego students will complete a minimum of 100 hours of service. Each student is required to complete a minimum of 25 hours per academic year. Service hours may be completed with a non-profit agency, educational setting, or place of worship. A service opportunity should reflect how the individual can best use their God-given gifts and talents to service those in need.

How to submit your Christian Service hours:

1. Find a service opportunity to get involved with. (Note: Service does not have to be done by yourself, find a few friends to do service with.)
2. Print out a Hard Copy Verification Form and take it with you to your service site. Have the service contact person sign off on your hours.
3. Next, submit your hours online. Go to [www.jdchs.org](http://www.jdchs.org) and click on Login using your username and password.
4. Turn in your Hard Copy Verification Form to Student Services.
5. Once your hours are submitted with a hard copy and online and they are verified, your hours will be approved.

Hours do not roll over from year to year but we encourage all students to serve above and beyond the minimum 25 hours per academic year. Students who go above and beyond will have the opportunity to apply for one of two service awards: Dorothy Day Service Award or the Blessed Mother Teresa Award. Students interested in being recognized for their service will need to apply and meet the minimum requirements for the award for which they are striving for.

If you have any questions regarding the Student Christian Service Program please contact Ms. Amee Garcia, Director of Campus Ministry, at [ameegarcia@jdchs.org](mailto:ameegarcia@jdchs.org).

\*\*\*Note: If you are a parent who has questions regarding Parent Volunteer Hours please contact Mrs. Pat Bayer, at [patbayer@jdchs.org](mailto:patbayer@jdchs.org).

## **Student Activities**

A variety of student activities and special events are planned and executed by the Student Body Officers, Class Officers, **Student Senate**, and a variety of committees that are open to any non-elected students who are interested in leadership and in being actively involved. They work out of the Student Government office, adjacent to the Saint Joseph Commons, under the supervision of Mrs. Lynelle Williams.

**Students: Keep track of your hours so you may  
log them and submit verifications .**

**Seniors: Get your hours completed early  
so nothing gets in the way of you graduating!**

**Visit Campus **Ministry** or Student Services for verification cards.**

**For information about Parent Volunteer Hours,  
please turn to page 50.**

# Attendance and Tardy Policies and Procedures

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The primary purpose of the Attendance Policy is to keep the parents/guardians informed as to the number of student absences in any particular class. Class attendance has been proven to be directly related to positive class performance. These policies are designed to keep students in the classroom for maximum learning potential.

## Tardy Policy

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1. A student is defined as tardy if he or she is not inside the designated classroom with all necessary materials when the late bell rings. Individual teachers may require that a student not only be in the classroom but in their seat when the late bell rings in order to be counted on time. This policy will be supported by the administration. **It is the student's responsibility, with the support of parents/guardians, to be on time to school and each class every day.** Tardiness is a disruption and a form of disrespect to teachers, peers, and the administration.
2. Each student is allowed eight (8) unexcused tardies per quarter without penalty. **A parent/guardian will receive notification from the school after eight (8) tardies.** Upon receiving a sixteenth (16<sup>th</sup>) unexcused tardy the student will be suspended and will remain suspended until taking part in a reinstatement meeting which **must** include the student, a parent, and the dean, and **may** include a counselor, the vice-principal, and/or the principal. Continued tardiness will make the student liable for expulsion.
3. A student shall be considered "tardy" if they arrive in the appropriate classroom after the late bell. If a student arrives in the appropriate classroom after 20 minutes of class time they are considered absent. (See Absence Policy below).
4. **Any student who arrives tardy to school must check into Student Services prior to going to class.** Students must either have a signed note from a parent in order to have the tardy excused, or Student Services personnel must have a phone conversation with a parent to excuse the tardy. **Please note: simply having a note from a parent or having a phone conversation does not automatically excuse a tardy. Whether or not the reason offered by a parent constitutes an excused tardy is completely at the discretion of Student Services personnel.** Examples of reasons that are not acceptable include, but are not limited to:
  - "Slept in late"
  - "Running late"
  - "Had to run an errand for a parent"
  - "Troubles at home"
  - "Traffic"
5. Students who are tardy due to an appointment with doctors, dentists, orthodontists, physical therapists, etc. must bring with them, when they check in to school, a note on the letter head of the professional being consulted. Every effort should be made to schedule appointments outside of the school day.
6. Any forgery or misrepresentation in attempting to excuse a tardy, or check a student out of school, **either by a student, a parent, or any other person**, will result in the student being immediately

suspended and a discipline meeting being scheduled with the Dean of Students. The email address from which any excuse note is sent must match with the guardian email address on file.

## **Absence Policy**

**1. Each student is allowed a maximum of six (6) missed class periods per subject per QUARTER. A student who is absent more than 6 class periods per subject per quarter will receive a failing grade for that quarter\* (please see \* below).**

If the student's class percentage/grade was greater than 60% at the time of the 7th (seventh) absence, the student's percentage/grade will automatically change to a 59% (F). Failure to complete work in the class for the remainder of the quarter will result in the grade dropping lower than 59%.

If the student's class percentage/grade was less than 60%, they may be able to improve their percentage/grade up to, but not greater than, 59% for that quarter.

**\*Because permanent grades are based on the semester grades and not quarter grades, the student still has the potential to earn a passing grade for the semester.**

**2. Both "Excused" and "Unexcused" absences will count toward the 6 per class per period per subject per quarter limit. An absence is missed class time regardless of the reason.** Every effort should be made to schedule appointments, vacations and/or other reasons for absences outside of the school day. (Exceptions to this policy can be made on an individual basis if special circumstances arise and warrant consideration.)

The following are situations that may be considered acceptable excuses for absences:

- a) Illness
- b) Funerals
- c) Religious Observances
- d) Extraordinary Family Situations
- e) Dental and Medical Appointments (Every effort should be made to schedule appointments after school or during school vacations.)

**3. In case of student absences, a parent/guardian must call the attendance line at 801-984-7648 or email [attendance@jdchs.org](mailto:attendance@jdchs.org) and explain the cause of the absence, followed up with a signed, dated note of explanation. The email address from which the note is sent must match the guardian email address on file. If a note is not submitted within 2 days of the absence, it will remain unexcused and make-up work will not be accepted.**

**4) In situations when a Parent/Guardian calls/emails the school to inform us that a student will be absent on that day, and the absence does not qualify for one of the above mentioned excused absences, then the attendance code "G" will be used in PowerSchool indicating that the Parent/Guardian has informed us of the absence. These absences are not excused and count toward the 6 absences per class period per quarter limit. Make up work is allowed upon return to class.**

**Please note: Checking out of school prior to a school liturgy, religious services, or activity, is NOT permitted under any circumstance. If you have questions about this policy, please see your counselor or the Dean in Student Services.**



5. **Juan Diego Catholic High School** sponsored events (theatre, debate, sports, music, etc.) **DO NOT count toward the 6 absences per class period per quarter rule.** However, all coaches and moderators will make every attempt to limit out of school time **and** to reinforce to their students that it is the **student's responsibility to see teachers regarding missed work for school sponsored events.**

6. **Because we encourage students to visit college campuses in an effort to make the best decision about their future, the policy for college visit absences is as follows:**

Second Semester 11<sup>th</sup> grade: 2 absences per class period per quarter

First Semester 12<sup>th</sup> grade: 2 absences per class period per quarter

Second Semester 12<sup>th</sup> grade: 2 absences per class period per quarter

A parent or guardian must send a note, email the attendance line ([attendance@jdchs.org](mailto:attendance@jdchs.org)), or call in (801-984-7648) in advance, to inform Student Services of the college visit. The email address from which a note is sent must match with the guardian email address on file.

7. **PowerSchool computer codes for attendance will be as follows:**

**A** = absent unexcused (Counts toward 6/class period/quarter, no make up work allowed)

**AE** = absent excused (Counts toward 6/class period/quarter, make up work is allowed. Student must have a signed, dated note excusing absence in file within 2 days of absence or the absence will remain coded "A" and make up work will not be accepted.)

**T** = tardy

**TE** = tardy excused

**C** = counselor meeting (make up work is allowed)

**G** = guardian approved (Counts toward 6/class period/quarter, make up work allowed upon **return** to class).

**S** = JDCHS School Sponsored (make up work is allowed)

**M** = medical (make up work is allowed)

**V** = college visit (make up work allowed upon **return** to class)

**I** = in-school suspension (no make up work allowed) counts toward 6/class period/quarter

**O** = out-of-school suspension (no make up work allowed) counts toward 6/class period/quarter

**X** = truant (no make up work allowed) counts toward 6/class period/quarter

8. **The penalty for an unexcused absence = 2 hours of detention per class period missed. 10 hours of accumulated detention per quarter = suspension from school** with re-instatement after meeting with student, parent/guardian, and the dean.

9. **The penalty for \*TRUANCY from one class period = 3 hours detention per class period missed. The penalty for being truant the entire school day = Suspension from school** with re-instatement after meeting with the student, parent/guardian, and the dean.

**\*Truancy is the conscious, willful intent to NOT attend class.**

## **In-School Illness**

If a student becomes ill, he/she asks permission of the class teacher to report to Student Services where the student will receive immediate attention. If a student is not able to report, the teacher will call Student Services and request assistance. If it is necessary for the student to go home, parents or

guardians must give permission. A nurse is on staff in on Campus. When the nurse is there, she/he will assist students in need and contact parents if necessary. Parents will be called if a student is too ill to be in class. *Students will not be allowed to stay in the sick room for extended periods unless they are waiting for a parent to pick them up.* **Students are not permitted to leave school at any time without the specific permission of the parent/guardian or a person acting on behalf of the parent/guardian as designated on the student emergency contact form.**

## **Leaving Campus**

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Any student requesting an early dismissal must submit a note signed by a parent or guardian explaining the reason for the early dismissal prior to being dismissed. This note is to include the parent or guardian's phone number for verification purposes. This note must be given to Student Services before the student attends the first class of the day. Requests for early dismissal should be rare and only for serious reasons. Doctor and dentist appointments, etc., should be made outside school time as much as possible. **Early dismissal prior to a school liturgy, religious services, or activity, or on assembly days or the day before a vacation begins is NOT permitted under any circumstance.**

## **Field Trips**

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Field trips are privileges, not rights. Students can be denied participation if they fail to meet academic and/or behavioral requirements. Field trips are educational experiences provided to the student outside of the classroom environment. The experience must represent a unique educational opportunity and facilitate the attainment of specific educational objectives. All field trip activities must have a faculty sponsor.

- Parents must complete a parent permission form. These can be obtained from the teachers or from Student Services. Students who fail to submit the proper form will not be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of written permission. Faxed permission forms are accepted.
- On the day of the field trip students need to wear the school uniform. Exceptions must be cleared through the Student Services Office.
- The student is responsible for making up any class work missed because of the field trip.
- Appropriate behavior in accordance with the rules set down in the handbook is expected.

## **Parent/Guardian: Out-of-Town for Extended Time**

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Parents or legal guardians anticipating being out-of-town for any significant length of time must inform the student's counselor and the Administrative Assistant in Student Services so that alternate emergency information may be obtained. Failure to do so puts the student in the precarious position of having to self-report absences, which is not acceptable.

**In case of student absences, a parent/guardian must call the attendance line at 801-984-7648 or email [attendance@jdchs.org](mailto:attendance@jdchs.org) and explain the cause of the absence, followed by a signed, dated note of explanation. The email address from which the email is sent must match the guardian email**



# Student Behavior and Expectations

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It is the intention of Juan Diego Catholic High School to help all of our students achieve their full potential and enable their continued growth as a person and a member of our society. To achieve this Juan Diego believes that a structured and disciplined environment will allow students to grow academically, physically, socially, and spiritually. When a family enrolls their student at Juan Diego, it is expected that they are committed to supporting their students and the overall school community.

Achieving this partnership between Juan Diego and all members of the Juan Diego community is vital. The purpose of discipline is to provide students with safe and orderly academic and social environments necessary for the learning process and full participation at Juan Diego Catholic High School. This behavior code enables students to grow in respect for themselves, other students, the faculty, the administration, staff and for the campus facility. Violation of the behavior code will result in disciplinary action. **The rules, regulations, and policies of Juan Diego Catholic High School are in effect for the entire time a student is enrolled at the school, including school holidays and summer vacation.**

Students are expected to conduct themselves in a manner that reflects positively on themselves, their parents, and on Juan Diego Catholic High School. Respect is basic to all students at the school. Students should address the faculty, staff, and administration of the school with respect in a spirit of friendliness and in an atmosphere of cooperation essential to an educational and Catholic community. The use of a first name of an adult is not appropriate. Students should also be respectful to fellow students both at school and in public. How we treat each other is a sign of our Christian charity and love. **This applies to all forms of communication, including verbal and electronic social media.**

Parents, as primary educators, are reminded that students look to your example as to the appropriate response when they have violated school policies. Parents, as partners with the school in educating their children, are asked to uphold the policies, rules and regulations set forth in this handbook. Parents who circumvent the policies or consequences set forth in this handbook subject their students to immediate expulsion from school.

The Principal, Vice Principal and Dean have the primary responsibility to observe and evaluate the relationship between each student and Juan Diego Catholic High School. It is important to the quality and integrity of Juan Diego Catholic High School that students are reaching their potential as scholars and people. If it is determined that the relationship is not beneficial to the student or to the school then the Principal, Vice Principal or Dean will recommend the withdrawal or expulsion of the student.

## Code of Conduct for Minors

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The Catholic Diocese of Salt Lake City is committed to the protection of children and young people and the establishment of a safe environment in which they may learn and grow into responsible Christian Adults. The intent of this Code of Conduct is to promote responsible behavior and Christian values that create an orderly, nurturing and safe environment. For the complete list of students' rights and responsibilities please refer to Diocesan Policy 3310, Pastoral Directives 2003, available in the Main Office.

## **Juan Diego Student Expectations and Responsibilities**

### **General Expectations**

1. Treat all adults and peers with dignity, courtesy, and respect.
2. Demonstrate respect for all people regardless of gender, ethnicity, culture, religion, sexual orientation, or socio-economic background.
3. Demonstrate respect for both one's own property and the property of others.
4. Respect the physical environment of Juan Diego by helping to maintain the cleanliness of the building and our campus.
5. Help to maintain a positive learning atmosphere in the classroom and throughout the campus with a positive attitude.
6. Be responsible for the ethical academic behavior of oneself and one's peers.
7. Be vigilant in maintaining the safety and well being of all students.
8. Accept responsibility for all personal actions.
9. Be prompt and prepared for class at the starting bell for each period.
10. Be properly dressed according to school dress code upon arrival on the Juan Diego campus and maintain such dress until you have departed Juan Diego campus.

### **Juan Diego Jurisdiction**

To ensure a healthy community and promote the rights and responsibilities of all members of the Juan Diego Catholic High School community the school administration has total jurisdiction concerning conduct and behavior in school, on school property, at all school-sponsored events and activities, as well as on the way to and from school. Furthermore, a student's conduct at anytime, even away from school (which includes posting items via social media or on the world wide web which make false statements, threats, are obscene, or may be materially disruptive to the school) and school-related activities, may reflect upon the Juan Diego community, and may affect their standing in the school.

### **Detention**

Students who violate school rules will be assigned detention. Detention is held after school from 3:00pm to 4:00pm. Students must serve detention within seven (7) days (seven days, not seven school days) of the date the detention was assigned. It is the responsibility of the student and the parent to check PowerSchool to monitor a student's detention. Both a student's current and accumulated hours of detention are posted both on the individual student's PowerSchool record and prominently in Saint Joseph Commons. **Students serving detention must arrive and remain in school uniform during the entire time they are there.** Students who accumulate ten (10) hours of detention in a quarter will be suspended. Re-instatement is allowed after a meeting with the student, parent/guardian, and the Dean. Students who accumulate fifteen (15) hours of detention in one quarter will be suspended and will be liable for expulsion.

### **Alternative Detention**

A student may serve an alternative detention with the teacher who assigned the specific detention or the Dean, within 48 hours of the detention being assigned. Once completed, an alternative detention slip must be turned into the Dean.

## Academic Integrity

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Academic integrity and ethical behavior are expected from all Juan Diego Catholic High School students. Academic dishonesty and unethical behavior are contrary to the philosophy and goals of the school. Appropriate consequences will be assigned to any student who commits academic dishonesty by word and/or by action. **A student determined to have been involved in academic dishonesty will receive a "0" for that assignment or test.** The teacher will notify the student's parent and counselor. Future incidents of academic dishonesty by that same student will subject him/her to possible suspension or expulsion.

## Drugs, Tobacco, and Alcohol

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The use and abuse of drugs, tobacco and/or alcohol are serious problems among adolescents. Juan Diego Catholic High School maintains and enforces strict policies and consequences involving substance abuse. Any student who is caught providing such items will be expelled from school and be subject to prosecution by local authorities. It is **illegal** for any student to use, furnish, possess, sell or be under the influence of alcohol, tobacco, other drugs, **including related paraphernalia**, or any controlled substance at any time, including, but not limited to at school or during any school function.

## Expected Behavior in the Saint Joseph Commons

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1. All students will behave with proper decorum while in the Commons during lunch periods. All students are responsible for keeping not only the area where they eat clean, but the entire Commons as well.
2. Any student who leaves any garbage or lunch tray on a table in the Commons will be assigned one week of Commons clean up. Repeat violations will result in loss of Commons privileges, suspension from school for not less than one day, and will make the student liable for expulsion.
3. No food or drinks are to be taken out of the Commons to be consumed during lunch periods, **including the area outside of the student government offices and the auditorium steps.**
4. All academic hallways on the second floor are off limits during lunch periods. On the first floor, C and B halls are off limits during lunch periods. D hall (computer labs, television studio) is to be used only to go to and from the library and the computer labs. Loitering in D hall during lunch is not allowed.
5. Any student who participates in throwing food ("food fight"), however large or small their participation is subject to immediate suspension or dismissal. If a student is allowed to remain at Juan Diego after participating in a "food fight," he or she will be required to serve 20 hrs. of community service at a local soup kitchen, within one month of the infraction. This service is to remind students of how many people fight hunger on a daily basis, to remind them of an option for the poor and vulnerable, and to remind them how wasteful and shameful a food fight is.

## Fighting

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Fighting at school will not be tolerated at Juan Diego. Any student who assaults, batters, or threatens force or violence toward anyone is liable for expulsion from the school.

## Gang Association

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Gangs are defined as a group of three or more people who specifically intend to commit a crime. The association and/or membership of Juan Diego students in a gang or gang related activities will not be tolerated. Students involved in such associations or claiming to be involved in such associations are liable for expulsion from the school.

## Harassment/Hazing

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In keeping with the philosophy of the school that recognizes the dignity of every human person, **harassment and hazing of any member of the school community, whether on or off the school property, will not be tolerated. Harassment includes, but is not limited to, any form of verbal abuse, including electronic communications, demeaning behavior, physical violence, sexual misconduct, or behavior that interferes with another person's feeling of well-being at the school.** When appropriate, law enforcement officials will be contacted when such harassment violates state and local statutes. Students who harass any member of the Juan Diego community are liable for expulsion from the school.

## Parties

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Juan Diego Catholic High School believes students represent themselves, their families, and their school outside of the confines of the campus. Therefore, students who participate in parties where alcohol, tobacco or illegal drugs are being used, provided, and dispensed are in violation of the student Behavior Code. Any student who attends such parties, whether or not they use a controlled substance, are subject to the consequences listed in the Substance Abuse Prevention Policy (please see page 39).

## Stealing

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It is the responsibility of every student to respect the personal property of others and the equipment and facilities of the school. Items found at school are to be turned into the Student Services Office. Students who are caught stealing are liable for expulsion from the school.

## Suspension

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Students who are in violation of the Behavior Code may be placed on suspension. Suspension may include “in school suspension”, “out of school suspension”, or a mandatory Saturday school session. Suspension is used to provide all involved parties time, space, and distance from the event to allow a clear thought process to take place. A member of the Student Services staff will notify parent/guardians when a student has been suspended from school. The student will remain on suspension until a conference is held with the student, the parent/guardian, the Vice Principal and the dean to discuss further consequences for the student's behavior. While on suspension the student may not attend classes or any school sponsored activity. **Schoolwork that is missed during the time of suspension cannot be made-up.**



### **In School Suspension**

Students who are given an in-school suspension will be required to report to school each day and work with the dean of students for the day.

### **Out of school suspension**

Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension.

Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

### **Saturday School**

Saturday school constitutes involuntary attendance in a formal classroom setting at Juan Diego Catholic High School on dates selected by the school. The selected dates may or may not always be on a Saturday. All electronic devices including but not limited to cellular phones are prohibited. Parents, please make arrangements to have your child and/or children in Saturday school at 9:00 AM. Saturday schools will begin at 9:00 a.m. Students arriving late will be sent home and assigned two (2) additional Saturday schools. Saturday schools end at 11:00 and all students must vacate school grounds no later than 11:15 a.m.

### **Theft Policy**

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1. Any and all theft of school or personal property will result in the student committing the theft being immediately suspended from school. In severe cases local law enforcement agencies will be called and appropriate citations issued.
2. All students are strongly encouraged to not bring excessive amounts of cash, valuable electronic equipment, or other valuable personal property to school. Students are strongly encouraged to lock all valuables in their personal lockers. Do not share your locker combination with anyone, not even your best friend. **No item has ever been stolen out of a locked locker.**
3. Backpacks may not be left unattended in hallways – **even during lunch periods.** All backpacks must be put in student's personal lockers during lunch periods.
4. All unattended backpacks, books, etc. may be confiscated and result in one (1) hour of detention.

### **Weapons**

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The possession and/or use of any weapons at Juan Diego before, during, or after school will not be tolerated. Students who use or possess a weapon at school present a threat and a danger to the safety and well being of the community and to themselves. Students who use or possess a weapon will be expelled from school. Students may be detained until local authorities and/or parents are contacted.

### **Zero Tolerance Policy**

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Juan Diego Catholic High School will not tolerate certain activities on its campus before, during, and after school by students because of the dangers posed to the community. **Any student involved in these activities will be subject to immediate expulsion from the school.** These activities include, but are not limited to; the possession of a firearm or other weapon, the selling, or distribution, of controlled substances, and the established association with and/or relying upon a gang for support, protection, and



assistance. Students who violate the zero tolerance policy are liable for immediate expulsion. When appropriate or necessary, local law enforcement authorities will be notified.

**Reminder: The rules, regulations, and policies of Juan Diego Catholic High School are in effect for the entire time a student is enrolled at the school, including school holidays and summer vacation.**

# Dress Code

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## Philosophy and Purpose

Juan Diego dress code's purpose is to promote a healthy self-concept for each student by fostering a more accepting atmosphere, one free of societal prejudices. Our mission as stated, is to serve God by providing a challenging academic education, rooted in Catholic values and morals. In today's fashion conscious culture, there is an overwhelming pressure to appropriate individual worth through one's outward image, which too often contributes to unhealthy attitudes and behaviors.

Standards of dress which protect the dignity of a student's self worth will provide the atmosphere of freedom necessary for both young women and men to express their God-given uniqueness in an uncompromising manner and should be in keeping with the Catholic values regarding modesty that best represent the Juan Diego community. In dressing up for school, we challenge students to understand the dignity of their work and to respect each other for character, rather than clothing. As the Catechism of the Catholic Church states, "*The human body shares in the dignity of 'the image of God': it is a human body precisely because it is animated by a spiritual soul, and it is the whole human person that is intended to become, in the body of Christ, a temple of the Spirit.*" (Para. 364: Cf. 1 Cor 6:19-20; 15:44-45).

**Any uniform and/or grooming questions should be directed to the Student Services Office prior to any uniform or grooming decisions. Students are responsible to be familiar with the dress code.**

Rule: If you think you shouldn't wear it, you shouldn't.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL, VICE PRINCIPAL AND DEAN OF STUDENTS.

**PLEASE NOTE:** Students must be in proper uniform before, during, and after school while on the campus of Juan Diego Catholic High School.

1. **Informal Dress Days:** Boys and girls will be dressed in uniform shirts and khaki pants or shorts (shorts may be worn Quarter 1 and 4 only). Uniform sweaters and approved sweatshirts may also be worn. Slacks and shorts must be the uniform store-clothing brand, pleated or non-pleated khaki, cotton twill. Both must fit properly on the natural waist and slacks must cover the top of the shoe. Shorts must be of an appropriate length. No uniform apparel, including sweatshirts, may have tears, rips or cuts, or be frayed or split.
2. **Formal Dress Days:** While in school on Formal Dress Days, the girls will be dressed in the uniform black watch plaid skirt, hemmed at no more than two inches above the knee, with a flat waistband, and either a blue or white uniform shirt. The boys will be dressed in either a blue or white uniform shirt, JD tie and uniform khaki pants. The top shirt button must be buttoned and the tie must be properly knotted and sit at the top of the shirt. Girls' socks must be solid white, navy or black matching knee high or nylons, no patterns or fishnets. Shoes must be flat heeled or flat soled, no platforms allowed.

3. **Spirit Dress;** Will only occur on designate days determined by the administration. Spirit dress will consist of a Juan Diego spirit top and black, blue, or brown pants. Neither the pants nor the top may be ripped torn. Shoes, hair, and accessories must be in accordance with the normal Juan Diego dress code requirements. Sprit dress must represent the modest nature of the Juan Diego dress code.
5. **Extracurricular Apparel:** Non-uniform apparel may be worn only on specific days as designated by the administration.
6. **Tie:** A school tie may be worn on any day by either boys or girls but is required attire for boys on formal dress days. However, when a tie is worn the top shirt button must be buttoned and the tie must be properly knotted and sit at the top of the shirt.
7. **PE Uniforms:** Students must wear the school approved PE uniform, or administration approved items from a Juan Diego team spirit pack, for all physical education classes including weight training. The uniform is sold through Saint Paul's Place located in the Saint Joseph Commons. Students are required to change into a PE uniform for PE class and into school uniform immediately following PE class.
8. **Blouses / Shirts:** Oxford-type, cotton, button-down, long or short sleeve, white, light blue or light yellow (yellow allowed on informal dress days only) shirts are the uniform shirt, purchased in Saint Paul's Place located in Saint Joseph Commons. Blouses and shirts must fit properly and must be buttoned to the second button from the top. They may not be too small, baggy, or torn, and must be completely tucked in at all times when the student is on campus. Collar buttons must be intact and buttoned at all times.
9. **Sweater/vest:** Must be uniform store clothing brand only.

All uniform items must be purchased at Saint Paul's Place Campus Store and are available throughout the school year at the campus store located in the St. Joseph Commons.

If, under extreme circumstances, a student must wear a non-uniform item to school, **the parent(s)** of that student must notify the Dean **prior** to the item being worn to school.

Any student in violation of the dress code may not be allowed to attend classes and may be sent home to change at the discretion of the administration.

<b>ARTICLES OF CLOTHING NOT LISTED ARE NOT PERMITTED!</b>
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**Skirts (girls only):** Black watch plaid skirt, hemmed at no more than two inches above the knee, with a flat waist band **will be required attire and may be worn on formal dress days only.**

**Slacks (girls and boys):** Slacks must be uniform store clothing brand, pleated or non-pleated khaki, cotton twill. They must fit properly on the natural waist and must cover the top of the shoe. Slacks may not be frayed, rolled, cut, torn or split, and the leg width may not be altered.

**Shorts (girls and boys):** Uniform store clothing brand khaki, cotton twill, may be worn on informal dress days only. **Shorts must fit properly at the natural waist and should be hemmed to knee length.** Shorts may only be worn Quarter 1 and Quarter 4.

**Belts:** Solid colored (black, brown or tan) belts that fit through belt loops, with a plain buckle, must be worn with pants and shorts at all times. Belts may not be worn with skirts.

**Shoes:** Low-cut shoes that are loafer style, tie shoes, or appropriate athletic shoes may be worn. Laces must be tied at all times. Slippers, sandals, slip-ons, and Crocs, as well as backless, high heeled or open-toed shoes may not be worn. **During Quarters 2 and 3 only flat-soled boots may be worn but pants must cover the boot tops.**

**Socks:** Matching solid colored socks that are clearly visible above the shoe, or nylons for girls, must be worn at all times. No printed or patterned socks or stockings may be worn.

**Purses:** Personal/non-school related bags, including purses, are not allowed in class. They must be left in a student's locker for the duration of the school day.

**Sweatshirts:** Only approved sweatshirts featuring Juan Diego sports or another Juan Diego extracurricular activity may be worn during the school day. They may not be altered from the original design, and may not be cut, torn, ripped or otherwise damaged in any way.

**Undershirts:** White, blue, or yellow T-shirts or solid color T-shirts that match the color of the uniform shirt being worn are allowed. T-shirts with logos are not permitted under the uniform shirt. Turtlenecks and thermal undershirts are not allowed. The sleeve lengths must be the same as or shorter than the shirtsleeves.

**Jackets / Sweatshirts / Hats:** Hats may never be worn in the building. Non Juan Diego jackets and sweatshirts may not be worn in the building.

**Girls' Hair / Make-up / Grooming / Accessories:** Extreme, bizarre, or distracting hairstyles or colors are not allowed. Hair must be neat and clean. Extreme steps, layers, designs, and or long loose strands of hair are not permitted. Dying or bleaching hair from natural color in a bizarre, or distracting style is not allowed. Hair may not be adorned with feathers, beads, dreadlocks or other accouterments.

**Students who violate the above code will be suspended until style and/or color is corrected.** A modest amount of make-up and accessories may be worn. Body piercing and excessive jewelry are not allowed at school or at school functions. Girls may wear one pair of earrings and in the ear lobe only. Tattoos or other markings, temporary or permanent are not allowed. Accessories should be modest in size and nature.

**Boys' Hair / Grooming / Accessories:** Hair may extend to mid-ear on sides, above the eyebrow in the front, and above the collar in the back. Hair must be neatly combed and clean. Extreme steps, layers, designs, including but not limited to spiked hair, mullet, Mohawks and /or long loose strands of hair are not permitted. Dying or bleaching of hair from natural color in an unbecoming, bizarre, or distracting style is not permitted. Hair may not be adorned with feathers, beads, dreadlocks or other accouterments. **Students who violate the above code will be suspended until style and/or color is corrected.** Students must be clean-shaven with sideburns not below mid-ear. Items not allowed

include but are not limited to earrings, bracelets, necklaces, body piercing, wallet chains or other chains. Tattoos, or other markings, temporary, or permanent, are not allowed.

**Backpacks / Bags:** Writing, drawing, and/or sewing patches on backpacks and/or bags are not permitted. Any items inappropriately marked may be confiscated. The writing and images on backpacks/bags must not promote alcohol, drugs, sex or violence.

**Dress for Extracurricular Events:** Students at extracurricular events at Juan Diego Catholic High School, who are representing Juan Diego, or who are identified as students at the school have an obligation to represent the school in the manner of their dress that is appropriate to Christian values, including regarding modesty. Students may not wear tank or halter tops, spandex clothing, mini skirts or mini shorts, tight skirts or dresses, or tops that reveal the midriff or back. Oversized clothing of any kind is not permitted. The writing and images on clothing must not promote alcohol, drugs, sex or violence. The style of clothing must be in accordance with Christian decency and should be in keeping with the Catholic values that best represent the Juan Diego community. Juan Diego students and any guest attending will be expected to dress in a modest nature in accordance with Catholic morals and philosophies. Any student in attendance at a Juan Diego dance will be expected to dance and act in a modest nature as well. Juan Diego reserves the right to refuse admittance or ask any student to leave who attends at Juan Diego dance.

**PLEASE NOTE: Students must be in proper uniform before, during, and after school while on the campus of Juan Diego Catholic High School.**

# Drug Testing Policies and Substance Abuse Prevention Program

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## POLICY STATEMENT

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It is Juan Diego's goal to maintain a safe, healthy and productive learning environment, free of substance abuse. Juan Diego's Student Substance Abuse Policy is not in place to hunt or target students at Juan Diego but rather to provide them the opportunity to say "no" prior to use. It is our hope that this program will be a saving grace for our students.

As a school community we are attempting to be proactive by executing a program that will help our students deal with the real life peer pressures placed upon today's teenagers. Research indicates that young people need a technique or a reason to be able to "Say No to Drugs and Alcohol" while still maintaining their self-esteem or image with their peers and/or friends. The ability to say "no" but still save face under peer pressure is extremely important. Research has also found that random drug testing is one of the most effective reasons for refusing to use drugs and alcohol while maintaining friendships and self-esteem. To achieve this goal, Juan Diego adopted and implemented a comprehensive Student Substance Abuse Policy and Program in 2006.

Generally, the School's objectives include but are not limited to:

- Creating and maintaining a safe, drug-free learning environment for all students by prohibiting and disciplining substance abuse;
- Reducing the problems of absenteeism, tardiness, carelessness and/or unsatisfactory performance related to substance abuse;
- Reducing the likelihood of accidental personal injury and/or property damage;
- Eliminating substance abuse and its effects on the School;
- Identifying substance abuse as early as possible;
- Encouraging students with substance abuse problems to seek professional assistance;
- Providing students with a toolkit to say "no".

This program has been designed to create a safe, drug-free environment for students and to assist those students, who may be struggling with substance abuse, in getting help when needed. Juan Diego's environment is one of the main reasons you entrust your children to us. Again, please keep in mind that the goal is not to catch students who are using drugs. **Rather, the goal is to increase their awareness of the dangers of alcohol and drugs, to teach them good coping skills in dealing with peer pressure, and to give them a solid, legitimate reason for saying "no" to drugs and alcohol.** Our hope at Juan Diego Catholic High School is that NO student ever tests positive, due to the fact that they were able to say "NO" before drug or alcohol use is even started.

## Definitions

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**Drug:** A drug is any substance considered illegal for use by minors or considered a controlled substance by the State of Utah and/or the United States Food and Drug Administration.

**Reasonable Suspicion:** In addition to random drug testing, JDCHS will ask students to submit to a drug and/or alcohol test if there is reasonable suspicion. Reasonable suspicion is defined as sufficient reasons or basis in fact to give rise to a reasonable belief that a student has drugs and/or alcohol in

her/his blood system. Reasonable suspicion may be based on, but not limited to, (1) Conduct that causes reasonable suspicion to believe that there is the presence of illegal or unauthorized drugs and/or alcohol in an individual's body fluids based upon specific observations concerning behavior, speech, and/or body odors; (2) Other circumstances which would indicate that an individual is reporting to school in other than a sober and reliable state, free from the influence of drugs and/or alcohol.

## **Testing**

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**Who will be tested:** All students are a part of the random testing pool.

**How will students be tested:** Screens of urine, saliva and/or hair follicle.

### **Hair Testing Procedures**

A. Removal of Hair: The Facilitator will remove at least 3.9 centimeters (approximately one and one-half inches) of hair from the student. Hair can be collected from several locations on the head. Should a student not have cranial hair sufficient for a testing sample, the student will be instructed not to cut their hair for three weeks, and at the end of those three weeks, if they have sufficient hair, they will be re-tested. Should a student continue to cut their hair during that three-week period, it will be treated as a positive result. Should a student have a documented medical condition that prevents the growth of any hair, that student will be tested by other means.

B. Collection of the Samples: The sample will be placed into a receptacle provided by the testing laboratory with the root end clearly marked. The student will initial the storage receptacle, which will be placed inside a second storage receptacle, which will also be initialed by the student. An adhesive, tamper proof strip will be placed over the second storage receptacle. The acquired samples will then be placed in a safe or other storage unit under lock and key. The Facilitator will be the sole person with the ability to remove the acquired samples from the stored location. The School will send the samples, by overnight delivery, to the testing laboratory on a weekly basis.

C. Regarding Prescription Drugs: Should certain prescription medications be found in the test results, parents may be asked to produce the prescriptions for their student in order to verify that the medications have been legitimately issued and used according to doctor's instructions.

## **Sample Collection**

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Samples will be collected at a mutually convenient time on the same day a student is selected for testing, or if the student is absent, on the day of the student's return to school. Parents are notified of the results in the timeliest manner possible.

**Students who attempt to falsify or adulterate samples/results will receive disciplinary consequences.** Any student whose urine sample proves to have been diluted will be assessed as if it was a positive test.

## **Communication of Test Results**

A. Negative Results: The testing laboratory shall report negative results to the

Dean of Students, or such other person as the School may from time to time designate. The Dean of Students shall communicate the results confidentially to the student.

**B. Positive Results:** The testing laboratory shall confirm all positive test results

If the confirmatory test is positive, the following procedures shall be followed:

The testing laboratory will report positive test results to the Dean of Students. The Dean shall meet with the student and his or her parent, and shall inform them of the positive result.

## **Consequences**

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### **Positive Test Results**

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It is recommended that students who test positive on a drug and/or alcohol screen seek confirmation through an outside physician and/or laboratory. All drug and/or alcohol testing results are considered confidential information and will be handled accordingly.

**First Positive:** When a student is identified with a positive determination the student must (1) Participate in a Parent Conference with school officials; (2) Sign a Conduct Agreement for the duration of enrollment at JDCHS; (3) Undergo assessment and comply with the recommendations made; (4) Upon confirmation of a positive test, the student will be fined \$100 and the cost of the test and will be fined and assessed the test cost for each test thereafter; (5) Submit to regular testing (every time the school conducts a random test) with financial responsibility for subsequent tests resting with student and parent/guardian(s).

**Second Positive:** When a student is identified with a second positive determination the appropriateness of her/his continued enrollment at JDCHS will be determined.

**Third Positive:** When a student is identified with a third positive determination the appropriateness of her/his continued enrollment at JDCHS will be determined.

Additional consequences may apply to students involved in extra-curricular activities as dictated by the policies and procedures outlined in the Utah High School Activities Association Handbook.

## **Student Selection**

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On days determined by the dean, and/or a designee, students will be randomly selected from the student body to provide samples for screening purposes.

## **Confidentiality**

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All reasonable steps will be taken to assure the confidentiality, integrity, and random nature of the process. All drug and/or alcohol testing results are considered confidential information and will be handled accordingly.

## **Scope of Tests**

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JDCHS utilizes the services of fully accredited testing laboratories for urine and/or hair analysis to determine the presence or absence of a broad range of drugs including, but not limited to, alcohol,



amphetamines/methamphetamines, cocaine, opiates, phencyclidine, cannabinoids (marijuana, hashish), barbiturates, benzodiazepines (Valium, Librium, Xanax and other tranquilizers), methadone, propoxyphene, and volatiles.

### **Non-Punitive Nature of Drug Testing Policy**

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The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding results of drug tests will not be disclosed to criminal or juvenile authorities except in cases of legal compulsion by valid and binding subpoena or other legal process, which JDCHS will not solicit.

### **Search Policies and Procedures**

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School personnel are charged with protecting the health and safety of all students and promoting the effective operation of the school. The interest of individual students in securing personal privacy must be balanced against the interest of the community in protecting students against disruptive or illegal conduct by other students.

Since lockers, desks, and other storage areas are provided to students by the school, they remain the property of the school. These areas are assigned to students for their use on the condition that they will be used in a manner consistent with the law and school rules. School personnel, or their designee, may conduct inspections of these areas, students' personal possessions, and the contents thereof at any time with or without the student present in order to fulfill their responsibility of maintaining proper control and management of the school.

Students have no expectation of privacy in lockers, personal possessions, or vehicles when parked on school property. School personnel, or their designee, can search those at any time with reason.

At random times throughout the academic school year, in partnership with local law enforcement agencies, there will be searches of the Skaggs Catholic Center property, students' personal property, and parking lots.

## **General School Policies**

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### **Accidents**

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Every accident in the school building, on the school grounds, at practice sessions or at any athletic or social event sponsored by the school must be reported immediately to the person in charge and to Student Services. The teacher, coach, or moderator in charge must complete an Accident Report Form, obtainable from Student Services, and the form must be submitted to the principal.

### **Assemblies**

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Students are to proceed to the assembly in an orderly fashion accompanied by their teacher. They are to proceed as quickly and quietly as possible to the designated area after being notified via the intercom system. Students are not to bring books, food, gum, or any devices that will distract from the assembly. They should:

- Maintain quiet at all formal assemblies
- Give attention to the speaker
- Whistling and shouting are not acceptable

## Audio Equipment

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Personal electronic devices may not be brought to school. **Audio recording devices are acceptable to record lectures upon receiving permission to do so from the instructor.** Unauthorized use will result in confiscation of the equipment. It will be returned only to a parent or guardian.

## Campus Visit Policy

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### Student Visitors and Shadow/Discovery Days

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Juan Diego Catholic High School is a closed campus. Students who do not attend Juan Diego may not come on campus or visit on campus during schools hours except with permission from the dean or recruitment counselor. **The dean or recruitment counselor must be presented with the request for a visitor at least one day in advance.** After school, students who do not attend Juan Diego may not enter the building, except as a part of an organized school sponsored or authorized activity.

**Visiting Students** – all visiting student requests must be reviewed by the Dean.

A Student visitor is one who is attending Juan Diego for one school day as a guest of a current student.

1. Student visitors may visit Juan Diego Catholic High School during the school day.
2. A host student currently attending Juan Diego must sponsor visiting student(s).
3. Prior to the student's visit, he/she will be asked to complete the Visiting Student Form. This form is available in Student Services or High School Administrative offices. The Visiting Student Form must be signed by the visiting student's guardian(s) and include a copy of the parent/guardian ID, and must be turned into the dean at least one in advance of the visit.
4. On the day of the visit the visiting student must check in at Student Services. The visiting student will be accompanied by their host student and will need to present a Photo ID to obtain a Visitor name badge. The visiting student will meet with the Dean who will review the school procedures with the visiting student and JD host student.
5. Throughout the day the visiting student is to be accompanied by the JD host student at all times, wear the visitor name badge and have in his/her possession a copy of the Visitor Form. Teachers should review the form as a standard for admitting and welcoming the visitor into the class. At the end of the school day, the visitor should return the form and name badge to Student Services.

6. Visiting students must dress in appropriate attire, similar to that of the host student. This includes dress slacks and dress shirt. Students may not wear tank or halter tops, spandex clothing, mini skirts or mini shorts, tight skirts or dresses, or tops that reveal the midriff or back. Oversized clothing of any kind is not permitted. The writing and images on clothing must not promote alcohol, drugs, sex or violence. The style of clothing must be in accordance with Christian decency. The writing and images on backpacks/bags must not promote alcohol, drugs, sex or violence. Boots, slippers, sandals, slip-ons, and Crocs, as well as backless, high heeled or open-toed shoes may not be worn. Visiting students are also welcome to borrow uniform clothing from our recycled uniform closet and return it at the end of the day.
7. He/she is subject to the same rules as the host student. Any misbehavior violating the school rules will result in Juan Diego immediately asking the visiting student to leave.

**Shadowing Students** - all requests to shadow a student must be reviewed by the Recruitment Counselor or Dean of Students. All Shadow/Discovery Days are by appointment only and must be approved at least one day in advance,

1. Potential students may make a shadow visit to Juan Diego Catholic High School during the school day.
2. Prior to the student's visit, he/she will be asked to complete and submit the Shadow Day Form. This form is available in Student Services or High School Administrative offices. The shadowing student's guardian(s) must sign the Shadow Day form and obtain verbal approval from the Recruitment Counselor or Dean of Students at least one day in advance of the visit.
3. On the day of the visit the shadowing student must check in at Student Services between 7:45-7:50 a.m. and will be assigned a current Juan Diego student host for their Shadow Discovery Day.
4. They will be given a Visitor name badge and will meet with a Counselor who will review school procedures with both the visiting student and the JD host student.
5. Throughout the day the shadowing student is to be accompanied by the JD host student at all times and wear the visitor name badge. At the end of the school day, the shadowing student must return to Student Services to finalize the Shadow Day form.
6. Shadowing students must dress in appropriate attire, similar to that of the host student. This includes dress slacks and dress shirt. Shadowing students may not wear tank or halter tops, spandex clothing, mini skirts or mini shorts, tight skirts or dresses, or tops that reveal the midriff or back. Oversized clothing of any kind is not permitted. The writing and images on clothing must not promote alcohol, drugs, sex or violence. The style of clothing must be in accordance with Christian decency. The writing and images on backpacks/bags must not promote alcohol, drugs, sex or violence. Boots, slippers, sandals, slip-ons, and Crocs, as well as backless, high heeled or open-toed shoes may not be worn. They are also welcome to borrow uniform clothing from our closet and return it at the end of the day.
7. He/she is subject to the same rules as the host student. Any misbehavior violating the school rules will result in Juan Diego immediately asking the shadowing student to leave.

## **Dance Policy**

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- General admission for Juan Diego dances is for Juan Diego students. Guest passes are limited to students of high school age. Each student is permitted to bring one guest to a dance. Exceptions will be made at the dean's discretion.
  - Because dance chaperones do not know all students, Juan Diego students must have their activity card available when attending a dance.
  - Juan Diego students and any guest attending will be expected to dress in a modest nature in accordance with catholic morals and philosophies.
  - Any student in attendance at a Juan Diego dance will be expected to dance and act in a modest nature as well.
  - Juan Diego reserves the right to refuse admittance or ask any student to leave who attends at Juan Diego dance.
- 
- Students who are on suspension, students who have been expelled, or students absent from school the day of the dance are prohibited from attending the dance.
  - Admission to dances will be permitted only until one-half hour after the start of dance. Students participating in extracurricular activities and representing the school will be the exception to this rule. The Director of Campus Life will determine arrival time for these groups.
  - There will be no passes available to leave the dance. Students may not leave the dance until one-half hour before the end of the dance. Once a student leaves the dance, he/she will not be allowed to return.
  - If any of the adults supervising the dance suspect that a student has been consuming alcohol or is under the influence of any controlled substance, the administrator in charge will be notified and will make the final determination. If warranted, the student will be detained at the dance and the principal and parents/guardians will be notified immediately.
  - Students are in violation of the school code whenever they have been drinking alcohol, or using controlled substances, not just when they are inebriated.

## Electronic Devices

**Cell Phones/Personal Electronic devices:** These may include but are not limited to any electronic music device, cell phone, radio, camera, or video recording device and are not to be seen, heard, or used during the school day (8:00 AM -3:00 PM) on campus in order to limit the amount of distraction during the academic day. Students may use their cell phones during their lunch while in the commons. First offense: when a device is turned into the Dean the device will be held in the Dean's office until the end of the day and will only be returned to a parent or guardian. **Second offense: when a device is turned in to the Dean, the student will be fined \$10.00 and will be required to turn in the device to the Dean at the beginning of each day and it will be returned to the student at the end of the academic day. Items taken away from students for a third time will be returned to the parent at the end of the semester.** Students who need to make phone calls during the school day must use the phones in Student Services.

**Sexting:** Students involved in possession or transmission of inappropriate photos, videos, images, text, etc. on their cell phones or other electronic devices face immediate school discipline and may be subject to local, state, or federal laws. .

**Texting:** Students should at no time be involved in texting during the course of class time. Students involved in texting at school face immediate school discipline.

**Bringing your own electronic device to class is acceptable ONLY upon receiving permission from the instructor.** Unauthorized use will result in confiscation of the equipment, the student may be required to complete 10 hours of community service with the technology department and may be subject to further school discipline. The confiscated device will be returned only to a parent.

## **Fire/Disaster Drill**

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When the evacuation alarm sounds or students are notified via the PA, students are to proceed immediately out the classroom door to the nearest exit. Everyone should exit the school building and proceed onto the school grounds. Students must remain quiet, stay with their classroom teacher and return to class as quickly as possible when the signal is given to return to school.

**A false alarm is a serious infraction.** Any student who causes a false alarm purposefully or by accident will be suspended from school immediately. The school will determine further disciplinary action. Emergency drill practices will take place throughout the year. Students will be assigned to an evacuation location prior to the first drill.

## **Hall Passes**

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Students must have a hall pass when outside the classroom. No more than one student will be released from any class at the same time.

## **Immunizations**

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According to Utah State law, all students enrolled in school must be properly immunized. The State Board of Health maintains the policy that students who have not been properly immunized or properly exempted from requirements of immunization are to be excluded from school. (Policy 5110, *Administrative Handbook*, Diocese of Salt Lake City. Revised August 2003/Effective: August 1, 2003)

## **Internet/Technology Use – Acceptable Use Policy**

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Students and their parents understand that using the Internet and other technology within Juan Diego Catholic High School is a privilege and not a right. This privilege may be suspended or revoked by the school at any time if a student does not follow the terms of the Juan Diego Catholic High School Acceptable Use Policy. Students agree to keep their password confidential and to properly log off the computer before leaving their workstation. Students agree to never let anyone else use their account. They indicate this understanding by signing the Acceptable Use Policy.

**By reading and signing the Acceptable Use Policy, by hand or electronically, students and their parents indicate they understand and agree to abide by the policies set forth.**

## **PURPOSE**

Technology is a valuable and real world educational tool. Our schools are committed to teaching its students and staff (faculty, administrators, staff, coaches, volunteers and school community) to work and to learn effectively with technology and to ensure responsible use of technology. The policy outlined below applies to all technology use including but not limited to Internet use. The Acceptable

Use Policy for Technology applies to all students, staff or community members allowed access to school technology resources. In some cases outside or personal uses of technology may be applicable under this policy.

## SCOPE OF USE

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to inside school use and may in certain instances apply to personal technology use and/or uses outside of school. Where personal outside use of technology threatens a likelihood of substantial disruption in school, these activities may be viewed as a violation of this document and may be subject to the disciplinary measure found herein. The types of electronic and digital communications referenced in this document include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, email, voice over IP, chat rooms and instant messaging.

## RESPONSIBILITIES OF USER

Our schools will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use and we embrace the following conditions or facets of being a digital citizen.

- **Respect One's self.** Users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others.** Users will refrain from using technologies to bully, tease or harass other people.
- **Protect One's self and Others.** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property.** Users will suitably cite any and all use of websites, books, media, etc.
- **Protect Intellectual Property.** Users will request to use the software and media others produce and protect license agreements for all software and resources.
- **Protect physical property.** Users of school equipment will protect it and keep it in the same working condition as it was issued/granted to the user or they will be subject to fines for repair or replacement of equipment.

## UNACCEPTABLE USES

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Attempt to circumvent system security or use another individual's password.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under staff supervision.
- Violate license agreements, copy disks, optical media, or other copyright protected media.

- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or system employees.
- Harm the goodwill and reputation of the school or system in the community.
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

## **ADMINISTRATIVE RIGHTS**

The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of technology, the schools of the Skaggs Catholic Center LLC reserve the right to amend or add to this policy at any time without notice.

## **PERSONAL USE OF SOCIAL MEDIA**

This section of the policy refers to the personal use of social media sites such as but not limited to Facebook, Twitter, Youtube and Myspace. Staff and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

‘Friending’ of current students by staff and vice versa is forbidden on a staff’s personal social networking site. Personal posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Except in the case of being a parent, you are a representative of the institution at all times.

## **COMMUNICATIONS**

Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employ only school-sanctioned means of communication. The school sanctioned communications methods include:

- Staff school web pages, wiki or learning management site like, like Moodle or Teacher Web.
- Staff school email address.
- Staff school phone number.
- Staff created, educationally focused networking sites.
- No staff member is permitted to 1-on-1 text message any student and likewise no student is permitted to 1-on-1 text message any staff member, except in emergency reporting.

Electronic and Mobile Devices, Cellphones: Users must adhere to school policy that may further define uses of mobile devices. Access will be determined by the administration of the school. If a particular mobile device is to be used for educational purposes, the school administration and/or staff will provide parameters for this use, example: a text message connected Twitter feed for a course, club or sport.

## **POLICY VIOLATIONS**

Violation of the above rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following:



- For students, the loss of use of the school network, computers and software, including Internet access and including detentions/suspension, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

I \_\_\_\_\_ on (date) \_\_\_\_\_ hereby agree and release the schools of the Skaggs Catholic Center LLC, its personnel and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my use of, or inability to use the Internet with Skaggs Catholic Center LLC technology resources.

## Lock and Lockers

**Students must use the lockers assigned to them by the school.** Lockers should be kept locked at all times. **Students are not to reveal their locker combination** to any other student nor is a student to open another student's locker. Lockers are to be kept clean and neat. Non-removable decals or pasted items are not allowed inside or outside the lockers. All students taking a Physical Education class must buy and use a Juan Diego lock that is sold in Student Services. **The school will check lockers periodically. Students are responsible for any damage done to their locker.**

## Medications

When a student is taking prescribed medication, a parent must provide the medication in the official prescriptive bottle, with the Doctor's order that outlines dosage.

An **Authorization to Administer Medication** form must be completed by the parent and health care provider giving permission for the school nurse or authorized person to administer medication to the student. This form must be stored on campus.

No non-prescriptive (over-the-counter) medications, including Ibuprofen and Tylenol, will be given to any student unless an **Authorization to Administer Medication** form is completed. Special health care needs such as diabetes, asthma, and allergies that require self-administered medications that can be in the possession of the student (i.e. Diabetes medication, inhalers, Epinephrine Auto Injectors) require the completion of specific medication forms in accordance with Utah Code 53A.

All medical release forms can be accessed through our website: [www.jdchs.org](http://www.jdchs.org). On our homepage, click Info and then under Parent Info, you can find the medical authorization forms.

## Movie Policy

The showing of feature films at the school is permissible if they meet the following criteria:

- Movies that have an appropriate educational value pertaining to the class



- Movies of historical, literary and/or spiritual value that advance the curriculum objectives of a course

Before showing a PG-13 or R-rated movie, teachers are asked to review the film, write up a short synopsis of the film for parents to read, and send home a parent permission slip for parents to sign. This must be completed a week prior to the airing of the film. Any parent or student who does not wish to view the film will be given alternative materials to obtain credit in the class.

## Parent Cooperation

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At Juan Diego the education of a student is a partnership between parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership with the parent(s) is irretrievably broken.

## Parent Volunteer Policy

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Each school year, **parents/guardians of Juan Diego students are required to contribute a minimum of twenty-five (25) volunteer hours to Juan Diego Catholic High School.** This policy helps achieve two goals; it assists in providing quality programs for our children, and it helps build community among our families and school staff. Involvement in the form of volunteer hours is preferred, but in lieu of volunteering, families will pay \$25.00 for each non-performed volunteer hour. All JD families are required to perform 25 volunteer hours for Juan Diego. A minimum of 15 volunteer hours must be served for Juan Diego and a maximum of 10 hours *may* be served at other diocesan schools (i.e. St. John the Baptist, Blessed Sacrament, St. Andrew, etc) and/or your faith community (includes liturgical service, church activities, church festivals—i.e. Festival of Roses) and credited toward your JD 25 volunteer hour obligation. *Volunteer hours performed for any other non-profit organization (religious or otherwise) do not count toward your required hours for Juan Diego.* Volunteer hours must be completed and logged prior to the last day of school in May. Each family is responsible for pursuing volunteer opportunities and entering their volunteer hours on our website through your PowerSchool login. Volunteer hour records are accessible (updatable), from September until June, through our school's website at [www.jdchs.org](http://www.jdchs.org). Volunteer opportunities are also available on the website. Updates on hours logged will be sent to each family after the end of the first semester. At the end of the school year, families will be invoiced and charged for each incomplete volunteer hour. *Those families whose student(s) attend Juan Diego less than a full school year will have their Parent Volunteer minimum pro-rated.*

*NOTE: If parents also have students in Saint John the Baptist Middle and/or Elementary School, they should check their volunteer requirements, which are in addition to the JD volunteer hour requirements stated above.*

## Driving/Parking

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The use of the roads and the parking lots on the Skaggs Catholic Center Campus is a privilege. Courtesy and caution must be exercised when entering, leaving, parking in and driving in the lot.

Speeding, improper parking or other reckless driving may result in a **\$25.00 fine** for each incident and may also result in a police citation, depending on the circumstances and severity of the violation. **Students** also risk the loss of parking privileges and imposition of school discipline. **All drivers** are required to observe **all traffic and parking signs and painted curbs**.

Students may enter the campus through either the south, east or west driveway and will park in Lot A or C, with the exception of the front row (closest to the school) of Lot A. The two rows of Lot C closest to the school are reserved for members of the senior class. The school is not responsible for damage or loss to cars parked in the lot.

Parking in a restricted zone, e.g. red zone, bus zone or on a sidewalk, may result in the vehicle being towed at the owner's expense.

School officials, with reasonable cause, may search students' cars parked in the school parking lots without prior permission from student/parent.

Check the Juan Diego website for updated and more detailed information on traffic and parking.

## **Pregnancy Policy**

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As a Catholic high school, Juan Diego affirms the sacredness of all human life. If a student becomes pregnant while attending Juan Diego it is our policy to strongly encourage the student to continue with the pregnancy. The school will work with the student and her family so that she will be able to remain at Juan Diego. Pregnancy is not a reason for dismissal from school. The offices of Campus Life and Student Services will partner with the student and her family during this time.

The first thing the student should do is to discuss the pregnancy with her parents. If the student has not informed her parents in a timely manner, and if the school is aware of the pregnancy, the school will initiate a meeting with the student, her parents and a school counselor to help the student inform her parents. If the father is a Juan Diego student, the school will arrange a similar meeting with his parents, as well.

The school and family will meet with school officials to work out an academic plan for the student during the pregnancy and after the baby is born. The school encourages continuing medical care for the student during her pregnancy and will require counseling for her and her family. If the father is a current Juan Diego student, the school will require the same counseling of him and his family.

At some point, based on a doctor's decision, the student may need to remain at home for a prolonged period of time. During this time the student will remain enrolled at Juan Diego Catholic High School and will be provided with home study by the school.

## **Release of Student Directory Information**

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Before publishing student directories, written permission for publication of this information will be secured from parents/guardians. Names and addresses of students and faculty shall not be made available to any one outside the school. This permission shall be kept on file for the school year. (Policy 1700, *Administrative Handbook*, Diocese of Salt Lake City, Revised August 2003/Effective Date: August 1, 2003)

## **Searches of Students and Personal Property**

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As stated in the Diocesan Handbook, “[t]he search of a student’s person or personal property currently being carried is permissible when there is any suspicion that the student may be carrying contraband. *Contraband for the purposes here, shall be defined as any weapon, illegal drug paraphernalia, or other item, the possession of which is prohibited by law or by school policy.*”

## **School Closing**

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The principals of the three schools at the Skaggs Catholic Center, Juan Diego, Saint John the Baptist Middle School, and Saint John the Baptist Elementary School, will confer to determine if school should be closed based upon diocesan policy and directives. Should the schools be closed because of weather or other unforeseen events, information will be posted on the school web site, [and parents will be alerted via outgoing phone alert, eblast and Facebook](#). Area TV (KSL, KUTV, KTVX) and radio stations (KALL, KDYL) will be alerted as well to the closure.

**Parents should always evaluate road and travel conditions on severe weather days to determine the safety of transporting students. If travel conditions near the home are too severe, they should use parental discretion to not send their student(s) to school.**

## **Social Events**

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Juan Diego sponsors many social events for the students. Students representing Juan Diego Catholic High School are reminded of the rules and regulations set forth in this handbook, the expectations of behavior and the perception about the school based on their representation.

Social events include:

- Athletic, academic or artistic contests, either at the school or while visiting other schools, including college campuses
- School plays, musicals, recitals, and concerts held in the school auditorium
- School dances on campus and at other sites
- Pep rallies or other school spirit events either at Juan Diego or at other sites

Students are to dress appropriately for these functions. Students may be asked to leave if not properly attired at these events. **See the dress code section of this handbook for the policy on dress at extracurricular activities.**

## **Student Age Requirement**

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If a student’s 20<sup>th</sup> birthday will occur prior to May of their graduation year, then the student will not be admitted to Juan Diego or may not be allowed to continue their enrollment at Juan Diego.

## Student I.D.

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Students are required to have their student I.D. with them at all times. A student I.D. may be needed at any school function. Without a valid I.D, students may be asked to leave. The school has the right to know the identity and purpose of all persons at a Juan Diego sponsored event. A lost I.D. should be reported to Student Services and application made for a replacement.

## Students Residing with People Other than Parent/Guardian

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Students are expected to reside with their parent(s) or legal guardian while in attendance at JDCHS unless personal circumstances are such that this is contrary to the student's health and well being. Under such circumstances, every effort must be made for the student to reside with another family whose student(s) attend JDCHS. Students must have advance permission from the Juan Diego administration to reside somewhere other than with the student's parent(s) or legal guardian and a professional assessment of the family situation may be deemed necessary.

## Telephone Use/Messages

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The phones in the main office are business phones. Students are asked to use the designated phone in student services for all personal calls and not to use the phones in the main office.

## Use of Student Photographs

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The school reserves the right to use student pictures and video in publications, in advertisements, for media stories and on the school's website. Any parent who does not wish his or her child's picture used must notify the Advancement Office in writing.

## Use of the Juan Diego Logo or Images

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All logos and images of Juan Diego Catholic High School and the Skaggs Catholic Center, LLC are the trademarked property of the school/center and may not be used without prior written permission from the school. **Legally, permission must be obtained each time the logo will be used for apparel, flyers, posters, websites, Facebook pages, etc., and art must be reviewed and granted approval before production or distribution.** Please contact the Advancement Office at 801-984-7604 or 801-984-7662 for logo art, and to request permission for use of JDCHS logos or images.

## Lock Down Protocol

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1. At some time it may be necessary to place the campus in a "lock down" situation. It is extremely important for all students to know the lock down code signal and to react swiftly and appropriately to this signal. The signal code, which will be broadcast over the public address system, will be: **Initiate lockdown procedures immediately. This is not a drill.** This signal will be repeated at least once after the initial signal.
2. Upon hearing this signal students will move immediately to the nearest safe area and remain there until receiving further instructions from school, police, or emergency services personnel. While in the safe areas students will remain silent. Safe areas include any room or area in the building where

students are out of sight, preferably behind a locked door. All lights are to be turned out and all window coverings are to be drawn.

## Wellness Policy

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Educators agree with research that nutrition and physical activity are linked to learning. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating and physical activity, essential for healthy weight, are also linked to reducing risk for many chronic diseases, such as Type 2 diabetes. Schools have a responsibility to help students learn, establish, and maintain lifelong, healthy eating, and activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health, as well as their behavior and academic achievement in school. Faculty and staff wellness also is an integral part of a healthy school environment, since faculty and staff can be daily role models for healthy behaviors.

## Withdrawal Procedure

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Parents who wish to withdraw a student from Juan Diego should contact the student's counselor who will facilitate the process. All school property must be returned and all financial obligations must be met before transcripts will be forwarded to another institution. Once a family signs a tuition contract with Juan Diego Catholic High School, they are responsible for the full payment of that tuition **and any outstanding fines or fees**, whether or not their student finishes the school year at Juan Diego unless they have purchased a Tuition Assurance Policy (TAP).

## Activities

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Juan Diego Catholic High School offers a wide variety of activities for students because we believe that these activities are an essential part of modern Catholic education. Some of these activities are under the guidelines of the Utah High School Activities Association (UHSAA) and as such are governed by the rules, by-laws, and regulations of that organization. Students involved in activities or clubs are subject to the guidelines set forth in this handbook. At Juan Diego we believe that involvement in activities:

- Allows students to develop their God-given talents
- Enhances self-esteem
- Provides opportunities for student friendships
- Makes school life enjoyable
- Increases student commitment to school
- Results in better grades and deportment

**The Director of Student Activities establishes and monitors all existing and new clubs and organizations.** The director should be contacted with ideas related to all non-athletic activities, so they can be taken to the Student Council for review. Every club and organization is required to have a faculty advisor.

## Academic Eligibility

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Eligibility for extracurricular activities and athletics is based upon the grading period prior to, and during, the sport or activity. Students must maintain a 2.0 grade point average at the end of a grading

period prior to, and during, the sport or activity to participate in extracurricular activities. In addition, two failing grades in a grading period make a student ineligible, in accordance with the Utah High School Activities Association, for any participation in school sports and activities for the following grading period. Please note, some activities or sport teams may increase the eligibility requirements upon approval by the administration and with notice to the participants and their parents. Serious violations of school rules could also be grounds for ineligibility.

**A reminder that students must be in attendance the full school day in order to participate in any game, practice, competition, performance or activity held that day.**

If you are interested in one of the activities listed below, please inquire at the Office of Student Activities and we will direct you to the activity advisor. If you don't see a particular activity or club, and you would like to start one, we can help you with that too!

## List of Activities

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Band	National Honor Society
Cheerleading	Patriot Club
Chess Club	Peer Ministry Class
Choir	Ping Pong Club
Cinematography	Pre-Med Club
Dance Company	Quiz Bowl
Debate	Robotics
Drama	School Newspaper
Drill Team- "The Silver Line"	Science Olympiad
Engineering Club	SciFi Club
Environmental Club	Spanish Club
Fashion	Student Ambassadors
French Club	Student Government
Human Rights International	Spirit of Christmas
JD PoetSociety	Television Production/Saint Claire
Mock Trial	Television Studio
Multi-Cultural	Urban Arts
	Yearbook

## Student Council

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The Student Council is a service organization created to assist the student body and the school community. The council promotes leadership, initiative and self-control among its members.

All clubs and organizations are invited to participate in Student Council by sending a representative to Student Council Meetings. The Student Council will meet on [the second Wednesday, at 7:30 am](#) and as deemed necessary by the Student Body Officers and advisors.

Seniors are elected to represent the Student Body as Officers. Traditionally there will be one President and several Vice-Presidents. The Student Body President will facilitate meetings with Student Body Officers and represent the school at diocesan, civic or school events. One Vice-President will facilitate

Student Government Meetings and another Vice President will facilitate Student Council Meetings. The remaining Vice Presidents will coordinate activities and events.

Each class shall elect class officers who will include a president with the others serving as vice presidents. The election of class officers and student body officers will take place in the spring of each year. Officers shall be responsible to their moderator who in turn shall be responsible to [the Director of Student Activities](#).

Each class will have 15 senate members, selected through a process including applications, service and interviews. The senate members work closely with the class officers in supporting and executing the activities of the year. The selection process takes place in the spring.

Election Petitions and guidelines for elections are available from the Student Government Room. For a complete description of the procedure for forming a non-athletic student club or organization, please contact the Director of Student Activities.

## **Fundraising**

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All student-led fundraising must be reviewed in advance by the Student Activities coordinator and requires approval before any commitments are made or information is publicized. All fundraisers, either group or individual, must be in direct support of a humanitarian cause, and can provide no student personal gain.

## **Athletics**

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Juan Diego Catholic High School is a member of the Utah High School Activities Association (UHSAA), the governing body of High School Activities and Athletics in the State of Utah. As such we adhere to the rules, regulations and by-laws of the organization. We primarily participate in those sports sanctioned by the Association. Those sports are listed below. Juan Diego is a member of the 3-A classification and competes with member schools in Region X, [with the exception of football, which competes in 3AA](#). There are also club teams in hockey and boys' and girls' lacrosse.

**For more information about the Juan Diego Athletic Program,  
please contact Mr. Chris Long, Director of Athletics, at 801-984-7629.**

## **Academic Eligibility**

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Eligibility for extracurricular activities and athletics is based upon the grading period prior to, and during, the sport or activity. Students must maintain a 2.0 grade point average at the end of a grading period prior to, and during, the sport or activity to participate in extracurricular activities. In addition, two failing grades in a grading period make a student ineligible, in accordance with the Utah High School Activities Association, for any participation in school sports and activities for the following grading period. Please note, some activities or sport teams may increase the eligibility requirements upon approval by the administration and with notice to the participants and their parents. Serious violations of school rules could also be grounds for ineligibility.



**A reminder that students must be in attendance the full school day in order to participate in any game, practice, competition, performance or activity held that day.**

## **Fall Sports**

### **August to November**

**Cross Country (Girls & Boys):** Boys' and girls' cross-country compete on both the varsity and junior varsity levels. Cross-country is open to all students and there are no tryouts for the sport. Official practice begins early in August, however, athletes serious about the sport need to plan to work all summer and to attend camps arranged by the coaches.

**Football:** Football competes on the freshman, junior varsity and varsity levels. Football is open to all boys and no tryouts are required for the sport. Official practice begins in early August, however, there is a commitment to summer workouts in terms of exercise, speed and strength development.

**Golf (Boys):** Boys' golf competes on both the varsity and junior varsity levels. The tryouts are held at the beginning of August and boys from every grade are welcome. Athletes who play must realize that to be competitive as a player they must be playing and refining their skills throughout the spring and summer.

**Hockey (Boys & Girls Club):** Hockey competes on the junior varsity and varsity levels, September through March. Hockey is open to all students and there are no tryouts for the sport.

**Soccer (Girls):** Girls' soccer competes on both a varsity and a junior varsity level. Tryouts for the sport are held at the end of July and athletes from every grade are welcome to try out. The athletes will also be asked to participate in summer workouts and camps.

**Tennis (Girls):** Girls' tennis competes on both a varsity and a junior varsity level. Tryouts for the sport are held at the end of August and girls from every grade are welcome to try out. Athletes who play tennis must realize that to be competitive as a player they must be playing and refining their skills throughout the spring and summer months.

**Volleyball (Girls):** Volleyball competes on the freshman, junior varsity and varsity levels. Tryouts for the sport are held in early August and athletes from every grade are welcome to try out. The athletes will also be asked to participate in summer workouts and camps.

## **Winter Sports**

### **November to February**

Students who participate in the winter sports will not be penalized for playing sports in the fall. Any athlete whose fall sport overlaps with the tryout dates for winter sports will be given a chance to compete in a tryout once the fall sport is complete. Winter coaches are encouraged to give athletes time off between sports.



**Basketball (Girls):** Basketball competes on the freshman, junior varsity and varsity levels. Tryouts for the sport are held in early November and athletes from every grade are welcome to try out. The athletes will also be asked to participate in summer workouts and camps.

**Ice Hockey (Boys & Girls Club):** Hockey competes on the junior varsity and varsity levels, September through March. Hockey is open to all students and there are no tryouts for the sport.

**Basketball (Boys):** Basketball competes on the freshman, junior varsity and varsity levels. Tryouts for the sport are held in early November and athletes from every grade are welcome to try out. The athletes will also be asked to compete in summer workouts and camps.

**Swimming (Girls & Boys):** Boys' and girls' swimming compete on both the varsity and junior varsity levels. Swimming is open to all students and there are no tryouts for the sport. Official practice begins early in October; however, athletes serious about the sport need to plan to swim during the summer at one of the local swim clubs.

**Wrestling:** Wrestling competes on both the varsity and junior varsity levels. Wrestling is open to all students and there are no tryouts for the sport. Official practice begins early in November, however athletes serious about the sport need to plan to work on conditioning and strength training throughout the summer and to attend camps.

## **Spring Sports** **February to May**

Students who participate in the spring sports will not be penalized for playing sports in the winter. Any athlete whose winter sport overlaps with the tryout dates for spring sports will be given a chance to compete in a tryout once the winter sport is complete. Spring coaches are encouraged to give athletes time off between sports.

**Baseball:** Baseball competes on the junior varsity and varsity levels. Tryouts for the sport are held in late February and boys from every grade are welcome to try out. The athletes may be asked to participate in summer leagues that are not affiliated with Juan Diego.

**Golf (Girls):** Girls' golf competes at the varsity and junior varsity levels. Tryouts are held at the beginning of March and girls from every grade are welcome. Athletes who play must realize that to be competitive as a player they must be playing and refining their skills throughout the summer and fall.

**Lacrosse (Boys Club and Girls Club):** Lacrosse competes on the junior varsity and varsity levels. Tryouts for the sport are held in late February and athletes from every grade are welcome to try out.

**Soccer (Boys):** Boys' soccer competes on both a varsity and a junior varsity level. Tryouts for the sport are held in late February and athletes from every grade are welcome to try out. The athletes will also be asked to participate in summer workouts and camps.

**Softball (Girls):** Softball competes on the junior varsity and varsity levels. Tryouts for the sport are held in late February and girls from every grade are welcome to try out. The athletes may be asked to participate in summer leagues that are not affiliated with Juan Diego.

**Tennis (Boys):** Boys' tennis competes on both varsity and a junior varsity levels. Tryouts for the sport are held at the end of February and boys from every grade are welcome to try out. Athletes who play tennis must realize that to be competitive as a player they must be playing and refining their skills throughout the spring and summer months.

**Track & Field (Girls & Boys):** Boys' and girls' track compete on both the varsity and junior varsity levels. Track is open to all students and there are no tryouts for the sport. Official practice begins late in February. The best preparation for track is to be involved on other athletic teams during the school year and to use the skills and fundamentals learned in track to help improve one as an athlete so as to be better prepared to play other sports.

**A reminder that students must be in attendance the full school day in order to participate in any game, practice, competition, performance or activity held that day.**

## Notes:

## Right to Amend

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*The Principal is the final recourse and retains the sole right to amend the Parent/Student Handbook for just cause. Parents and students will be given prompt notification if changes are made.*