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THIS BOOK BELONGS TO_____

JUDGE MEMORIAL CATHOLIC HIGH SCHOOL

STUDENT/PARENT HANDBOOK CALENDAR

& WEEKLY PLANNER 2022-23

Mission Statement

The mission of Judge Memorial Catholic High School is to create a community through faith and education that will foster the development of each student's inherent gifts.

Philosophy

As a community based on faith, Judge Memorial Catholic High School partners with parents to foster the integration of student's spiritual, intellectual, emotional, physical, and social development. In our safe, caring, respectful environment, students are empowered to become builders of a more just society.

Charisms

- *Cura Personalis* - Rooted in Ignatian Spirituality, we embrace a philosophy that cares for the whole person. This entails caring for our students academically, socially, spiritually, and physically.
- Builders of a More Just Society

School's Integral Student Outcomes

- Effective communication skills in reading, writing, listening, and speaking
- Strategies and knowledge necessary for success in college and beyond
- Logical, critical, and creative thinking
- Responsible and proficient use of technology for learning



Diversity, Equity and Inclusion Statement

Judge Memorial Catholic High School's foundational motto "Basileus" takes its meaning from the Greek phrase *Basileus Basileōn*, which identifies Jesus Christ as "King of Kings" and "Lord of Lords" (Revelation 17:14). Emblazoned on our school seal is the phrase "Christ the King." Throughout the Gospels we are called to build up the Kingdom of God on Earth, where we are to dwell together in "righteousness, peace, and joy" (Romans 14:17). It is our response to this calling from Christ the King that compels us to become "builders of a more just society."

As Bulldogs, we believe strongly in the Catholic social teaching of proclaiming that the life and dignity of all persons is sacred, and that recognizing all peoples is foundational to a moral vision of the world. By promoting diversity, equity, inclusion and social justice both at our school and in the wider world, we exemplify this call to action. We believe that God has granted each person gifts in his reflection, and that our community is at its strongest when we dignify and celebrate these inherent gifts in our practices.

Our school is committed to the awareness and recognition of our diverse stakeholders- including students, parents, faculty and staff. In looking towards our next century as a school, it is more important than ever to recognize that our community is composed of those from a variety of backgrounds and that our faith calls us to welcome everyone who shares in our mission. Grounded in the Jesuit tradition of *cura personalis*, we believe that caring for all peoples encompasses everyone regardless of race, ethnicity, national origin, religion, gender, sexual orientation, age, physical ability, or economic status.

Jesus Christ taught that we should love one another as he loves us (John 13:34-35). In that spirit, we progress on an educational journey that promotes love for everyone. Central to that message is an engagement in efforts that see historically marginalized groups achieve equitable outcomes. Our Diversity Committee, composed of students, faculty, administrators, and staff, are involved and committed to: enhancing diversity, equity, and inclusion initiatives on our campus; promoting awareness of these and other issues; and helping us all evolve and grow a school that fosters and develops each individual member of our community.

Profile of a Judge Memorial Graduate

Guided by its mission, Judge Memorial Catholic High School endeavors to graduate young people who are growing in lives that are:

Spiritual

- Praying, worshiping, and participating in the life of their church community.
- Experiencing God's unconditional love associated with the unique family atmosphere of the Judge Memorial community.

Intellectually Integrated

- Developing the desire and skills necessary for continued learning including research, technology, reading, listening, writing, and speaking effectively for a variety of purposes.
- Thinking logically, critically, and creatively while appreciating and exploring general knowledge of theology, the arts, literature, language, natural and social sciences, mathematics, and physical education.

Personally Mature

- Integrating Catholic and Christian values along with mature decision-making skills when making moral decisions.
- Developing life skills, stress and conflict management, goal setting, and self-discipline.
- Learning to respect and care for oneself as well as for persons and all of creation.
- Understanding the importance of personal growth throughout life.
- Preparing oneself to take on leadership roles and responsibilities within the community.

Socially Engaged

- Following the Catholic-Christian faith commitment to the creation of a just society.
- Serving others compassionately in response to faith.
- Working with others toward a common goal.
- Forming healthy, loving, and respectful relationships with a diverse group of people.

Significant Dates (2022-2023)

New Student Orientation	August 12 2022
School Starts	August 15, 2022
Labor Day–No School	September 5, 2022
Parent-Teacher Conferences	August 14-15, 2022
Grandparents' Day	September 22, 2022
Freshmen Retreat	September 30, 2022
Students 4 Students Drive	October 6-28, 2022
End of Quarter 1	October 13, 2022
Fall break–No School	October 14, 2022
Sophomore Retreat	November 7 & 9, 2022
Professional Development for Faculty–No School for Students	November 10- 11, 2022
Thanksgiving–No School	November 23-25, 2022
Final Exams, Semester 1	December 13-16, 2022
Christmas Break-No School	December 19, 2022-January 2, 2023
School Resumes	January 3, 2023
Martin Luther King, Jr. Day-No School	January 16, 2023
Winter Break & President's Day	February 17-20, 2023
Ash Wednesday	February 22, 2023
Junior Retreat	February 27 & March 1, 2023
End of Quarter 3	March 8, 2023

Professional Development for Faculty-No School For Students	March 9-10, 2023
Easter Break-No School	April 3-10, 2023
Senior Retreat and All-School ACT/Pre-ACT Testing Day for 9th/10th/11th grade	April 18, 2023
AP Testing	May 1-12, 2023
9th/10th/11th Grade Finals	May 23-26, 2023
Last Day of Classes for 9th/10th/11th Grade Students	May 26, 2023

Senior Graduation Dates

Senior Finals	May 15-16, 2023
Senior Farewell Assembly	May 7, 2023
Baccalaureate Practice	May 7, 2023
Baccalaureate Mass	May 18, 2023
Commencement Practice	May 19, 2023
Commencement	May 21, 2023

Communicating with Judge Memorial

Your questions will be answered, and needs met most efficiently when you communicate directly with the person or office concerned with your issue. The school telephone number is 801-363-8895. After business hours, you may leave a voicemail message by dialing the appropriate extension when the telephone message begins. You will receive a computer code and instructions for accessing information about your student via Skyward, our student database system. Faculty/ Staff / Administrators can also often be reached at their email addresses which are generally their first initial, last name, followed by @judgememorial.org.

Lines of Communication

Open, supportive, and frequent dialogue between teachers, students, and parents provides an excellent environment for student success. Formal, scheduled conferences between teachers and parents/guardians are held twice a year. Additional meetings may be scheduled individually with your student's teacher or counselor. Parents who have questions or concerns about classroom situations, academic progress, extracurricular activities, or behavior issues should follow the following procedures in this order:

- Students talk directly with the teacher, counselor, coach, or moderator to discuss the situation.
- If the situation is not resolved, the parent/guardian makes an appointment with the teacher, counselor, coach, or moderator to discuss the situation. Concerns and/or complaints should be handled with the teacher/coach first.
- If there are further academic questions or questions about extracurricular activities, speak with the student's counselor. If it is still unresolved, then contact the director of student services. Finally, if there is no resolution, contact the vice principal.
- Parents then have the option to appeal to the principal whose decision is final. Any calls or inquiries made directly to administrators will be referred back through this communication hierarchy unless issues of legality or morality are involved.

Main Line 801.517.2100

Administration

Principal - Patrick Lambert
plambert@judgememorial.com Ext. 127

Vice Principal - Louise Hendrickson
lhendrickson@judgememorial.com Ex. 143

Dean of Students - Matthew Douglas
mdouglas@judgememorial.com Ext. 122
Dean's Office Fax 801.517.2190

Campus Coordinator - James Cordova
jcordova@judgememorial.com Ext. 188

Director of Athletics - Eric Wood
ewood@judgememorial.com Ext. 136

Administrative Coordinator - Kari Johnson
kjohnson@judgememorial.com Ext. 126

Director of Communication - Derek Jensen
djensen@judgememorial.com Ext. 182

Attendance

Attendance
attendance@judgememorial.com Ext. 142

Office of Admissions

Director of Admissions - Nathan Shaw
nshaw@judgememorial.com Ext. 129

Admissions & Student Contact - Alex Miles
amiles@judgememorial.com Ext. 157

Finance Office

Finance Manager - Andrew Montoya
amontoya@judgememorial.com Ext. 125

Finance - Theresa Matthews
tmatthews@judgememorial.com Ext. 177

School Counseling Center

Direct Line: 801-517-2141

Fax: 801-328-4418

Registrar's Office

Counseling Secretary & Registrar - Jamie Scholl
jscholl@judgememorial.com Ext. 141

Counselors

Director of Counseling & Student Services - Kristin Kladis
kkladis@judgememorial.com Ext. 178

Kay Bush
kbush@judgememorial.com Ext. 1378

Nicola Landau
nlandau@judgememorial.com Ext. 137

Adia Waldburger
awaldburger@judgememorial.com Ext. 140

College Counseling

Jeanette Sawaya
jsawaya@judgememorial.com Ext. 175

Sara Strickland
sstrickland@judgememorial.com Ext. 139

Advancement Office

Director of Advancement - Susan Lollini
slollini@judgememorial.com Ext.166

Director of Constituent Relations - Joyce Munson
jmunson@judgememorial.com Ext. 131

Director of Special Events & Marketing - Shelly Parker
sparker@judgememorial.com Ext. 132

Spirit Shop

Print Shop & Sales - Shannon Garside
sgarside@judgememorial.com Ext. 154

The printed Judge Memorial Catholic High School Student and Parent Handbook serves as a basic guide for the Judge Memorial community. No list of policies and procedures can cover every situation. The school reserves the right to update policies and procedures as needed and will publish those changes on the Judge Memorial website: www.judgememorial.org.

Campus Health and Safety

All visitors, including parents/guardians and family members, are to report to the main office upon arrival. An identifying badge will be distributed to the visitor, and the visitor must always keep the badge visible while at Judge Memorial. In accordance with the Judge Memorial Catholic High School Emergency Action Plan and to promote and maintain a safe environment in case of an emergency:

1. Students are to follow the procedures in the Judge Memorial Emergency Action Plan as directed by the school administrator for safe schools.
2. In an emergency, students will follow the directions given to them by any staff member. Failure to follow this direction will result in a serious infraction.
3. In the event of an emergency evacuation, students must report to their assigned evacuation area. Attendance will be taken and reported to the dean's office. No one is to leave the staging area until released by the principal or incident commander.
4. When a package is delivered to the school for a student, the parent of the student will be notified before the student is allowed to pick it up. We do not allow deliveries from outside agencies (including DoorDash or anything similar).

Judge Memorial is a Weapons-Free Campus

For the safety of children, employees, parishioners and visitors, weapons (concealed or visible) are not allowed to be carried onto the school, church, or other diocesan properties/buildings. An exception is a local, state, or federal officer.

Judge Memorial is an Animal-Free Facility

Judge Memorial Catholic High School is an animal-free facility. Out of respect to all attendees, and as a safety precaution, only guide, signal, and service animals are allowed inside Judge Memorial and all school grounds or property including and not

limited to McCarthy Stadium and all other fields of play. No other pets or animals are allowed.

Judge Memorial is a Smoke and Vape-Free Facility

Judge Memorial Catholic High School is a smoke and vape-free facility. Judge Memorial complies with the Utah Indoor Clean Air Act and the Utah Secondhand Smoke Amendments passed by the Utah State Legislature to protect Utahns and visitors from the toxic effects of secondhand tobacco smoke. This includes all school grounds or property and is not limited to McCarthy Stadium and all other fields of play. Electronic cigarettes are likewise prohibited.

COVID-19 Best Practices

Judge Memorial is committed to ensuring the health and safety of our students, faculty, and staff by following best practices and preventive guidelines regarding COVID-19. Following the directives from the United States Centers for Disease Control (CDC), in conjunction with the Salt Lake Diocese and Salt Lake County Health Department, we have taken proactive efforts to help prevent the spread of disease and keep our school community safe and healthy.

We recognize the serious nature of this virus and want to stress to our school community the importance of sound hygienic habits.

This includes:

- Wash your hands often and thoroughly with soap and warm water (20 seconds at a minimum).
- Covering your coughs and sneezes with a tissue or inside of your elbow.
- Staying at home if you are feeling sick.
- Avoiding close contact with people who are sick. If you are sick, avoid close contact with others.
- Avoiding sharing food and drinks.
- Practicing healthy habits of getting enough rest, staying hydrated, eating nutritious food, managing stress, and staying physically active.

As a school we have:

- Disinfected desks and other surfaces.
- Stocked hand sanitizer stations throughout the school.
- Frequent cleaning of buses.
- Provided portable air filtration systems throughout our buildings.

We will follow the directives of the diocese and our local health departments in determining who and for how long a student and or staff member may be quarantined due to a COVID-19 infection.

Dispensing Medication

Students should not have any prescription and over-the-counter medications in their possession at school or school events, including ibuprofen and Tylenol. Physicians may also authorize students to carry Epinephrine Auto Injector (EAI) medication. Students may also be authorized by a physician to carry and self-administer diabetes medication, and inhaled asthma medication. Documentation signed by the parent/guardian must be on file in the main office for any medication that the office administers.

In the few instances in which medicine must be taken by students during the school day, the principal shall designate a person(s) to be responsible for administering it. Written consent from both the parent(s)/guardian(s) and doctor shall be obtained. The doctor's name, the name of the medicine, any adverse effects, the amount to be administered, the specific time of administering, and the expected duration of the treatment shall be marked clearly on the medicine container or doctor's permission to administer. A log/journal showing the date and time of administering medication shall be kept. Non-prescription medication will comply with the school's policy and required form(s) and must be in the original container.

After School Supervision

Judge Memorial does not assume responsibility for the safety of students who are in the building or on the property outside of school hours and official school activities. While the school does its best to provide supervision of students during school hours, it relies on each student to assume responsibility for following school procedures and notifying administrators when any dangerous situation arises. All students must vacate the building by 3:30 p.m. and by 2:30 p.m. on early dismissal days. The only exception is if the student is participating in a school approved activity or a program and are under adult supervision. The school does not have supervision

after 3:30 p.m. (2:30 p.m. on early dismissal days). The school will not be held responsible for students after this time.

Judge Memorial Special Event Policy

For religious or designated special events, school administration may approve the option for the legal and responsible consumption of alcohol.

Academic Life

Accreditation

Judge Memorial Catholic High School is fully accredited by AdvancEd and Western Catholic Education Association (WCEA). AdvancEd is the largest community of education professionals in the world who conducts rigorous, on-site external reviews of PreK-12 schools and school systems to ensure that all learners realize their full potential. WCEA accredits Catholic elementary and secondary schools in nine western states (26 [arch] dioceses) and the U.S. Territory of Guam. WCEA co-accredits and is in partnership with three regional agencies (Western Association of Schools and Colleges, Northwest Association of Accredited Schools, North Central Association, and Commission on Accreditation and School Improvement) and with two private agencies (California Association of Independent Schools and Hawaii Association of Independent Schools). Judge Memorial is a fully participating member of the National Catholic Education Association (NCEA) and the Utah High School Activities Association (UHSAA).

Nondiscrimination and Compliance with Title IX Education Act

The Catholic Schools of the Diocese of Salt Lake City, under the jurisdiction of the Roman Catholic Bishop, the Superintendent of Catholic Schools, and the Diocesan Schools' Commission, do not discriminate in admitting students of any race, color, gender, physical limitations, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools.

The schools do not discriminate on the basis of race, color, gender, and physical challenge, national and ethnic origin in the administration of educational policies, programs, admissions, scholarship and loan programs, athletic and extracurricular activities, in employment or promotion practices.

Tuition Policy

The tuition contract represents the commitment of the legal adult who signs it to pay the entire 2022- 2023 contracted tuition amount, even if the student leaves the school during the year or is asked to leave. After August 1, no portion of tuition paid or tuition due will be refunded or canceled in the event of absence, withdrawal, or dismissal from school. Students will not be allowed to take semester finals if their tuition payments are not current.

All tuition is payable only through SchoolAdmin. Four payment options are available and accessed through the parent portal of SchoolAdmin.

Parents applying for Financial Tuition Assistance must complete and submit the FACTS Grant and Aid Assessment application each year. This is a secure website, and all information is kept confidential. Students must keep a minimum 2.0 grade point average and satisfactory conduct for each quarter to retain their tuition assistance. Students' academic and disciplinary performance will be reviewed quarterly. Additionally, students who choose to participate in Judge Memorial sponsored international or domestic trips will forfeit a portion of tuition assistance funds as defined by the school. Parents who pay full tuition in advance and later choose to withdraw their child will NOT receive a tuition refund. Contact the Finance Office for more information.

Courses and Registration

Freshman and sophomore students are required to take a course load of eight classes per semester. Juniors and seniors take a minimum of seven classes per semester. School counselors will help students select their courses. You can find a detailed explanation of the courses in the Course Catalog which we publish each year prior to registration and post on the school website. Students are assigned classes based on graduation requirements, teacher recommendation, and approval.

Honors and Advanced Placement Courses

A course designated by Judge Memorial Catholic High School as Honors (H) or Advanced Placement (AP) requires that a student commit to an in-depth, intensive study of complex material, both in and out of class. All Honors and Advanced Placement classes require prerequisite coursework, a minimum GPA and teacher recommendation. An AP designation indicates that the course meets the standards set by the College Board for advanced college placement. Students enrolled in the

course are required to take the AP test in that subject at the end of the school year. Rarely, students may be exempt from taking the exam due to unforeseen circumstances. Approval by the vice principal for curriculum and instruction along with parent and teacher consultation is required.

Classes from Outside Institutions

Because a Judge Memorial education requires student engagement in Judge's curriculum via Judge's faculty, students are not permitted to take classes from outside institutions without pre-approval from the vice principal. Because Judge's schedule is designed to meet graduation requirements, students may request an exemption only if there are special circumstances which include, but are not limited to: remediation, credit shortage for transfer students, credit recovery, acceleration of courses to move into AP or honors. If students receive permission to take a course, their grade will not be reflected in the Judge GPA; this includes Judge summer courses. Students are not permitted to take a course for credit from an outside institution to avoid a Judge class or to create a free period in their schedule.

Graduation Requirements

Each freshman and sophomore must pass a minimum of eight full credits per year. Each junior and senior must pass a minimum of seven full credits per year. Thirty credits are required for graduation.

ENGLISH – 1 credit per year required all four years

WORLD LANGUAGE – 2 credits of the same language required

SOCIAL STUDIES – 1 credit per year required all four years, including 1 credit in human geography, 1 credit in world history and world cultures, 1 credit in U.S. history, 1/2 credit in economics and financial literacy, and 1/2 credit in American government

THEOLOGY- 1 credit per year required all four years

MATHEMATICS – 1 credit per year required in grades 9, 10, and 11

P.E./HEALTH – 2 credits required, including 1/2 credit for health, 1/2 credit of fitness for life. Varsity athletes, cheerleaders, and dancers may be eligible for 1/2 P.E. credit. See counselor for details

SCIENCE – 1 credit per year required in grades 9, 10, 11, including 1 year of biology

COMPUTER TECH – 1/2 credit required

ARTS – 1.5 credits performing or visual arts

In addition, students must complete Christian service hours all four years. See the Spiritual section of the handbook for further details (38).

Class Change Policy

Students are encouraged to be thoughtful about course selection and take the process of registration seriously, including careful consideration to the following:

- The overall rigor of courses
- A student’s extra-curricular activities
- An alignment of a student’s interests and abilities with electives and alternate electives

Student course selections determine whether we offer classes or not, and if so, how many sections we can offer.

During the spring registration process, but prior to scheduling, students may request course changes.

- Parents will have an opportunity to review and approve their student’s course requests.
- Students will be scheduled based on course selection and availability.
- Due to the need to balance class sizes and obtain an optimal learning environment in every classroom, we will not accept requests for specific teachers.
- Once students have their complete schedules in the spring, no changes will be made during the summer due to routine Skyward maintenance.
- Elective class change requests will open for the first three days of each semester.
- If a class change is possible, students **must** be moved by the end of the first week of classes.

- **Please keep in mind a class change may result in a student moving into a different section with a different teacher of their core classes. This may require the purchase of new textbooks.**

Please note that:

- Core class changes are limited to level placement (up or down) and are made in conjunction with the counselor and with the approval of the vice principal.
- Students are not allowed to drop classes for free periods at any time during the school year.
- Course changes due to school error will be corrected.

Grade Reports

Grade reports are issued at four quarterly intervals. The Judge Memorial Handbook/Planner and the school's online calendar lists the dates for report cards. Parents or guardians will receive an email and instructions for accessing grade information via Family Access in Skyward on the Internet. Contact your student's counselor if you do not have access to the Internet or would like progress reports more often than every quarter. **We treat students aged 18 and over the same as younger students, with parents/guardians having full access to grades and records until the students graduate.** Semester grades reported after the 2nd and 4th quarters are the permanent grades and are recorded on the student's transcript.

Grade Point Average (GPA)

The cumulative overall grade point average is based on all grades received in 9th through 12th grade. A distinction is made in assigning grade points for honors and AP (Advanced Placement) courses. An honors course receives an extra half credit point added to the weighted GPA. An AP course receives an extra point added to the weighted GPA. The weighting of grades is used to bestow "graduation with honors" status at graduation. Only core academic courses are averaged into the weighted GPA. The valedictorian award is bestowed upon the senior who has earned the highest academic weighted GPA. The salutatorian award is bestowed upon the senior who has earned the second highest academic weighted GPA. To be recognized as valedictorian or salutatorian the student must attend Judge Memorial Catholic High School as a regularly enrolled student for three of the four years. First honors are the top 10 students by class rank as determined by **academic weighted GPA**. Honors graduates

are students who have earned 3.500 or higher **cumulative weighted GPA**. Graduating seniors must maintain their cumulative GPA to be eligible to graduate with honors.

Grade Equivalents

Most departments use the percentage breakdowns below to determine grades. The vice principal must approve all variations and in those cases, the individual teacher's course outline will explain the differences. The grade point average calculations are used schoolwide. Percentage earned/Grade Equivalent/Points for calculation of the GPA.

95 - 100	A	4.00	72 - 76	C	2.00
90 - 94	A -	3.67	70 - 71	C -	1.67
87 - 89	B +	3.33	67 - 69	D +	1.33
82 - 86	B	3.00	62 - 66	D	1.00
80 - 81	B -	2.67	60 - 61	D -	0.67
77 - 79	C +	2.33	Below 59	F	0.00

Grading for Students

Judge Memorial uses Skyward as the source for recording student grades. Teachers are directed to input graded assignments within a reasonable amount of time to show an accurate reflection of the student's progress in a given class. Generally, parents may expect grades to be updated on the 1st and 15th of each month. Parents may check Skyward on a regular basis to view upcoming assignments. This allows a student and parent to understand what assignments will be expected in their class. Some teachers will use their class website to post assignments as well.

Reporting to Colleges and Universities

We officially report the unweighted GPA on the transcript. Colleges and universities have their own set of parameters, which they choose for admission. Therefore, we

show the weighted GPA as a reference, which they can choose to use for their specific purposes.

Unscheduled Time (Free Period)

For juniors and seniors only: All 11th and 12th graders must take a minimum of seven credits to stay on track for graduation. They can choose a free period if they have an adequate academic record and satisfactory conduct. The purpose of having a free period is to use the time to study, meet with teachers, or visit with counselors. It is a privilege to have a free period, not a right, and students who abuse this privilege will lose it. Students who fall below a 2.0, fail any classes, or have less than a satisfactory conduct record will lose their free period. **Any student with credit recovery may not have a free period.** Students who are unscheduled during the first or last class periods of the day will report to the Learning Commons where attendance will be taken first thing in the morning. Having a first period free does not excuse a student from being in the building. Our school day begins promptly at 8:00 a.m. for all students unless otherwise announced in advance.

Final Exams

Final exams are scheduled for the last four days of each semester and students must take them at the scheduled time. **Vacations should never be scheduled during this period.** Students who miss a scheduled semester exam will receive a zero for that exam. We shorten the daily schedule during the exam period to give students time to prepare for their exams. Parents and students should check the Judge Memorial website and postings around the school for scheduled exam times. *All tuition, fines, and detention sessions must be paid and completed before finals can be taken.*

Semester grades are based on the following parameters unless otherwise stated in a specific teacher disclosure:

- Averaged based on 1st quarter (40%), 2nd quarter (40%), and final exam (20%)
- Averaged based on 3rd quarter (40%), 4th quarter (40%), and final exam (20%)

Graduation Exercises

Students who complete graduation requirements are expected to participate in all graduation exercises, unless personally exempted by the principal. Seniors who fail to

participate will not receive diplomas. Students who miss practice or are disruptive will receive consequences to be fulfilled before diplomas are received. **All financial and disciplinary obligations must be met before graduation exercises.**

Student Records and Reporting

Disciplinary, attendance, and counseling center records are confidential and are used only by the administration and school counseling departments for the enforcement of school policies and the improvement of a student's education. Academic records are accessible to custodial as well as non-custodial parents/legal guardians upon request, unless prohibited by a court order that is on file with the school's registrar.

While disciplinary records are not part of the permanent record or transcript, the school has an ethical obligation to inform prospective colleges of serious student discipline problems. This may affect the conditions under which a student applied or was accepted to college. Out of school suspensions and serious infractions may be reported based on the decision of the administration.

We treat students aged 18 and over the same as younger aged students with parent/guardian notification of attendance, disciplinary and personal issues.

Standardized Testing

Freshmen and sophomores take the Pre-ACT test and juniors take the ACT test in the spring. In October, registered sophomores and juniors take the PSAT. Standardized test scores used in college selection and placement (PSAT, SAT, ACT, and AP) are NOT placed on the transcript. Colleges require that students officially request test scores to be sent directly from the testing agency.

ASU

Judge Memorial and ASU are partnering in an online blended learning program for high school students across the nation. This provides teachers with state approved supplemental resources and teaching tools for their current classes. Canyons School District has agreed to facilitate this process in Utah. ASU provides both the virtual platform for the online experience and excellent online course content. Judge provides the "in class" portion of the content and the teacher for the class itself. As Judge Memorial is continually moving forward in innovative learning and implementing best teaching practices, we have committed to being part of this offered

learning resource. There is no cost for the student to participate in this program. There is no action needed by the parent for registration.

For any student enrolled in one or more of these courses, the following will be shared with Canyons School District: student name, grade level, DOB, student ethnicity, address, home and parent cell phone number(s), student and parent email address and district of residence.

PARENT/GUARDIAN and student agree that any change in registration affecting enrollment/participation in the online course must be communicated to Judge Memorial directly and without delay. All terms are subject to revision or modification by the Board of Education and Judge Memorial Catholic High School at any time without specific notice. Parents/Guardians also understand that the student and parent/guardian email address(es) will be used by the regular classroom teacher and Canyons School District officials.

A criterion for partnership with Canyons School District is that we obtain parental permission to teach your student using blended learning/online methods for those courses in which they are enrolled.

Credit Recovery

Credit recovery programs provide students with an opportunity for recovering credit for a previously failed required course. Credits may be made up through the Judge Memorial approved credit recovery list, available in the Counseling Center. **Students must complete all their recovery credits by August 1st of the upcoming school year, or the student may not begin classes.** Before a course is taken, please confirm approval through your student's counselor. Recovery credit grade will not be reflected in the Judge Memorial GPA. **We accept a maximum of two recovery credits per school year.**

When credit deficiencies develop during the senior year, they must be made up no later than two weeks prior to graduation or the student will not be allowed to participate in graduation exercises or receive a diploma.

Students who receive a failing quarter grade in more than one class are placed on academic probation. Counselors monitor these students' progress closely. If at the next quarter grade report period the student again fails two classes, they are subject to academic dismissal from Judge Memorial.

Social Life

Engaging our students and allowing them to thrive at our school is the ultimate goal for the student life team. In hoping to positively impact every one of our students, we have instituted a positive behavior intervention system that looks to promote positivity in and around our campus for our students. This is a joint effort, spearheaded by the Dean, Counseling, and Vice Principal's offices. See the "Expectations for the Judge Community" at the end of this handbook for further details.

Counseling Center

The Counseling Center offers social/emotional, academic, college, and career counseling to all students. Counselors work closely with the administration, faculty, and parents to help fully develop each student's potential. Students are assigned to their counselor for four years and have the additional expertise of the college and career counselors. We encourage parents to notify counselors of any experiences or situations that may affect their student's behavior, emotional health, or academic progress. Counselors are available to meet with students and their parents on an individual basis. Further information and resources available via the school counseling center may be found at the Judge Memorial website: **www.judgememorial.org**.

Dean of Students Office

The Dean of Students office is responsible for the safety and wellbeing of students on campus. This office is charged with being an advocate for students and looks to partner with all stakeholders to ensure our students have the opportunity to enjoy an excellent educational institution. The Dean's office is responsible for maintaining our discipline system as well as for ensuring our students adhere to our attendance policies.

Discipline Policies and Procedures

Judge Memorial Catholic High School exists to provide a high-quality college preparatory secondary academic education within a diverse Christian atmosphere. Following our mission statement, Judge Memorial Catholic High School will create a community through faith and education that will foster the development of each student's gifts.

Judge Memorial publishes and upholds a Student Code of Conduct to foster community, to protect both individual rights and those of the community, and to help students become more self-directed and self-disciplined. The community values personal awareness and personal responsibility as members of a school, local, state, and global community. Our Code of Conduct and disciplinary procedures address issues that may disrupt our school's commitment to those principles and values we have held dear for a century.

Following the Gospel mandate to create a Christian community of justice and charity, our school recognizes that students are to receive fair and impartial treatment as well as clear and honest explanation for actions taken in their regard. By responding to students in violation of rules clearly, consistently, justly, and without delay, we hope to articulate that we will not condone inappropriate behavior and will respect the dignity and uniqueness of all Judge Memorial students. Whenever a problem arises, the policies of the school are followed, in conjunction with the directives of the Catholic Schools Office of the Diocese of Salt Lake.

Conduct

Judge Memorial Catholic High School maintains a strong disciplinary system that stresses loving one another, self-discipline and respect for oneself and others. If a student chooses to disrupt the school community, they must be held accountable for their actions.

Personal Responsibility

Judge Memorial Catholic High School is committed to the health, safety, and welfare of all students, faculty, staff, parents, families, and guests. An atmosphere of mutual respect and camaraderie exists at Judge Memorial.

Once a student is admitted to Judge Memorial, parents/guardians and the student enter a contractual agreement to abide by the policies outlined in the Judge Memorial Handbook/Planner, including those contained in the Code of Conduct.

The school seeks a cooperative and trusting relationship with each student's parent or guardian. In accordance with the Administrative Handbook for the Catholic Schools of the Diocese of Salt Lake, the school reserves the right to dismiss a student whose parent or guardian "has been uncooperative with the school staff, policies, regulations, or programs, or has interfered in matters of school administration or discipline to the detriment of the school's ability to serve that child or other children." The school is particularly concerned about parental dishonesty about a student's

attendance or behavior and about parents who serve, or allow to be served, knowingly or by neglect, alcohol or illegal drugs to Judge Memorial students.

Students are expected to live with their parent(s) or legal guardian while in attendance at Judge Memorial. The family is asked to provide the school with the name/identity/relationship to the family of the person or persons who will be acting as temporary guardians in the absence of the parents/legal guardians to the dean's office.

Judge Memorial believes in a safe environment. If a student is taking away from the learning environment of other students, they may be eligible for dismissal. Behaviors considered a danger or significant disruption to our school community include any student directly associated with or a part of bringing a weapon or drugs onto the campus or to any Judge Memorial activity, event, or function may be subject to expulsion. Schoolwide random drug testing is a proactive program designed to create a safe, drug free environment for all students, to provide a deterrent if needed, and to assist in providing support and help when needed.

List of School Rules

Rule number one: LOVE ONE ANOTHER.

This is intended as a basic guide for the Judge Memorial student. No list of rules can cover every situation, and the school reserves the right to update policies as needed. School administration reserves the right to modify consequences as believed necessary depending on the infraction. Policy changes will be published on the Judge Memorial Catholic High School website, www.judgememorial.org.

Jurisdiction

The Judge Memorial Code of Conduct is applicable **24 hours a day, 365 days of the year**. The jurisdiction extends beyond the physical property of Judge Memorial.

I. THE JUDGE MEMORIAL STUDENT IS RESPECTFUL OF SELF AND OTHERS.

Violations include, but are not limited to:

A. Alcohol, tobacco, and drugs

- B. Dishonesty/Forging
- C. Endangering the safety of self or others
- D. Excessive public displays of affection
- E. Fighting or unwanted physical contact
- F. Inappropriate language and gestures
- G. Abusive language
- H. Harassment, hazing, bullying
- I. Cyberbullying, sexting, or inappropriate use of social media
- J. Weapons or threats of violence
- K. Insubordination

II. THE JUDGE MEMORIAL STUDENT IS RESPECTFUL OF THE LEARNING PROCESS.

Violations include, but are not limited to:

- A. Attendance
- B. Academic integrity (Cheating)
- C. Disruptive behavior
- D. Misuse of personal digital devices
- E. Completing consequences
- F. Tardiness for advisory, classes, or assemblies
- H. Uniform or grooming code violations

III. THE JUDGE MEMORIAL STUDENT IS RESPECTFUL OF THE SCHOOL AND THE LARGER ENVIRONMENT.

Violations include, but are not limited to:

- A. Being in off-limit areas of the campus
- B. Eating or drinking outside the cafeteria
- C. Vandalism
- D. Leaving campus
- E. Littering or wasting resources
- F. Theft or attempted theft
- G. Traffic or parking violations on school grounds or in the neighborhood

Overview of Behaviors and Possible Consequences

Behavior	Possible Consequences	Behavior	Possible Consequences	Key
A. Alcohol, tobacco, & drugs	CDEFGHI	N. Academic integrity (Cheating)	ABCH	A. Detention B. Friday detention, \$15 fine C. In-school-suspension
B. Dishonesty/forging (Alteration of records)	CHI	O. Disruptive behavior	ABCH	D. Out-of-school-suspension E. Police notification
C. Endangering/threatening the safety of self or others (Assault)	CDEHI	P. Personal digital devices	ABCH	F. Drug assessment with counselor referral G. Pay the cost of the drug test
D. Excessive public displays of affection	ABC	Q. Failure to complete consequences	ABC	H. Discipline/behavior contract I. Expulsion
E. Fighting/unwanted physical contact	CDEHI	R. Tardiness	ABCH	J. Failing grade for the quarter and no credit
F. Inappropriate language & gestures	ABCDH	S. Uniform/grooming code violations	ABC	K. \$25 fine L. \$5 fine paid within 1 week, or fine doubles
G. Abusive language	ABCDH	T. Being in off-limit areas of the campus	ABC	M. Restitution
H. Harassment, hazing, bullying	ABCDHI	U. Unapproved eating/drinking	L	
I. Cyber-bullying, sexting, or inappropriate use of social media	ABCDEHI	V. Vandalism	ABCEM	
J. Weapons or threats of violence	DEI	W. Leaving campus	ABC	** Additional consequences will apply to students involved in extracurricular activities as dictated by the policies in the UHSAA Handbook.
K. Insubordination	ABCH	X. Littering/wasting resources	ABC	
L. Attendance	ABCH	Y. Theft/attempted theft	CDEHM	
M. Excessive absences	ABCHJ	Z. Traffic/parking violation	K	

Detailed Explanation of the Rules

In general, behaviors that are violations of the law are considered serious violations of the Judge Memorial Code of Conduct, regardless of where or when they occur. The school will contact law enforcement agencies when appropriate for these types of violations. Any serious violation of the Code of Conduct will include a probationary period from athletics and/or activities for a designated amount of time decided upon by the Judge Memorial Administration and/or by enforcing UHSAA policy. Additional counseling or treatment following a serious violation may also be mandated.

A. Illegal and Prohibited Substances

Alcohol, tobacco or drug use, possession, paraphernalia, including electronic cigarettes, is a serious violation of the Code of Conduct. Distribution of any illegal substances is a serious violation. Consequences are designed to assist the student to overcome alcohol or drug use problems while ensuring the safety of other students and the integrity of the school environment.

Judge Memorial reserves the right to administer or require urine, hair follicle, or breath tests for alcohol or drug use **when there is reasonable suspicion of use in addition to our Random Drug Testing Policy**. Refusal to be tested or attempts to tamper with the results of a drug or alcohol test when requested by school administration will result in suspension or possible dismissal from school.

Because Judge Memorial expects students to always show exemplary conduct, not just during the school hours, the school will intervene when students are suspected of using alcohol, tobacco, or drugs outside of school and school activities. This includes a student's presence at a gathering where other minors are using alcohol or drugs. In most cases, these students will be referred to appropriate counseling or treatment programs and will be suspended from participating in athletics and activities in accordance with the policies of the Utah High School Activities Association (UHSAA).

Parents, guardians, and family members are both legally and morally responsible anytime they allow alcohol or drug use by underage minors. Parents are asked to closely monitor the activities of their children. These policies are designed to hold students and parents accountable for their potentially dangerous behaviors and discourage any activity that supports the use of alcohol or drugs.

Wellness Initiative

Judge Memorial students participate in a schoolwide mandatory random/suspicion drug testing program. This program is a wellness initiative for the health and safety of all students. It is intended to provide a legitimate reason for students to refuse to use illegal substances and to encourage students who have used illegal substances to participate in treatment programs. The primary function is not intended to be punitive but instead a proactive approach to healthy decision making. All students are a part of the random testing pool. Students will be randomly selected or selected under suspicion to give a hair follicle or urine sample for testing. The samples will be tested at the school as well as taken to a lab and parents will be notified of the results.

Testing Process

During the school year, students will be selected randomly and tested. Students will be called from class and a hair follicle sample will be collected, approximately 50 mg (~60 individual hairs). Parents will be notified once the sample has been collected. If the results are negative, no further action will be taken. If a sample has been tampered with, or the student is unable to produce a sample, parents will be notified immediately, and a parent or guardian must take the student to the recommended lab facility for testing. Test results will be sent directly to the school. All reasonable steps will be taken to assure the confidentiality and integrity of the student.

Consequences

First Positive: In case of a positive drug test result, the student, parent or guardian will meet with administration to discuss the harmful effects of drugs and alcohol use. The first positive test may result in a completed drug and alcohol evaluation by a licensed therapist, adhering to the recommendations made by the licensed therapist, placement on a behavior contract, and attendance at therapeutic intervention classes with parents. At any time, the school may require a student who has tested positive to submit to subsequent tests, including urine, hair follicle or nail tests at an approved agency at the expense of the parent. **The student will be charged the cost of any positive test and any future subsequent tests.** The results of the test will be sent directly to the school. Failure to comply may result in suspension from school.

****Additional consequences will apply to students involved in extracurricular activities as dictated by the policies in the UHSAA Handbook.**

Second Positive: It is imperative that students and parents fully understand the consequences of drug and alcohol use. Repeat offenses of the illegal substance policy places the student in serious jeopardy of being able to remain at the school. A completed drug and alcohol evaluation by a licensed therapist, adhering to the recommendations made by the licensed therapist, and an in-school-suspension. The principal and dean will meet with the parents and student to determine further action and consequences including the student's continued enrollment at Judge Memorial.

B. Dishonesty/Forging

Dishonesty includes lying or withholding information in order to protect oneself from consequences, to gain unearned privileges, or to cause trouble for another person.

C. Endangering or Threatening the Safety of Self or Others

Endangering or threatening the safety of self or others is a **serious** violation of the Code of Conduct. This includes but is not limited to throwing any object or food, disregarding safety rules, driving recklessly, destroying property, or engaging in any activity with unnecessary risk of injury to self or others.

D. Excessive Public Displays of Affection

Excessive public displays of affection are not appropriate in the school setting.

E. Fighting or Unwanted Physical Contact

Fighting or unwanted physical contact of any kind for any reason, on or off school property, is a **serious** violation of the Code of Conduct. Any unwanted or disrespectful contact is dangerous and may escalate into a fight. Students engaging in fights or other unwanted physical contact will be sent immediately to the dean's office. Students being harassed or provoked should seek assistance from a counselor, dean, or teacher and should never attempt to use violence or threats to stop the harassment. Students who instigate or encourage fighting or fail to get adult help if a fight occurs are also liable for disciplinary consequences.

F. Inappropriate Language and Gestures

Inappropriate language or gestures includes but is not limited to profanity or rudeness to peers, school personnel, or others whether verbally, non-verbally or in writing.

G. Abusive Language

Abusive language, racist, sexist, or other abusive language is always offensive, even when spoken in jest, whether or not the target of such language openly objects to it.

H. Harassment, Hazing, Bullying

Physical, sexual, verbal or nonverbal harassment is a **serious** violation of the Code of Conduct. Hazing and bullying are also serious violations. Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature. This conduct has the purpose or effect of unreasonably interfering with an individual's school performance or creating an intimidating, hostile, or offensive environment, and may be directed at either males or females. School administration will determine whether the behavior is intimidating, hostile, offensive, or interferes with school performance. Students should report sexual harassment, hazing, or other harassment by any person at the school to the dean or counselor immediately.

Hazing is defined as any action taken or situation created by an individual or group, whether on campus or off the premises, to produce mental or physical discomfort, embarrassment, or in any way demeans the dignity of another human being. This includes, but is not limited to, initiation rites for athletic teams and other groups. Hazing or harassment may also include any other deliberate or repeated attempt to annoy, intimidate, or damage the reputation of another student. False reports or retaliation for reports of harassment are also serious violations of the Code of Conduct.

Bullying is commonly understood as aggressive behavior that (a) is intended to cause distress and harm, (b) exists in a relationship in which there is an imbalance of power and strength, and (c) is repeated over time. Bullying may involve physical actions, words, gestures, and social isolation. Bullying may be direct or indirect and subtle in nature (spreading rumors, enlisting a friend to assault a child).

I. Cyberbullying, Sexting or Inappropriate Use of Social Media

These are **serious** violations of the Code of Conduct. Cyberbullying is an act of inappropriate behavior through some form of communication, including technology, to intentionally hurt another person. Behaviors may include verbal or written abuse, harassment through technology including but not limited to any form of social media, threatened physical, sexual abuse, or coercion. Inappropriate language or gestures include but is not limited to threats, profanity or rudeness to peers, school personnel, following and/or participating in 'hate groups', or others whether verbally, non-verbally, in writing, via the Internet, text messaging, or other communication devices. Sexting is a slang term for the use of a cell phone or other similar electronic device to distribute pictures or videos of sexually explicit images. It can also refer to text messages of a sexually charged nature.

J. Weapons or Threats of Violence

Weapon possession, threat of weapon possession, distribution, or use of any object as a weapon is a **serious** violation of the Code of Conduct. This includes laser pointers. Personal accessories which imply violence, such as spiked collars or bracelets, heavy chains, gang-related apparel and the like, are also forbidden and will be confiscated if brought to school or school activities. Affiliation with a gang is also a serious violation of the Code of Conduct.

K. Insubordination

Willful disrespect, defiance, or disobedience including failure to comply with a request from any faculty or staff member of Judge Memorial is considered insubordinate behavior and will result in disciplinary action.

L. Attendance

Absence from school, a class, assembly, retreat, or assigned study time without excuse lessens the student's learning time and creates a safety risk. Off-campus privileges do not excuse a student from any assembly or Mass. Students will be marked absent from assemblies if not seated as assigned by the AC instructor. **Students who miss more than two school Masses, prayer services, advisories, or liturgies will receive consequences regardless of whether parents excuse the absence.**

Absences for authorized school activities or absences that are medically required and authorized by a physician are **exempt** from this rule. A physician's authorization

should be brought to the dean's office within **48 hours** of the student's return to school. The school strongly encourages families to schedule doctor appointments for after school hours and to plan travel for school holidays. When this is impossible, families should follow the procedures for planned absences from school. (See Discipline and Attendance Procedures.) Sluffing classes (unexcused absences) will result in upwards of three hours of detention per class period missed.

College visits (up to two days per quarter) will count as exempt absences if proof can be provided that the visit was made. Any more than two absences per quarter must be approved by the dean. Teachers may include participation as part of a student's grade. Class absence, regardless of the reason, may affect the participation and attendance portion of the grade. Students need to be at school all day and attend all classes during AP testing. **Attendance at retreats is mandatory and part of our mission as a Catholic school.** Students who miss a retreat without an **exempt** absence will receive the consequence for a full day of truancy. Senior meetings are mandatory. College visits are not considered a valid excuse for missing the required meetings.

M. Excessive Absences

Excessive absences may affect a student's academic standing.

Two (2) unexcused absences from any class or study period will result in a failing grade for the quarter. Additionally, excessive absences from any class or assembly, whether excused or unexcused, may result in no credit for that class for the quarter. Without prior authorization from the dean's office, the student will receive a **failing grade for more than six (6) absences in a quarter** from any class or study time. Absences for authorized school activities or absences which are medically required and authorized by a physician, licensed mental health professionals, and or others who are providing care and support for students are exempt from this rule at the dean's discretion.

N. Tardiness

Tardiness for school, class, assembly, or assigned study time is a distraction to other students, is disrespectful to the teacher or presenter, and causes the student to miss important information. **A student arriving late to school must check in at the main office.** Failure to do so or arriving late to school without a legitimate written note or email excuse from a parent or guardian within 48 hours, will result in detention. Any student habitually tardy may be placed on a discipline contract. Forged emails or notes are a serious violation of the Code of Conduct. If the student arrives after 8:15, they will be marked absent for the first period of the day. If a student misses more than 15 minutes in any class, it will be marked as an absence. Students

arriving late to a class will be marked tardy by the teacher if they arrive to class after the four-minute passing period. Teachers will notify the dean's office if a student is repeatedly or excessively tardy. Leaving a class or assembly before dismissal by the teacher will be treated in a similar manner. Students who participate in a school-sponsored event and return to school after 12:00 AM may be eligible for a late check-in at 9:00 AM for the following day. Late arrivals must be pre-approved through the dean's office.

O. Academic Integrity (Cheating)

Students are to maintain academic integrity at all times. Cheating, or any form of academic dishonesty is a **serious** violation of the Code of Conduct. Cheating includes, but is not limited to, copying homework assignments, giving another student work to copy, copying test or quiz answers, using unauthorized notes during a test, plagiarization, or having an unauthorized electronic device out during the test or quiz. Plagiarizing is presenting another person's ideas or words as one's own, including work taken from the internet. Students found cheating may be reported to the dean's office and parents will be notified. The student will receive a zero on the assignment and consequences through the dean's office. Consequences will increase for repeated cheating, which may include a contract, suspension, or dismissal.

P. Disruptive Behavior

Disruptive or inattentive behavior in class or assemblies is disrespectful to peers and presenters. Students are expected to remain awake and attentive. They are not to disturb or distract others during classes, assemblies, and assigned study time.

Q. Personal Digital Devices

Most classrooms use laptops or tablets (but not smartphones) as a learning tool, under the Bring Your Own Device (BYOD) Policy. To ensure the safety of others and freedom from distraction, the use of personal digital devices including personal listening devices, smart watches and earbuds are permitted only in classrooms when the teacher has approved the use of the device. Earbuds and listening devices are not permitted in hallways and may be confiscated. If students cannot use their device in a manner consistent with instruction and learning, the student may be assigned a session of detention and/or the item may be confiscated. Confiscated items may be collected from the dean's office by a parent or guardian. School administrators

reserve the right to search these devices when there is a reasonable suspicion that the device may contain evidence of rule infractions.

R. Completing Consequences

Failure to complete disciplinary consequences in a timely manner is a separate and more serious violation of the Code of Conduct than the original offense. Failure to do so by the deadline will result in further disciplinary action. Repeat violators will be liable for dismissal. If a student does not serve a detention within a (7) day period, they will be assigned a Friday afternoon detention that will extend from 3:00--4:00 p.m. The student will additionally be charged a \$15.00 fine for this infraction. We will keep the option available for Saturday detentions when necessary.

S. Uniform or Grooming Code Violations

Uniform or grooming code violations negate the value of uniforms for the whole school. Uniforms strengthen the school community by placing emphasis on the internal qualities that make each student unique, as well as lending a professional atmosphere to the classroom. These effects are lost if the uniform standards are not strictly followed by each student. Students will not be allowed to attend class until uniform and grooming code violations are corrected, unless they have received a note from the Dean's Office. For more information on our uniform and grooming standards, please refer to the section on page 53.

T. Being in Off-Limit Areas of the Campus

Being in off-limit areas makes the supervision of students difficult. Students on unscheduled time should be in the cafeteria, Learning Commons, Reflection Garden, or the Weigand Outdoor Amphitheater. Hallways, stairways, and foyers are off limits except during the four-minute passing time between classes. The auditorium, gymnasium, weight room, and athletic stadium are off limits except for designated classes and assemblies. The parking lot, front lawn, and front steps are off limits at all times during the school day. Students using off-campus privileges are expected to leave the school grounds promptly.

U. Eating or Drinking

Eating and drinking are permitted only in the cafeteria and beach area. Eating lunch in stairwells, classrooms and the Peer Ministry area is not permitted. Chewing gum is prohibited anywhere on the Judge Memorial campus at any time. Eating or drinking in

places other than the cafeteria and beach creates an increased burden on the school's custodial staff.

V. Vandalism

No student shall willfully deface or otherwise damage property belonging to the school or any member of the school community. Defacing or damaging property may include but is not limited to writing on desks or lockers, tearing down posters, placing stickers anywhere in the building, sitting on tables, standing on chairs and so forth. These can result in damage or excessive wear.

W. Leaving Campus

Leaving campus during the school day without written permission is a **serious violation** of the Code of Conduct. Judge Memorial is a closed campus. Students must remain on campus from the beginning to the end of the school day. Juniors and seniors may be granted the privilege of leaving campus after their last class if they are not on disciplinary or academic probation and their parents have signed a release form. Forms are filed in the dean's office. Leaving campus under any other circumstances, without clearance from the dean's office will result in disciplinary action. Consequences will include multiple detentions for leaving campus and possible drug or alcohol testing. See procedures for information about late check-in and early check-out.

X. Littering or Wasting Resources

Littering or wasting resources includes failure to pick up after oneself in the cafeteria or elsewhere in the building. This also includes littering in the neighborhood and excessive or unnecessary use of school printers or other resources.

Y. Theft or Attempted Theft

Theft, or attempted theft, is a serious violation of the Code of Conduct and should be reported immediately to the dean. A student caught stealing may be liable for dismissal with no option for readmission. The school is not liable for lost or stolen items. Students should use reasonable caution by leaving valuable items at home, supervising any items that are not locked in their school lockers, and permanently labeling books, calculators, and other items needed at school.

Verbal Reminders and Warnings

Students who respond immediately to verbal reminders and warnings from teachers, administrators, or other school personnel can often avoid other consequences. Ignoring or arguing about such reminders may result not only in consequences for the original infraction, but in additional consequences for willfully disregarding instructions (rule K).

Fines

Monetary fines are assessed for rule infractions that tend to increase costs to the school. Gum, food, and littering, for example, add to the school's cleaning costs. Careless use of school property adds to replacement and repair costs. It is important that the student assumes responsibility for the fines. Students who do not have the ability to pay should contact the dean's office well before the due date to make arrangements to work off fines. Fines not paid by the due date will double and **students with unpaid fines at the end of the quarter will not be allowed to take exams.**

Loss of Privileges

Privileges that may be denied to students for a period of time due to rule violations include but are not limited to participation in co-curricular activities, use of school computers, neighborhood parking privileges, off-campus privileges, choice of where and how to spend unscheduled periods, and a guest pass for school events.

Restitution

For rule infractions involving damage to property, students may be expected to pay for the damage or to complete service to the school for a designated number of hours. Students may also be required to make written or verbal apologies as a form of restitution for rule infractions involving disrespect for persons.

Mediation

Communication skills are a continued area of growth for all students. A mediation process may be encouraged or required if deemed necessary.

Detention

Restorative service is a period of reflection and service-oriented activity. These are assigned in period-long increments served before or after school. Regular Detention sessions must be served Monday through Friday. Detention times and locations are posted in the dean's office and are listed in the email notifications. Students serving must arrive on time and be in uniform. Students are given five school days to complete Detention sessions. If students do not complete their assigned Detention sessions within the one-week deadline, it then converts to a Friday Detention session. If a student misses the Friday session, they will be eligible for in-school suspension or related school service. Students with unserved restorative sessions will not be allowed to take semester exams. Students who receive (3) detentions will be asked to meet with their counselor weekly over a four-week period. Once a student reaches (7) detentions for a year, they will be required to serve an in-school suspension. A student with multiple suspensions due to detentions may not be eligible to reenroll for the following school year. Additionally, **Extra-curricular activities (sports, plays, etc.) and personal commitments such as a job, driver education, or errands for parents are not valid reasons to miss a detention deadline.**

Suspension

Students who commit serious rule infractions, who fail to complete required consequences for rule infractions, or who fail to change their behavior in response to less serious consequences are communicating a message that they do not wish to remain part of the school community. These students are placed on in-school or out-of-school suspension, **such suspensions may be reported to colleges and universities.**

When a student is placed on out-of-school suspension, they must remain in the dean's office until a parent, guardian, or emergency contact checks out their student from the main office. A suspended student must leave the building and school grounds and must not return for any reason. The student may not attend or participate in any school related activity until the suspension is complete and the dean has admitted the student back into school. Class absences during out-of-school suspension are considered unexcused. ***Students will not receive credit for work during the suspension period.***

Disciplinary Contract

Students with serious or numerous rule infractions may be placed on a disciplinary contract detailing steps that must be taken by the student or their family in order for

the student to remain enrolled at Judge Memorial. This may include loss of privileges for a period of time. Failure to comply with the steps enumerated in the contract, including the grade point average requirements, credit recovery requirements, counseling requirements, and or future infraction requirements may result in dismissal from Judge Memorial. Parents / Guardians and students are not permitted to make alterations to disciplinary contracts.

Academic and Discipline Dismissals

Judge Memorial Catholic High School will follow the guidelines in the Administrative Handbook of the Catholic Schools of the Diocese of Salt Lake in dismissing a student from school. The student will receive credit and a grade to date for all work completed up to the time of dismissal. A dismissed student should not appear on the Judge Memorial campus or any Judge Memorial event without prior permission from the principal.

Depending on the circumstances, dismissed students may be given the opportunity to apply for readmission for the following academic year if they meet the agreed upon terms. Such decisions are at the sole discretion of the Judge Memorial principal.

Anonymous Reporting

Any parent or student who would like to report a violation of the Code of Conduct is encouraged to contact the dean's office or go to our website to access the SafeUT app. The app may also be downloaded for free to submit tips. The identity of the person reporting is kept in the strictest confidence. While individuals may also file a report without revealing their identity, no disciplinary action will be taken against the violator based solely on an anonymous report. Possible responses to an anonymous report may include monitoring of specific individuals or school locations. Please note that depending on the nature of the report and if an individual is in danger, anonymity cannot always be guaranteed. It should also be noted that actions or consequences will remain confidential. That should not, however, stop someone from making contact if they feel morally obligated to do so.

Confidentiality and Investigation

In the event of a violation of school rules, the school takes reasonable steps to ensure confidentiality of all parties involved. The school reserves the right to interview students and to investigate, which may include a search, without the presence or

permission of the parent/guardian. Violations designated as “serious” may result in searching a student’s car, digital devices, backpack, or lockers.

Attendance Policies and Procedures

Student ID

Students should always carry their student ID cards while at school or school activity. They may use last year’s ID until new IDs are issued.

Cancellation of School

The principal, in consultation with the superintendent, will make the decision to cancel school (or hold a late start) for severe weather or other emergency situations. Announcements will be made via email and through subsequent postings on social media. Additionally, the information will be distributed to media outlets. The announcement may be broadcasted via the school emergency notification system.

Check out for School Athletics and Activities

Students participating in authorized school athletics and activities during school hours will be included on a list sent via email to faculty and staff.

Emergency Evacuation

When the alarm sounds or students are otherwise ordered to evacuate, they are to follow the posted evacuation procedures. No one is to leave the staging area until released by the principal or incident commander.

Excusing and Exempting Absences

If a student is absent from school due to illness or emergency, the parent or guardian must call the attendance secretary at 801-517-2142 or email to the main office by 9:00 a.m. on the day of the absence. It is necessary to follow up with a note within 48 hours of the absence. The note must have the date, the student’s full name, an explanation of the absence, dates and times of the absence, parent name, contact information, and a signature. If the absence was medically necessary and the student wishes the absence to be exempt from the excessive absence rule (rule M), **the student should bring the physician’s authorization to the dean’s office within 48**

hours of their return to school. After 48 hours all absences will be considered unexcused.

Families should plan travel and other activities for school holidays. In case of an emergency when travel is necessary during school time, the student should obtain a **planned absence form** from the dean's office and complete it at least two weeks before the absence. Absences may affect a student's grade, including any grades given for participation. More than six absences in any class for the quarter will result in failure for that class. **Planned absences count as absences and are not exempt.**

Students must be present for all semester final exams during the scheduled final exam period. **The only excuse for missing the scheduled exam period is a medical exemption** with documentation from a physician.

Late Arrival and Early Dismissal

Students arriving at school after 8:00 a.m. for any reason must check in at the main office before going to class. A late arrival will be excused if the parent or guardian has sent a written note or an email with a **legitimate** reason for the late arrival. If no excuse is received within 48 hours, a detention will be assigned. If students must leave school before dismissal time, they must go to the dean's office **before 7:55 a.m.** the day of the early dismissal, accompanied by a note from the parent or guardian, to obtain an early dismissal slip. A student who becomes ill and feels the need to go home during the day must report to the dean's office and call a parent from there. Students must check in and out through the dean's office **even when they will not miss a class during the absence.**

Off Campus Privileges

Juniors and seniors may apply for the privilege to leave campus after their last class of the day. They must check out at the dean's office, with an approved application on file. The application, obtained from the dean's office, must be completed and signed by the student, parent or guardian, counselor, and dean. Students who choose to remain on campus when permitted to leave must follow all school rules that apply during the school day, including those pertaining to uniform and off-limits areas. The off-campus privilege will be revoked if misused or if the student is placed on academic or disciplinary probation. If a student has off-campus privileges, they are required to sign in / out with the staff member responsible for running off-campus privileges before being on campus or leaving campus early.

Parent or Guardian Honesty

Honesty about any absence is one of the most important ways that parents and school officials can collaborate in forming responsible adults. Parents or guardians who falsify student information or fabricate excuses as to a student's absence or behavior fail to support the basic trust on which the relationship between school and parent is built.

Spiritual Life

In forming students through *cura personalis*, or care for the whole person, the Christian Service Program exposes students to living out the tenets of Catholic social teaching, rooted in the person of Christ, through service to and solidarity with others.

Behavior During Mass

As an important part of our school, attendance at mass is required and we expect our students to behave with appropriate solemnity, regardless of their personal beliefs. Students should not be on their phones during mass and are expected to leave them (and their backpacks) in advisory before attending. They should also be in full uniform.

Student Service Requirements

Students of Judge Memorial Catholic High School will complete at least 100 hours of service by the time they graduate. Students complete specific amounts and types of service depending on their grade level, and have the opportunity to complete 5 hours each year through our schoolwide Christ the King Service Day, for 20 hours total over their 4 years. These are the requirements for each grade level:

- **Freshmen** - 20 hours of service for friends, family, and neighbors (5 may be completed on Christ the King Service Day).
- **Sophomores** - 20 hours of service for a church/place of worship and/or school (5 may be completed on Christ the King Service Day).
- **Juniors and Seniors** - 60 hours of service must be completed by the end of first semester of senior year. A minimum of 40 of these hours must be completed through one, preapproved nonprofit organization working in direct service with a marginalized population. (10 hours may be completed

through Christ the King Service Day during junior and senior years. And an additional 10 may be completed through their school or faith community.)

For questions on service, or to list an opportunity, please email:
service@judgememorial.com

Service Hour Deadlines

Service hours for freshmen and sophomores are due on the last day of the third quarter. Junior/senior hours are due any time before but no later than the last day of first semester during senior year. Students may use the summer leading into the school year to complete hours.

Christian Service General Policies

1. Students will not graduate if service hours are incomplete at any grade level.

2. Consequences of False Reporting

Any falsifying or misrepresenting hours, emails, or anything related to the students' service requirements, will be handled through the dean's office. The dean and the service coordinator, in compliance with the Judge Memorial code of conduct, will determine the consequences. Examples of false reporting, include but are not limited to:

- Documenting hours completed before the actual service work occurs
- Inflating hours served
- Claiming to work at a place but not doing so or at a place that does not exist
- Claiming hours that have not been performed
- Falsifying a reflection
- Code of conduct violations committed during service work

3. Christian service hours must be completed outside of the student's scheduled classes. The exceptions to this are Christ the King Service Day and service partnership projects pre-scheduled through the service office.

4. Students may not receive money for completing their service hours.

Student Fundraising

The purpose of such fundraising activities, if they are supported and assisted by the school, is to teach students the habit and importance of charitable giving and to broaden their worldview. Fundraisers need to:

- Be approved by the principal in consultation with the advancement director and the director of athletics/director of activities.
- Be planned in advance as far as possible.
- Not conflict with or compete with traditional schoolwide projects.
- Be directed towards reputable non-profit organizations, not individuals or families, and have a plan for managing cash or goods and preventing theft or loss of all cash and goods.

Physical Life

Judge Memorial strongly recommends that each student participate in at least one activity or sport. The Judge Memorial activities and athletics programs, as an extension of our formal curriculum, provide students with opportunities to pursue their interests while interacting with other students who share those interests. Involvement in activities and athletics teaches self-respect and respect for others. Participation builds self-confidence and helps students recognize and develop their God-given talents.

Sportsmanship Code of Conduct

Judge Memorial is committed to providing a sportsmanlike environment for students, coaches, and spectators. Students exemplifying good sportsmanship can take a loss or defeat without complaint and/or victory without gloating. They treat opponents with fairness, courtesy, and respect. The Code of Ethics and consequences for inappropriate behavior apply to any participant and/or spectator at athletic competitions. We ask all adults to be models of sportsmanship for younger attendees at all events. Students, clubs, or teams are not allowed to participate in any form of "hazing." Hazing means intentionally or knowingly committing an act that endangers the physical health or safety of a student; involves any brutality of a physical nature; involves consumption of food, liquor, drug, or other substance; involves forced or coerced actions or activities; or any event done for the purpose of initiation, admission, or acceptance into a club/sport/organization.

Code of Ethics

- Emphasize the proper ideals of sportsmanship and ethical conduct.
- Show courtesy to visiting teams, officials, and spectators.
- Respect the integrity and judgment of game officials.
- Recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual student-athletes.
- Place the importance of athletic contests in the proper perspective. A proper perspective must be maintained if the educational values are to be realized. Your behavior influences others whether you are aware of it or not.

Utah High School Activities Association (UHSAA) Policy

Students need to understand the meaning and importance of sportsmanship. Sportsmanship is conducting oneself with respect and dignity. Teach it, Enforce it, Award it and Model it (TEAM)! The TRUE PURPOSE of high school activity programs is to educate and inspire lifelong values. Extra-curricular activities are an extension of the school day, providing unique and valuable opportunities for further enrichment, growth, and personal development. Everyone is a winner if administrators, athletic directors, coaches, staff, players, students, parents, spectators, and fans team up to support appropriate behavior at all of our high school activities. Derogatory and demeaning cheers or conduct are considered detrimental to the orderly and positive conduct of education-based interscholastic activities.

Inappropriate Behavior at Athletic Events

- Berating an opponent's school or mascot.
- Berating and/or harassing opposing students/athletes.
- Inappropriate, obscene, unsportsmanlike, and/or negative cheers or gestures towards the student-athletes and/or spectators from the opposing school and/or sports officials/referees.
- Inappropriate, obscene, unsportsmanlike, and/or negative signs or those that include the name of the opposing school or names of students of the opposing school.
- Any behavior inconsistent with the Judge Memorial Code of Conduct, and/or the Sportsmanship Code of Conduct.

Consequences

Consequences will be determined by the dean's office. Depending upon the nature and seriousness of the situation, consequences may include but are not limited to the following: immediate removal from competition/event, parental notification, suspension from future activities/events as a participant and/or spectator, Friday detention, suspension from school, probation, parent conference, or dismissal from Judge Memorial Catholic High School.

Activities and Athletics Eligibility

Student-athletes must have completed the online eligibility requirements directed by the Utah High School Activities Association (UHSAA) and have an **annual** physical and parent release on file in the athletic department before participating in competitions. Students must meet eligibility requirements to try out for and participate in any athletics or activities.

UHSAA rules state that students on academic probation are not eligible to participate in athletics or activities, based on the most recently completed grading term. Students who receive a failing grade in two or more classes during a grading term or a term GPA below 2.0 will be ineligible to participate in extracurricular activities or athletics for the next grading term. Eligibility is reinstated only if the next grading term report does not reflect multiple failures or a GPA below 2.0. Grade improvement is not allowed.

To participate in any extracurricular activity, a student must be present in school and in all classes on the day in which the activity takes place. A student is considered absent if they arrive after 15 minutes of the start of any period; the student will therefore not be eligible to participate in the activity or sport that day. Having a free period at the beginning of the day does not excuse a student from first period attendance. Coaches and moderators will check the daily absence roster to ensure compliance with this rule. Exceptions must be approved by the director of athletics and the dean of students.

If a student-athlete is involved with alcohol and/or drugs, the UHSAA policy for this infraction is applied as follows:

First offense: Suspension from two consecutive games, meets, matches, competitions or performances at the same level of play (and any intervening levels as well). Practice may be continued following a personal assessment of the student by a licensed substance abuse intervention or treatment program and/or participation in

a district, governing board of a charter or private school approved intervention program.

Second offense: A six-week suspension from games, meets, matches, competitions or performances. Student participation in an assessment by a licensed substance abuse intervention or treatment program with prescribed follow-up is required. Practice may continue only after the student has completed the assessment and is positively participating in the prescribed follow-up.

Third offense: An eighteen-week suspension from all games, meets, matches, competitions, performances, and practices. Reinstatement of eligibility at the end of the eighteen-week suspension is predicated upon successful completion of a formal assessment, intervention, and treatment program. In all of the foregoing offenses, local school and/or district requirements, which deal with discipline, suspension, corrective measures, parent/guardian involvement, rehabilitation and so forth, must be met.

For further details see the UHSAA policy handbook. These are the minimum consequences. Judge Memorial reserves the right to impose additional consequences.

Dress and Grooming Standards

Uniform Philosophy (adopted by StuCo / Administration / Faculty)

As a sign of mutual respect, as a way to foster an environment of excellence, and a way to promote equality and equity on our campus, we have developed our dress code and philosophy to provide an opportunity for individual students to make a personal commitment to our school's mission and their own education.

At Judge Memorial Catholic High School, our mission calls students to become builders of a more just society. Mary Judge, our founder, and the Sisters of the Holy Cross endowed us with a belief that building a more just society depends on education. When our community comes to Judge Memorial, they enter a sacred space of learning built on a century of precedent.

Participation in sacred practice requires special clothing and behavior. Sentinels guard the Tomb of the Unknown Soldier in their dress blue uniforms, members of Native American tribes don traditional clothing for ceremonial dances and rituals, and Supreme Court justices wear black robes. Priests wear cassocks, rabbis wear yarmulkes, and imams wear a thobe. Our faculty wear academic regalia to celebrate

our graduating seniors. Similarly, we expect our students to honor the sacred space of our school by dressing in uniform that marks the solemnity of the endeavor.

By committing to this practice, students join Judge Memorial's long legacy of seeing the transformational value of education, and signal a commitment to their own growth in both their faith and academics.

Students will always be in uniform while on campus, except during P.E. and dance classes. Students are expected to arrive at school in uniform. Students are required to be in uniform for all assemblies and field trips. Students may not check in or out of school unless they are in full uniform. Students who are not in compliance with uniform standards will not be allowed to attend class until the problem is corrected and may receive disciplinary consequences.

Personal Grooming Standards

If the personal grooming habits of a student become a distraction to the education process or make a statement contrary to the mission and philosophy of the school, the administration will take measures to end the distraction or contrary statement. The following list provides guidelines for minimum standards and **should not be considered exhaustive**. School administration reserves the right to define appropriate and inappropriate grooming and accessories on an individual basis as needed.

- Judge Memorial Catholic High School will follow current state and/or county health department guidelines regarding COVID-19 restrictions. If face masks are required, students will need to wear them according to those guidelines as part of their school uniform.
- School attire will be neat, clean, and properly worn. This includes **tucking** in the shirt, buttoning down the collar, leaving no more than two buttons undone at the neck of the Oxford shirt, and wearing pants from the waist. Students may not write on or customize any article of clothing. No added clothing accessories may accompany the uniform, i.e., scarves, gloves, etc.
- Hair must be neatly groomed and not cover the student's eyes. No extreme hairstyles, unnatural **coloring**, scarves, athletic headbands, or patterns, lines, steps, or designs cut into hair).
- Religious dispensation is given for headwear.
- Makeup must be modest and appropriate to the academic setting.
- No visible tattoos, body piercings other than ears, and no gauges.
- Students may not wear excessive or unusually placed pieces of jewelry such as tongue rings, nose rings, and other body piercing. Nose rings of any

kind are not allowed. In place of a nose ring, students must have a clear plug. No wallet chains or spikes are allowed. Excessive jewelry will be confiscated and given to the dean.

- **JEANS POLICY:** Students may be invited to contribute a small donation toward a charitable cause in return for being allowed to wear jeans on a designated day. Unless otherwise permitted and announced, uniform or pride top must be worn on these days. Jeans must be standard denim fabric, no spandex, no jean shorts, and be free of holes, rips, tears, frays, etc.
- **PRIDE DRESS:** Every Friday, students may wear any unaltered Judge Memorial team, club, or spirit t-shirt, sweatshirt with or without hood, or other top, tucked or untucked, with the uniform pants or shorts. The director of activities or the director of athletics must approve all athletic and activity clothing must be in school colors.
- **PROFESSIONAL DRESS DAY:** Professional dress up days may be approved as a reward for participation in a school fundraiser or other activity. Attire must be modest and appropriate to the academic setting. No spaghetti straps, razorback, bare midriffs, torn clothing, inappropriate logos, hats, etc. Shorts and skirts are to be no more than two (2) inches above the knee. Standard shoe policy must be followed. Sweatpants, leggings, or blankets are never permitted. Personal grooming standards must be followed. No hats or sweatbands may be worn during the school day.

KHAKI SHORTS must be purchased from Dennis Uniform Company, Khaki shorts are to be in JUNIOR or ADULT size and length and **may not be altered or rolled**. The shorts may be no more than two (2) inches above the knee. Please allow for growth when buying the shorts.

KHAKI PANTS may be bought at Dennis Uniform, Old Navy, GAP or Tommy Hilfiger. Students and families can find specific pant options on the Judge website. Specific pant options can be found on the Judge website.

- Pants must be straight-legged or slim-fit.
- Pants must include a belt.
- Pants may not have cargo pockets.
- Denim material is not an option.

KHAKI SKIRT must be the khaki gabardine box pleat style skirt bought at Dennis Uniform. The item number is 008680-931-068. The skirt must be no more than two inches above the knee. Skirts may not be rolled, hemmed or altered. Students can

wear skirts with plain black, white, or navy-blue opaque tights with no pattern or logos.

WHITE OR LIGHT BLUE OXFORD CLOTH SHIRT with button down collar, long or short sleeve, with the embroidered Judge Memorial crest on the pocket must be bought from Dennis Uniform Company. Students should always wear their shirts **tucked** into their pants, shorts, or skirt neatly. Extra-long shirts are available for taller students.

T-SHIRTS worn under the shirt must be a solid white, without patterns or writing. T-shirt sleeves must not extend beyond uniform shirt sleeves.

BELT (required) must be solid black, solid brown or solid tan/beige with a standard buckle. Students must wear their belts through the belt loops of the pants or shorts.

JUDGE NAVY VEST, CARDIGAN SWEATER, V NECK SWEATER OR UNIFORM JUDGE JACKET with Christ the King logo can be bought from the Judge Memorial Spirit Shop. Students may also wear Peer Ministry, Student Council, Student Ambassador, Letterman sweaters and jackets. At all times, students must wear their uniform shirt under the uniform sweater or vest, and it must be clearly visible. Students may not wear sweatshirts or uniform sweaters around their waist or shoulders. They may not wear any other jackets, sweatshirts, or coverings during school hours, except on Fridays.

SOCKS are required and can be ankle-length, crew-length, or calf-length. Ankle, crew, or calf socks may be any color or pattern, as long as they are appropriate to the academic setting and not offensive. Knee-length socks are to be solid black or solid white only with no pattern. Girls may wear **black, white, or navy-blue** tights with no patterns.

SHOES must be closed at the toe and heel. These include flats, athletic shoes, and dress shoes. Unacceptable footwear includes but is not limited to sandals, slippers, moccasins, boots above the ankle with heels more than one inch or flip flops.

TIES, if worn, must be bought in the Spirit Shop with the school logo.

Call the dean's office at 801-363-8895, ext. 122 if you have questions about the uniform. Dennis Uniform Company can be reached at 801-287-9200, 3560 South Main Street, Salt Lake City, UT 84115 or www.dennisuniform.com.

Miscellaneous Policies

Graphics Standards and Visual Identity Guidelines

Judge Memorial Catholic High School has adopted graphics standards and visual identity guidelines. To ensure that the school is speaking in a clear and concise voice, all materials for internal and external correspondence and publications are to adhere to these guidelines. The full set of guidelines and standards are available from the director of communications.

Use of Logos and Images

All logos and images of Judge Memorial are the property of the school and may not be used without prior consent and/or permission from the school.

Athletic coaches and boosters must pre-approve any apparel or spirit gear with the director of athletics in advance of ordering such items. Activity moderators, club moderators or advisors must pre-approve any apparel or spirit gear with the director of activities in advance of ordering such items. Upon design approval, please contact the director of advancement for logo or image requests, and for permission to use all Judge Memorial logos or images on any items for sale or distribution, internal or external.

For guidance on use of school logos, including the newly designed "JM with a Cross" logo, please refer to the Judge Memorial Style Guide.

Lockers

Lockers are the property of the school and may be searched at any time by the school administration. The Dean's Office assigns lockers each year and lists the numbers on the student's schedule. **Students must use a lock bought from the school Spirit Shop and should not share the combination.** They may not change lockers without permission from the dean's office. Lockers **must** be properly locked, and students must promptly report any damage or malfunction promptly to the dean's office. They should always keep lockers clean and free of markers, stickers, or other permanent defacing. Students using locker rooms must use the school-supplied lock during all class periods, practices, and rehearsals. **They should secure all personal items locked locker to deter theft.** The school is not responsible for personal belongings

of students, or for damage to student vehicles on or off school premises. Students should not bring large amounts of money or items of significant value to school.

Field Trips and School Travel

Field trips and school travel for athletics and activities are a privilege. Absences for school-sponsored field trips and travel are exempt from the excessive absence rule, but the student is responsible for informing teachers of upcoming absences and for making up the work and learning missed. School activity absences of more than one day require the student to complete and collect signatures on the planned absence form, available in the dean's office. No student can leave campus for a field trip without a school approved permission form signed by a parent. **Telephone permission cannot be substituted for a signed form.**

All students participating in a school event must travel with the team or group, if school transportation is provided. If the school is not providing transportation, then, with written parent permission, students may drive themselves but no other student. If a parent is asked to provide transportation, proper paperwork must be filled out. A student may travel home from an event with their parents if agreed upon by a coach and parents. No student is ever to be released to anyone other than the parent/guardian of record. Coaches or moderators cannot release a student through phone contact with the parent/guardian from an event nor release a student to another student for transportation.

Dances

These policies emerge from our shared mission in promoting Catholic, Judeo-Christian values that recognize the dignity and self-worth of all people. Within this setting, we view dances as an opportunity for students to socialize in a supervised and safe environment. Student behavior and manner of dress should reflect this guiding principle.

- Students must arrive at all school sponsored dances by 8:00 p.m. and will not be allowed to leave the dance until 9:30 p.m. Consequences for leaving a dance before 9:30 p.m. will result in disciplinary action. This rule applies to dances held both on and off campus. Once a student leaves the dance, they will not be allowed to return. Students must arrive by 7:00 p.m. for the Junior/Senior Prom.
- Students may be allowed to bring one guest to a formal dance, on a space-available basis. Prior to the dance, a form must be picked up from the dean's office, completed and approved, before students can obtain a guest

pass. A valid picture ID with the guest pass will be required at the door. Guests must be 14 years or older and no older than 18.

- Faculty/staff chaperones are needed at each dance along with volunteer parent chaperones. The advisor or moderator of the sponsoring group is responsible for set up and clean-up of the event. The moderator also must ensure all students are picked up or leave the site after the dance working in coordination with the dean or assistant dean. An administrator will be present throughout the dance.
- If chaperones suspect that a student has been consuming alcohol or is under the influence of any unlawful substance, they will detain the student at the dance, and notify the principal and parent/guardian at once.
- Apparel for dances must be modest and appropriate. The administrator in charge may require an inappropriately dressed student to correct the problem. Students will be asked to call home and have parents bring appropriate clothing.
- The administrator in charge determines what behavior is appropriate and reserves the right to send a student home for behavior they consider to be inappropriate. Parents/guardians must pick up that student upon notification.
- In instances of possession of alcohol or drugs, administration will also contact the Salt Lake City Police Department.
- **All dance styles must follow standards that include modesty and safety. School personnel will be the final judge of the appropriateness of dance style. Inappropriate dancing includes, but is not limited to, slam dancing, grinding, suggestive or otherwise inappropriate or dangerous dancing.**

Transportation and Parking

Utah Transit Authority (UTA)

UTA bus, FrontRunner, and TRAX passes are available to students at a discounted student rate in the Spirit Shop. UTA Edpasses can be bought for a school year. We strongly encourage students to take public transportation to school. Maps and schedules for UTA are available at www.rideuta.com. UTA passes are not transferable to any other person, and UTA reserves the right to confiscate and/or deactivate passes when misused. Students will receive disciplinary consequences for allowing another person to use the pass. As drivers may request proof that the student is a legitimate pass holder, students must also carry their Judge student ID card. Students should immediately report any lost or stolen passes to the dean's office so the pass can be deactivated. A replacement pass for the remainder of the time left on the card will be

available for purchase by the student through the Spirit Shop. If a student uses the UTA Limited bus pass on a non-school day, then they will be fined. Students can use their UTA Unlimited bus pass on school days and non-school days.

Visitor Parking

Parents visiting the school may park in the 15-minute zone near the flagpole on 1100 East. For longer visits, they should park in any area marked, "No parking. Resident permits exempt," and check out a visitor permit from the main office to place on the car's dashboard for the duration of their stay at school. The city will ticket cars without permits as well as cars parked in the bus zone, blocking hydrants or driveways, designated no parking zones, etc. The parking lots to the north and west of Judge Memorial, and shared with Our Lady of Lourdes, are reserved for teachers and staff until 3:30 p.m. and should not be used by parents or students before or during school hours.

Student Parking Overview

Students who drive to school have two options for parking:

- Student Visitor Parking Permit (Designated location, \$75)
- "Free Parking" (Between 700 and 800 South on 1000 East, and west of 1000 East on 600 and 700 South). **All student cars driven to school and parked in the Douglas or surrounding neighborhood, whether or not they have parking permits, must be registered with the dean's office.**

Application to register a vehicle is available on the Judge Memorial website: www.judgememorial.org.

Student Parking Rules and Regulations

Judge Memorial is an urban campus located in a residential neighborhood. With all the positives this affords us, it also presents challenges when it comes to providing parking opportunities for students. To balance the parking needs of both our neighbors and our students, Judge Memorial works with the Douglas Neighborhood Association and the City of Salt Lake. They have granted us permission to issue STUDENT VISITOR permits that allow a student to park in a specific location within the neighborhood. Though improbable, it is still possible that all students could lose the privilege to park in the neighborhood due to the actions of a single individual and, as a result, parking violations are dealt with accordingly. Drivers are to follow city

parking and traffic ordinances at all times and are subject to consequences from both the school and/or the city for failure to do so. Rules and Regulations include, but are not limited to:

Courteous Behaviors

- Drive safely and with due diligence. The areas around our campus are high volume areas of both traffic and pedestrians, including many small children.
- If you must move a resident's trash/recycling, do so in a respectful manner that still allows for pickup and does not block access to their driveway.
- Music, tone, and conversations should be appropriate in both volume and content.
- Be aware of and avoid landscaping/lawns/plantings while walking around your vehicle and to school.
- Park toward the ends of curbs or the available space to allow as much room as possible for other vehicles.
- Individuals must park five feet away on either side of fire hydrants and driveways.

Neighborhood Parking Basics

- Be respectful to the neighborhood, neighbors, city, school, and each other.
- Please remember that students are visitors and guests of the neighborhood.
- All students who drive to school must register their vehicle with the dean's office.
- After students register their vehicle, they will receive a Judge Memorial Registration Sticker. This sticker needs to be placed in the bottom left corner of the rear window. This applies to all students who park in "free parking," on a Capital Church permit, or on a STUDENT VISITOR permit.

Application Information

- Students may be part of only one carpool. We will remove from *all* carpool applications any student who is on more than one application.
- Students must submit a new application each year.
- All changes to your application (new car, license plate, etc.) must be reported to the **dean's office** as they occur.

- Applications will not be processed before a student turns 16.

The following are not eligible to obtain a STUDENT VISITOR permit:

- Anyone who is part of another permit/carpool.
- Siblings of a permit holder.
- Anyone who lives within a mile of school.
- Anyone who did not return their pass from the previous year.

Ranking

All applications received prior to the deadline will be ranked as follows:

- Top priority is given to students who carpool, the larger the carpool the higher the rank. Ties will be broken based on the order in which the application was received.
- A carpool member is defined as a student who rides with the carpool 80% of the school year.
- After the deadline, applications will be ranked on a first-come, first-serve basis.

A false or fake carpool will result in the revoking of the pass and forfeiture of the parking fee.

Student Visitor Permit

- On every permit will be a location. That location is the ONLY place a student may park using their pass.

Unable to park in your assigned location? Take the following steps:

- Park in "Free Parking." DO NOT park in a location not assigned to you or you may be ticketed.
- Notify the dean's office. If a trend develops, we will work to find another location.
- If you forget your permit, you will need to park in "Free Parking." Only registered members of the carpool may use your permit.

General Parking Instructions

- STUDENT VISITOR permits need to be displayed on the driver's side dashboard.
- The Rank/Location Sticker must be clearly visible from the outside of the vehicle.
- Be sure that it is right side up (the colored side should be visible from outside the vehicle), or the city may ticket you. All area permits are the same on the back, and parking officials may assume that you have a permit from another area.
- Report lost or stolen permits to the dean's office immediately.
- If you have any confusion as to where you are supposed to park, contact the dean's office.
- If you are parked on the pass in a location other than the one assigned, you will be ticketed \$25.00.

Other Important Parking Information

Altering a permit, using a false permit, copying a permit, or using a permit temporarily released to a visitor is not allowed and will result in the permit being revoked. Additionally, your name, license plate, and false permit may be turned into city authorities. After **three** parking violations of any kind by a student/carpool, a permit will be revoked. The parking lot to the northwest and southwest of the Judge Memorial buildings are reserved for teachers and staff until 3:15 p.m. and should not be used by parents or students before or during school hours. Parking is allowed behind the school in the faculty lots **after 3:30 p.m.** Students may not park in the reserved lots before or during school hours (including before school activities, early checkout for sports or activities, etc.). Parking is prohibited until **AFTER 4:00 p.m.** on the playground area of Our Lady of Lourdes Catholic School.

- Students **MAY NOT** park on a **RESIDENT** permit. **RESIDENT** permits are only for qualified neighborhood residents. Any student who lives within the Area 6 Parking Zone should contact the dean's office; we will assign you a location from our permitted spots.
- Students **MAY NOT** park on a **GUEST** permit. **GUEST** permits may not be used for commuter vehicle parking.
- Any student found parking with a **RESIDENT** or **GUEST** permit will have consequences from the school on the first offense. After that, we will refer any future violations to Salt Lake City Parking Enforcement.

Responsible Use Policy

Judge Memorial Catholic High School follows the diocesan policy regarding the Use of Technology and Social Media (Policy 4300).

The responsible use of information technology services is part of the critical skills necessary for the 21st Century and part of our School's Integral Student Outcomes (ISOs). Judge Memorial Catholic High School values the exploration of the innovative uses of technology that enhance and support our core mission. Responsible use of information technology services is expected of all members of our community.

Responsible use includes responsibilities from both Judge Memorial and members of our community. Judge Memorial establishes procedures and rules per this policy and educates all members of our community on the use of information technology services with the social and moral teachings of the Catholic Church as a guide. Members of our community are expected to use information technology services in a manner that enhances and supports the academic and moral development of our students.

Scope of policy

1. Policy defines members of the Judge Memorial community as enrolled students, faculty, staff, employees, and administration of Judge Memorial as well as other individuals the principal/designee may include.
2. This policy covers all information technology services used while on the physical campus of Judge Memorial including all devices used on the physical campus regardless of ownership of the device or means of connecting to any information technology services.
3. Policy covers interactions with Judge Memorial information technology services while not on the physical campus of Judge Memorial.
4. Principal/designee may make changes to policy as the need arises.
5. Principal/designee may make and publish rules following this policy to adequately deal with dynamic situations.

Members of the community should:

1. Use information technology services to directly benefit the instruction and learning of students.
2. Keep passwords private.

3. Keep personal information from being transmitted, uploaded, or downloaded unless it directly serves the instruction and learning of students.
4. Use language that supports positive relationships.
5. Limit themselves to accessing sites, networks, and/or systems that are directly related to the instruction and learning of students.
6. Report instances where violation of the policy or rules to the principal/designee.
7. Not alter, change, modify, or adjust Judge owned devices or workstations without permission from the principal/designee.

Judge Memorial will:

1. Provide members of the community with education about appropriate online behavior, including interacting with other individuals online, as well as cyberbullying awareness and response.
2. Work to provide network services that provide access to information technology services.
3. Provides filtered internet access in accordance with prevailing regulations and rules.

Warranties

1. Judge Memorial makes no warranties of any kind, whether expressed or implied, for the service provided. Judge Memorial will not be responsible for any damages that may occur while on the Judge Memorial network.
2. These damages include, but are not limited to:
 - a. Loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors, or omissions.
 - b. Unavailability of services.

Use of mobile devices to access information technology services:

1. The Principal/Diocese has the sole discretion to make and publish rules to deal with situations that may arise to protect the health, safety, and learning environment of members of the Judge Memorial community.
2. Mobile devices are defined as but are not limited to:
 - a. Cell phones and Smart watches (iPhones, Android phones, etc.).
 - b. Tablets (iPads, Android tablets, etc.).
 - c. Laptop or notebook computers.
 - d. Other devices as designated by the principal/designee.

3. Members of the community may only use mobile devices that access information technology services on the Judge Memorial physical campus with the express permission of the principal/designee.
 - a. Use of mobile devices should be directly related to the instruction and learning of students.
 - b. Teachers will indicate to students when it is appropriate to bring mobile devices to class when the lesson plan indicates. Teachers may limit the use of mobile devices to ensure the effective operation of their classroom.
 - c. Digital device use should never be used in a manner inappropriate for a school including but not limited to:
 - i. Academic dishonesty.
 - ii. Bullying or intimidation of another individual.
 - iii. Communications or messages that disrupt a classroom or teaching.
 - iv. Sending inappropriate or illegal messages or images without the expressed consent of the person whose image is being shared.
 - v. Voice communication on devices during school hours.
 - d. Students must follow any staff, faculty, employee, or administration member's request to put away any mobile device or risk sanctions.
 - e. The principal/designee may take into possession and/or access personal or school-owned mobile devices on the Judge Memorial campus for the purposes of ensuring compliance with this policy and the rules made in support of the policy.
 - f. Inappropriate or illegal use of any mobile device is subject to sanction by the principal/designee.
4. Teachers and staff who wish to use social media as a professional and/or teaching tool, including but not limited to Facebook, Twitter, Instagram, etc., should establish a profile and/or account that clearly indicates the profile and/or account is for professional/teaching use.
 - a. At no time should teachers, staff, employees, etc. establish contact with students through personal social media profiles and/or accounts including but not limited to Facebook, Twitter, Instagram, SnapChat, LinkedIn, or other social media outlets.
 - b. Teachers and staff may use accounts clearly designated for professional or teaching use to communicate for the purposes of enhancing instruction.
 - i. Personal communications that would be inappropriate or illegal through other media would

- also be viewed as inappropriate or illegal if sent via accounts established for professional or teaching use.
- ii. Following diocesan policy, adult members of the Judge Memorial community have an obligation to report inappropriate or illegal messages they receive to the principal/designee within 24 hours of receiving the communication.
5. Judge Memorial, its employees, agents, or representatives are not liable or responsible for damage or theft of non-Judge Memorial owned mobile devices.
 - a. Reasonable care should be taken to protect mobile devices like any other personal property brought to Judge Memorial.
 - b. Personal property including mobile devices are brought to campus at the risk of individual members of the community.

Acknowledgement and compliance with this policy:

1. All members of the Judge Memorial community who wish to access information technology services on the physical campus of Judge Memorial or access Judge Memorial information technology services off-campus must agree to follow this policy and the rules made in accordance thereof in order to be granted the privilege of access.
 - a. Parents/guardians/students agree to abide by the Online Acceptable Use Policy by signing the Acknowledgement and Authorization Form each year prior to receiving the student schedule.
 - b. Agreement does not guarantee access to services. Access is a privilege and may be rescinded at the sole discretion of the principal/designee.
2. All members of the Judge Memorial community have a duty to report suspected inappropriate or illegal use of information technology services to the principal/designee immediately.

Judge Parent Association (JPA)

The mission of JPA is to direct and coordinate parental support of Judge Memorial and our students through assistance at activities, athletics, social functions, and fundraisers; and to promote open communication, goodwill, and cooperation among parents, teachers, staff, and administration. All parents/guardians with students enrolled at Judge Memorial are automatically members of JPA. Each Judge Memorial family is expected to volunteer a minimum of 20 hours to the school during the school

year or donate \$200 in lieu of the volunteer hours. JPA prefers that parents donate their time and expertise in an area or areas of their choosing. Parents/guardians should track all service hours and report to JPA using online tracking on the Judge Memorial website.

PBIS: Positive Behavior Interventions and Supports

Judge Memorial Catholic High School uses a Positive Behavior Interventions and Supports or PBIS, to help our students achieve academic, social, emotional, and behavioral success. PBIS has a long history in the United States; therefore, there is a large body of research to support its use in schools as an effective tool for improving students' behavior.

We believe that all students can be taught to engage in appropriate behaviors through explicit instruction and positive reinforcement. Therefore, one of the core practices of the PBIS program includes continued monitoring of our students' successes and making adjustments when necessary. This may include giving students additional levels of support based on their individual needs. See Judge Memorial's PBIS behavior matrix on the following page.

Judge Memorial Catholic High School PBIS Matrix				
	Classroom	Hallways/School Grounds	Cafeteria	Mass
<u>P</u>ride	<ul style="list-style-type: none"> - Be in appropriate school uniform - Be an active participant in class - Value others' ideas and opinion 	<ul style="list-style-type: none"> - Be in appropriate school uniform - Maintain school appropriate language - Greet students and adults 	<ul style="list-style-type: none"> - Maintain a clean table - Be respectful of all students and adults - Be inclusive and welcoming of others 	<ul style="list-style-type: none"> - Be reverent and attentive - Respect the space and the liturgy of mass - Be in appropriate school uniform, including mask if applicable
<u>A</u>ccountability	<ul style="list-style-type: none"> - Be rested and on time to school and class - Prepared with materials for class and completed assignments - Be invested in your academics and strive to attain your academic and career goals 	<ul style="list-style-type: none"> - Move efficiently and safely to next period - Be socially appropriate - Keep hallway areas clean 	<ul style="list-style-type: none"> - Clean area when finished - Dispose of trash - Maintain school appropriate language 	<ul style="list-style-type: none"> - Actively listen to the speaker during mass - Be positive and lead by example
<u>W</u>ise Choices	<ul style="list-style-type: none"> - Cell phone in appropriate place - Use technology appropriately - Use appropriate language 	<ul style="list-style-type: none"> - Encourage other students to maintain a positive environment - Help students in need of assistance 	<ul style="list-style-type: none"> - Be positive and lead by example - Make healthy food choices - Be inclusive and welcoming of others 	<ul style="list-style-type: none"> - Leave bags and cell phones in advisory - Encourage other students to maintain a positive environment
<u>S</u>afety	<ul style="list-style-type: none"> - Respect personal space of others - Respect the physical space and classroom materials - Listen and follow directions the first time 	<ul style="list-style-type: none"> - Move efficiently and safely to next period - Be mindful of personal space 	<ul style="list-style-type: none"> - Wait in line for your turn - Respect personal space of others - Be supportive of school cleanliness and safety 	<ul style="list-style-type: none"> - Be mindful of personal space