

**ST. JOSEPH CATHOLIC  
SECONDARY SCHOOL**



**STUDENT AGENDA BOOK  
2024 – 2025**

**Principal**

Rosina Ariganello

**Vice Principals**

Antony Pallotta

Agnes Pavic

**Chaplaincy Leader**

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**Superintendent**

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Luz del Rosario

Wards 6 & 11



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## **PARISH INFORMATION**

### **St. Joseph Roman Catholic Church**

5440 Durie Road,

Streetsville, Ontario L5M 2J5

Tel: 905-826-2766 Fax: 905-542-7052

**Email:** office@stjosephsstreetsville.com

**Website:** www.stjosephsstreetsville.com

**Parish Priest:** Fr. Paul Dobson

## **CATHOLICITY**

The Dufferin-Peel Catholic District School Board is committed to providing quality Catholic education which serves the academic, social, physical and spiritual developmental needs of our students.

The historical mandate of the Catholic school system in Ontario is to model the entire syllabus of the school on the life and teaching of Jesus. As such, the Dufferin-Peel Catholic District School Board has expectations of all students admitted. Our religious expectations are as follows:

1. All students will enrol in a Religion course in each of the four years. All religion courses are approved by the appropriate Catholic authority. The Government of Ontario recognizes that Religion credits count towards a secondary school graduation diploma.
2. All students will participate in an annual retreat for the first four years that they are in a secondary school. The retreat normally takes place during the school day at a site off school property. The school chaplain organizes the annual retreat based on spiritual developmental themes appropriate for adolescents.
3. Given that the spiritual component of St. Joseph Secondary School is infused throughout all aspects of school life, students will participate in the prayer and in the liturgical life of the school. Catholic students are expected to participate fully as mandated by their sacramental Baptism. Non-Catholic students are expected to participate to the extent that they can. It is not the intention of the Dufferin-Peel Catholic District School Board to proselytize, however, it is our tradition that the entire school participates in all religious events that occur during the school year.
4. The Catholic District School Boards of Ontario follow approved provincial curriculum. Given the distinctiveness of Catholic schools, the Government of Ontario recognizes parallel curricula for our system based on Catholic course profiles. All courses in all subject areas, in a Catholic secondary school, are taught from a Catholic point of perspective.

We hope that your experiences in our Catholic secondary schools will be a rewarding one.

## **CHAPLAINCY**

The staff and students of St. Joseph believe our school community is rooted in the Gospel message of Jesus. He is the reason for all that we do and for who we are in our school. We believe all students can achieve success. We believe that all members of our community deserve to feel safe, included and welcome in our school. We believe that all the members of our school family - staff, students, parents/guardians and our Parish team, deserve to have an active voice and be heard as we continue to build a school community that provides excellence in Catholic education.

Our Catholic Secondary Schools have a full time Chaplaincy Leader who is responsible for the pastoral care of the students and the staff in their school. They accompany individuals in their faith journey, are present to them in times of difficulty and pray with them. They are also called to focus on the school community by organizing gatherings for fellowship, prayer, worship and catechesis. The grade level retreat program is coordinated through the Chaplaincy Department. Outreach to those in need and social justice/solidarity initiatives are also part of the programming. The Chaplaincy Department liaisons with the local Parish and its Parish team. We also introduce our community to relevant partnerships within the Archdiocese of Toronto (e.g. Office of Catholic Youth, Office of Vocations). Student involvement in Chaplaincy is highly encouraged and an excellent opportunity to nurture leadership and team-building skills.

### **Chapel Guidelines and Expectations**

The Chapel is a sacred space that is available to all members of the St. Joseph school community and it is used for Chapel Masses, prayer, and silent reflection.

The Blessed Sacrament is present in the chapel and you are entering holy ground. Catholics believe that Jesus Christ is truly present in the Blessed Sacrament. Therefore, it is important to be respectful and reverent at all times, in this sacred space. Please be cognizant of those in prayer and refrain from talking and eating while in the Chapel.

Personal electronic devices are not permitted in the chapel.

### **Community Masses and Liturgies**

Our school community celebrates important events in the Church's Liturgical Calendar throughout the year. During these celebrations, all students are required to attend and to be respectful.

## DAILY SCHEDULE

### REGULAR SCHEDULE

|           |               |
|-----------|---------------|
| Period 1  | 8:17 – 9:35   |
| Period 2  | 9:40 – 10:55  |
| Period 3A | 11:00 – 11:40 |
| Period 3B | 11:40 – 12:20 |
| Period 3C | 12:20 – 1:00  |
| Period 4  | 1:05 – 2:20   |

### PERIOD 1 ASSEMBLY SCHEDULE

|           |            |               |
|-----------|------------|---------------|
| Period 1  | Assembly 1 | 8:17 – 9:20   |
|           | Assembly 2 | 9:25 – 10:25  |
| Period 2  |            | 10:30 – 11:20 |
| Period 3A |            | 11:25 – 12:05 |
| Period 3B |            | 12:05 – 12:45 |
| Period 3C |            | 12:45 – 1:25  |
| Period 4  |            | 1:30 – 2:20   |

### School buses depart at 2:30 p.m.

The St. Joseph Community encourages student engagement in supervised afterschool activities. **Students that are not under the direct supervision of a staff member in an approved school activity, are asked to vacate the building at 2:30 p.m.**

## ATTENDANCE INFORMATION

### Attendance Office:

**(905) 812-1376 Ext. 74180**

### Attendance Procedures

The Dufferin-Peel Catholic District School Board uses SafeArrival, a student absence reporting system that will make it easier for you to report your child's absence from school.

With **SafeArrival**, you are asked to report your child's absence in advance using any of the following three convenient options:

1. Using your mobile device, download and install the **SchoolMessenger app** from the Apple App Store or the Google Play Store. The first time you use the app, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
2. Use the SafeArrival website, <https://go.schoolmessenger.ca>. The first time you use the website, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
3. Call the toll-free number **1-844-435-3440** to report an absence using the automated phone system.

These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time. **NOTE: For absences greater than five consecutive days, please call the school directly.**

Please note there is a change to the current process of communicating unexplained absences to the parents/guardians of secondary school students. The notifications for unexplained absences will still be sent out at 6:00 p.m., however you will now receive an early notification through the SafeArrival system, if your child has an unexplained absence from period 1. Also new, Parents/guardians will be able to provide a reason for that day's absence up until 11:00 p.m. using one of the three options listed above. As always, the expectation is that you report your child's absence in advance to avoid receiving notifications of unexplained absences.

Truancy is considered any student absence that occurred without parental consent. Any unconfirmed absence or late will be addressed by the school administration. Students who are habitually truant may face progressive disciplinary measures, including suspension.

Medical Notes must be submitted to the Attendance Office within 2 weeks of illness/absence. We will not accept "back-dated" notes after the 2-week period deadline.

### **Attendance Policy:**

#### **Lates**

**1<sup>st</sup> Late** - Teacher warning

**2<sup>nd</sup> Late** - Teacher contacts a parent/guardian

**3<sup>rd</sup> Late** - Teacher contacts a parent/guardian and assigns a consequence.

**4<sup>th</sup> Late** - Referral to VP who informs a parent/guardian.

**5<sup>th</sup> Late** - Referral to VP and a consequence is assigned.

#### **Subsequent Lates**

Student will be referred to a VP who will determine future action and/or consequence which may include suspension.

#### **Truancy**

**1<sup>st</sup> Truancy** - Teacher contacts parent/guardian and assigns a consequence.

**2<sup>nd</sup> Truancy**- Referral to VP who informs a parent/guardian and a consequence is assigned.

**3<sup>rd</sup> Truancy** - Referral to VP who informs a parent/guardian and student may face **suspension**.

#### **Subsequent Truancy**

Student will be referred to a VP who will determine future action and/or consequence which may include additional suspension.

### **Mandatory Attendance for Culminating Activities and Final Exams**

Students are expected to complete each of their scheduled Culminating Activities and Final Examinations in the time frame allotted. Family vacations and/or appointments **MUST** be scheduled and planned outside of the examination period. Students will **NOT** be exempt from final assessments for aforementioned reasons.

If a student is unable to complete Culminating Activity due to illness or a medical consideration, a parent/guardian must contact the classroom teacher in order to discuss possible accommodations. A medical note may be required by school administration.

If a student is unable to complete a Final Exam due to illness or a medical consideration, then a medical note must be provided, or a mark of zero will result. All medical notes must be submitted to a Vice Principal, at which time, in consultation with the classroom teacher, an accommodation will be made.

### **Extended Absence**

If it appears that a student will be absent for five or more days, for reasons other than illness, parents/guardians are required to notify the attendance office. Students will also be required to submit a completed **Extended Absence** form to the Office prior to their departure from school for approval from Administration.

### **Mature Students**

Once a student turns 18 years of age, they may sign in/out and may also withdraw from school without parental consent. Mature students are required to follow all attendance procedures as outlined.

### **UNIFORM POLICY**

To support the dignity of the human person, dress codes and uniforms shall be developed and implemented with every student in mind to create barrier-free environments and to promote access, to the fullest extent possible. The standard design and application of the student dress code and uniforms shall be flexible enough to account for the diversity, accessibility, safety, and dignity of all students, thus minimizing the need for individual accommodation requests to ensure inclusivity.

Secondary students shall wear the full, prescribed uniform of their school as a necessary condition for attendance at the school. Exceptions to this requirement may occur on school-approved “civvies” days or other events. Monitoring, enforcement, and consequences per the Catholic Code of Conduct are applied to all students to ensure compliance. Enforcement of dress codes should be upheld in a manner that promotes human dignity and does not lead to discriminatory outcomes, differential treatment or reinforce and/or increase marginalization or oppression.

Students are expected to maintain their uniforms so that they are in good condition.



The Dufferin Peel Catholic District School Board is committed to creating equitable and inclusive environments free from oppression. Head coverings related to religious and/or culturally specific practices (dastar, do-rag/bonnet/head scarf, hijab, kippah, patka) are permitted and shall not constitute a violation of the uniform policy. Every effort shall be made to match head coverings to the uniform colours for safety reasons.

- a) It is not a requirement that religious and/or cultural head coverings match the uniform colour scheme.
- b) Students wearing religious and/or cultural head coverings shall not be sent to the office, nor be subject to disciplinary action.
- c) Students wearing religious and/or cultural head coverings shall not be requested to remove them in in-person or virtual spaces.

**School uniform items (other than shoes) must be purchased from the Board approved supplier, McCarthy's, 416-593-6900/www.mccarthyuniforms.ca.**

#### **School Uniform Expectations:**

1. Students are to be in full uniform throughout the entire school day (8:17 am to 2:20 pm), both within the school and while on school property. School/school property includes, but is not restricted to, classrooms, portables, hallways, the Cafeteria, the Gymnasium and the Library.
2. A student out of full uniform is expected to report to the office prior to 8:17 am to see their appropriate Vice Principal.
3. Students are to wear the school uniform when representing the school at an out-of-school event. The school uniform will be worn on all educational field trips unless the nature of the trip warrants other attire, as approved by Administration.
4. The principal and/or designate has the discretion to determine whether a student is in violation of the school uniform policy. Progressive discipline will be used to address students who are not in compliance with the uniform. Consequences may be escalated up to and including suspension as outlined in the Catholic Code of Conduct.

#### **St. Joseph S. S. Uniform:**

- Golf Shirt:** Purple St. Joseph crested and collared golf shirt (short/long sleeved) is mandatory at all times.
- Pants:** Grey St. Joseph pants are mandatory at all times. Pants are to be neatly hemmed and worn at the waist.
- Sweaters:** Black St. Joseph full-zip or quarter-zip sweaters are optional.
- Shoes:** Closed toe/closed heel, shoes or boots, are to be worn underneath the school pants. Athletic slides, slippers, sandals, flip-flops, etc., are not permitted.

#### **Physical Education Uniform:**

Prescribed gym uniforms for Health and Physical Education classes shall be mandatory. Such uniforms shall include athletic T-shirts and shorts and/or athletic pants. Only the school's name, crest, logo, and/or insignia/mascot shall be permitted on gym uniforms. Progressive discipline

will be used to address students who are not in compliance with the uniform; however, every effort should be made to ensure students do not miss class.

**School uniform items (other than shoes) must be purchased from the Board approved supplier, McCarthy's, 416-593-6900/www.mccarthyuniforms.ca.**

**Shirt:** Black St. Joseph Athletic t-shirt  
**Pants:** Black St. Joseph Athletic gym shorts and/or track pants  
**Shoes:** Running shoes with non-marking soles

### **Spirit Wear Days**

Spirit Wear Days are designated days when students may wear approved St. Joseph Spirit Wear clothing in place of their regular uniform. Spirit Wear will be available for purchase during the school year. Students engaged in school clubs, teams etc. will be permitted to wear their team and club wear as well. If students choose not to wear Spirit Wear, they are expected to be in full uniform.

### **Civvies Days**

"Dress Code Expectations " in secondary schools refers to the standard of student dress for such non-uniform events as civvies days, retreats, excursions, sporting events, etc. The dress code shall be consistent with Policy 7.19: Dress Code Expectations and School Uniforms and GAP 504.03, as well as with the Education Act and its Regulations.

### **DRESS CODE GUIDELINES**

A dress code refers to the standard of student dress which is respectful of the dignity of the human person and inclusive. In lieu of a prescriptive list, schools are reminded to communicate guidelines that ensure students are dressed in a manner which ensures that their torso and upper legs, to the mid-thigh, are not exposed.

The DPCDSB dress code will exclude any garments with messages containing or portraying any offensive and/or inappropriate content. Members of the DPCDSB community will not be permitted to wear attire that promotes: a) hate, b) discrimination, c) illegal activity, d) profanity, e) violence, f) political language, g) threats to health and safety, h) or content that contravenes the Ontario Human Rights Code.

### **GENERAL INFORMATION**

#### **Bicycles**

Although racks are provided, the school is not liable for any loss or damage. Bicycles must be securely locked to the racks during school hours.

#### **Cafeteria Expectations**

Cafeteria Hours: 7:30 a.m. – 1:00 p.m.

- Students MUST be in full uniform. No jackets are permitted in the cafeteria.
- Students are expected to place all their trash/recyclables in the receptacles provided. Cleanliness is everyone's responsibility.

- Food and drinks are ONLY permitted in the Cafeteria.
- Students who fail to comply with these expectations will be subject to progressive discipline.

There is to be no eating/drinking in the classrooms, library, gym, Chapel, stairwells, hallways or washrooms, etc. In order to keep the building and the grounds clean, you are expected to throw all garbage into a provided garbage receptacle. Food is to be eaten in the cafeteria only. If you stay at school during your lunch period, please remain either in the cafeteria, library, or outside of the school building. Students are not permitted to loiter in hallways and washrooms.

### **Computers**

Computer resources for student use are intended for academic purposes and co-curricular activities that are directly supervised by teachers. Any other usage is strictly prohibited. Students who access inappropriate Internet sites or who access parts of the computer network for which they have no authority are subject to consequences from administration. All students and parents/guardians are expected to complete the school board's Network User Agreement before using the school's computer resources.

### **Conduct in the Community**

Please respect the private property of our neighbours in the community. Do not loiter or litter on neighbouring properties. **Students who loiter, litter or engage in any behavior contrary to our Catholic Code of Conduct in our community, will be subject to discipline from the school and/or Peel Regional Police.**

### **Elevator Use**

Should a student require the use of the elevator, the student will need to speak to the appropriate Vice-Principal. Unauthorized use of the elevator may result in progressive discipline from administration.

### **Library**

Library cards: The student card received after Picture Day will serve as your library card so please be sure to get your picture taken on Picture Day. **Students are responsible for all materials signed out on their card.**

### **Library Use**

Students are encouraged to use the Library on their free time. Students are NOT permitted in the library during class time unless permission has been granted by their classroom teacher. Students are reminded that the library is intended to be a place where students can complete school work. Excessive noise and talking is not permitted in the library.

**Students must be in full uniform at all times when using the library and food/drinks are not permitted in the library.**

### **Lockers**

An individual locker will be assigned to each student at the beginning of the school year. It is expected that students will make use of their locker, as there will be times that jackets, bags and personal belongings will need to be locked-up. Lockers are the property of the school; students will be held responsible for the condition of the locker that they have been assigned. **Note: Administration has the right to open and search a locker at any time with or without the student's knowledge or consent.**

### **Lost and Found**

Lost valuables may be claimed from the Lost and Found box which is located outside of the Main Office. Unclaimed items are donated to charity.

### **Student Parking**

Students must park in the designated "Student Parking Lot" at the south side of the school. Students are not permitted to park in the staff parking lot. Students must exit their parked car immediately and are not permitted to hang-out in their cars while they are on school property. There is absolutely NO SMOKING OR VAPING allowed in cars that are on school property. Students who do not adhere to the parking rules and regulations risk fines, towing and/or loss of parking privileges.

### **School Closure due to Inclement Weather**

If schools are closed due to inclement weather, it will be announced by 7:00 a.m. on major radio and television stations, and on our board website and twitter account.

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

Twitter: @DPCDSBSchools

### **School Trips**

All school sanctioned field trips are considered part of the regular curriculum at St. Joseph Secondary School. Students on field trips are ambassadors of our school and they must conduct themselves accordingly. The Catholic Code of Conduct extends to all school events and field trips. Unless otherwise indicated, students are to be in full uniform. Any student that behaves contrary to the Catholic Code of Conduct will be disciplined accordingly.

The Board requires signed parental permission forms for any trip, and all students must provide all signed documentation before they will be included on any school trip.

### **Smoke-free Policy**

In accordance with the *Smoke-Free Ontario Act*, the Dufferin-Peel Catholic District School Board recognizes the benefits of declaring, establishing and maintaining a smoke and tobacco-free learning, playing and working environment for students, employees, visitors and those who use board facilities. Therefore, smoking and/or holding lit tobacco, tobacco-like (alternative) products, consuming or using any other tobacco, tobacco-like (alternative) products or e-cigarettes (vape), is prohibited on all board properties, during educational excursions, in board or personal vehicles parked on board property.

Failure of students, employees, and visitors to comply with the requirements of the *Smoke-Free Ontario Act*, may result in formal discipline and/or appropriate legal action.

### **Textbooks and School Equipment**

Students are responsible for any school textbooks and equipment (i.e. Library materials, musical instruments, cameras, etc.,) that they use. Students assume full financial responsibility for damaged or lost items.

### **Transportation**

It is STOPR that determines which students are eligible for bussing.

For all information regarding eligibility, bus stop times, stop locations and courtesy bussing policy, please refer to the following web sites: [www.stopr.ca](http://www.stopr.ca) and [www.businfo.stopr.ca](http://www.businfo.stopr.ca).

For safety reasons, students being transported by bus will behave according to our Catholic Code of Conduct and allow the bus driver's full attention to be focused on the safe operation of the vehicle. Students who demonstrate poor or questionable behaviour on the buses will be subject to progressive discipline, up to, and including, suspension, and removal from bussing privileges.

#### **Students are required to:**

- Carry bus card issued by school at all times
- Abide by the bus driver's instructions
- Abide by the Catholic Code of Conduct

### **Transportation Cancellation**

In case of inclement weather, Student Transportation of Peel Region (STOPR), will decide whether or not it is safe for school busses to cover their routes. All cancellations will be posted on the board website ([www.dpcdsb.org](http://www.dpcdsb.org)), [www.STOPR.ca](http://www.STOPR.ca), the board twitter account (@DPCDSBSchools), and various radio and television stations. In the event that transportation is cancelled, the school will remain open unless otherwise indicated. Ultimately it is the responsibility of the parent(s)/guardian(s) to determine whether or not it is safe for a student to attend school.

### **Valuables**

Students are reminded to **never leave valuables, electronics, or money unattended**. Students are instructed to NEVER bring valuables into school change rooms, classrooms, the library or the cafeteria. Please make every effort to keep valuables or sentimental personal possessions at home. **The school is NOT responsible for the loss or theft of any personal possessions.**

### **Visitors**

In order to maintain an orderly and safe environment. Unauthorized visitors are subject to all regulations as outlined under the Trespass to Property Act. **All visitors to the school, including parents, must report to the main office.** Students from other schools, friends, and relatives, are not permitted on school grounds without consent from administration. **Note: St. Joseph students are NOT permitted to visit other schools during the school day.**

## **SAFETY**

### **Accidents**

It is imperative that the school be notified as soon as possible in the event of a serious accident that occurs either on school property and/or during a school-related activity or event. Once the school is notified of an accident, parents/guardians will be informed immediately. In the case of a serious accident, 911 will be contacted.

An Accident Report must be filled in at the Main Office for all accidents/injuries regardless of how small.

### **Child in Need of Protection**

Teachers and other personnel in the employment of the Board must comply with the *Child and Family Services Act* with regard to the reporting of a child that may be in need of protection. All staff is obligated to make a report the Children's Aid Society if they have reasonable grounds to suspect that a child is in need of protection.

### **Concussions**

Students who sustain any type of head injury, on or off school property, are asked to report the main office.

### **Sabrina's Law**

Sabrina's Law is the legislative response to the increase in allergic reactions (anaphylaxis) in the general population. Awareness, Avoidance and Action are the keys to preventing anaphylaxis. As a result, all food items are to be consumed in the school cafeteria only. It is imperative that the parents of students with severe allergic reactions report them to the main office. If a student has been prescribed with an **EpiPen**, it is advisable that they provide one to the main office in the case of an emergency.

### **Online Reporting:**

Please use the board online reporting system to report any issues that pose a safety concern to our community. Please use the link below or scan the QR Code.

<http://bit.ly/2rrX71z>



## **CO-CURRICULAR INFORMATION**

### **Student Council**

The role of the Student Council at St. Joseph Secondary School is to encourage and support all student activities in the school community. Student Council will assist clubs and organizations in the school that have a staff advisor. Members are expected to exercise a positive attitude, build school spirit, encourage student involvement, be visible and accessible to the entire school community and show leadership throughout the school.

**Student Council Positions:**

Prime Minister  
Deputy Prime Minister  
Minister of Faith  
Minister of Finance  
Minister of Public Relations  
Minister of Records  
Minister of Social Functions  
Student Senate Representative  
Gr. 9 Representative  
Gr. 10 Representative  
Gr. 11 Representative  
Gr. 12 Representative

**Academic Awards**

The Academic Awards Program at St. Joseph Catholic Secondary School honours those members of our community who best exemplify outstanding academic excellence. Honour Roll awards are presented to students who achieve an overall average of 80% or higher. Subject Achievement awards are presented to students who achieve the highest mark in a subject. Grade 9-11 Academic Awards are presented annually at the Academic Awards Ceremony. Grade 12 Academic Awards are presented at the Graduation Ceremony.

**Athletic Awards**

Athletic awards are presented to students who best exemplify outstanding athletic excellence. The following awards are presented to students at the Athletic Banquet: Most Valuable Player, Coaches' Award, Most Dedicated Player, Junior and Senior Athlete of the Year, and Athletic Letter. Awards are given to players at all levels of competition. The following criteria will be used to determine Athletic letter winners:

- Junior Letter: accumulation of 80 points in grade 9, 10, and 11
- Senior Letter: accumulation of 130 points from grade 9 to 12
- Award of Excellence: accumulation of 180 points from grade 9 to 12

**Eligibility for Athletics & Co-Curricular Activities**

All students who represent St. Joseph are expected to maintain a good academic standing consistent with their ability. Students who are failing courses and/or have excessive or unexcused absences may not be given the opportunity to participate in athletics and/or co-curricular activities.

**Co-Curricular Eligibility Review Process**

A Review Committee will be composed of the Athletic Director / Teacher Advisor and an Administrator who will meet to determine the eligibility of the student. Students who are unsuccessful in two of their courses should be referred to the Review Committee. The Review Committee will determine whether the student may be allowed to represent St. Joseph community in a co-curricular activity. The Review Committee will meet as needed.

**School Sports**

Refer to the school website for sports that are offered during the fall, winter, and spring seasons and information about the Athletic fee.

**Jaguar Spectator Policy**

St. Joseph's student spectators are encouraged to show their support at our home games must follow the expectations outlined below:

**Jaguar Spectator Rules:**

- Students are required to be in full uniform.
- No bags or headgear in the gym.
- Spectators must always remain seated in the bleachers. The playing area is out of bounds to spectators.
- NO FOOD or DRINKS in the gym.
- Students must leave the school premises immediately after the game.