

**FAITH • LEADERSHIP • SCHOLARSHIP • HONOR • SERVICE**



**“Re-Opening Smart and Safe”**

## **2020 - 2021 Calendar & Parent/Student Handbook**

Saint John's Catholic Preparatory School  
3989 Buckeystown Pike, P.O. Box 909  
Buckeystown, MD 21717  
301-662-4210 | FAX: 301-892-6877  
[www.saintjohnsprep.org](http://www.saintjohnsprep.org)







Dear Saint John's Community,

Welcome to the 2020-2021 school year! As we embark on what is to be an unprecedented and atypical school year, Saint John's remains committed to its mission to prepare students to be leaders with good hearts and discerning spirits as they pursue truth, academic excellence and service to humanity.

Please review this entire parent/student handbook. While the general academic and student life policies and expectations are no different than any other school year, there have been some adjustments and modifications made to ensure a smart and safe re-opening in this time of the Covid-19 pandemic. These specifics are outlined in the school's re-opening plan that was distributed in July, and can be accessed on the school website at <https://www.saintjohnsprep.org/about-sjcp/reopening-plan>. Within this handbook, any section/topic that is marked with an asterisk (\*) indicates that there have been temporary modifications in order for the school to re-open as safe as possible this fall. Clarification can be found in the re-opening plan, summer communication from the school, or by reaching out directly to the front office at any point throughout the year.

Agreement to the contents of this handbook includes the understanding that the school re-opening plan for this school year has been read and will be adhered to until otherwise stated by the school administration.

Wishing you a happy and safe school year.

God Bless,

A handwritten signature in black ink, appearing to read "Will Knotek".

Will Knotek  
Principal

  

## ADMINISTRATION AND STAFF

Dr. Thomas Powell – President  
Ms. Kathy Crosby – Executive Assistant to the President  
Mr. Will Knotek – Principal  
Mrs. Jill Seaman – Assistant Principal for Academic Affairs  
Mr. Peter Strickland – Director of Athletics  
Mrs. Laurie Orlowski – Chief Financial Officer / Human Resources  
Mrs. Lisa White – Bookkeeper  
Mrs. Kelly Weeks – Director of Enrollment Management  
Mrs. Nancy Fay – Director of Advancement  
Ms. Kara Phoubandith – Enrollment / Advancement Specialist

Ms. Sue Swensen – Website / Database Administrator  
Mr. Joe Jancuk – Director of Technology  
Mrs. Paulette Anders – School Counselor / College Counselor  
Mrs. Julie Hoehn – School Counselor  
Mrs. Diana Seymour – School Counseling Administrative Assistant  
Mrs. Barbara Miller – Receptionist / Attendance  
Mrs. Linda Petrie – Registrar and Administrative Assistant  
Mrs. Amy Foss – Director of Facilities  
Mrs. Janet Ryczko – Director of Seton Program  
Mrs. Emily Whittington – Athletics Assistant

## FACULTY

Mrs. Judy Ballenger – Publications  
Mrs. Susan Belmar – Math  
Mrs. Sarah Blackburn – English  
Mrs. Ann Coughlin – Math  
Mrs. Christine Bruce – Theology  
Mr. Fred Bubbers – English  
Mrs. Marsha Flowers – ASL  
Mr. Michael Giangrasso – Music  
Ms. Megan Graff – Math  
Mr. Chris Gunther – AOPA STEM Program  
Mrs. Amy Katz – Science  
Mr. Robert Krajewski – Theology

Dr. Bernard Mambo – French  
Ms. Maddie McConnell – Social Studies  
Mr. Phill Mees – Social Studies  
Mrs. Bernadette Miller – Art  
Ms. Dawn Miller – Theology / Campus Ministry  
Mr. Brian Nogay – Science  
Mr. Greg Ross – Social Studies / Music  
Mr. Wayne Rousculp – Math  
Mrs. Lourdes Rubino – Spanish  
Dr. Erin Smith – Science  
Mrs. Meg Thomas – Mandarin / Social Studies / Technology

# August 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20 New Teacher Orientation	21 Substitute Orientation New Teacher Orientation	22
23	24 All School Meeting	25 Faculty Training and PD	26 Faculty Training and PD	27 Faculty Training and PD	28 Faculty Training and PD	29
30	31 Freshman Orientation					

Dates and times are subject to change, please check website.

# September 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Freshman Orientation	2 Freshman Orientation	3 Freshman Retreat	4 Senior Orientation	5
6	7 <b>SCHOOL CLOSED</b> Labor Day	8 Sophomore & Junior Orientation	9 <b>First Day of School</b>	10	11	12
13	14	15	16 Back to School Night (Virtual)	17	18	19
20	21	22	23 SAT School Day	24	25	26
27	28	29	30			

Dates and times are subject to change, please check website.

# October 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8 Interims	9	10
11	12	13	14 Noon Dismissal PSAT Testing (10th & 11th)	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31 Halloween

Dates and times are subject to change, please check website.

# November 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Open House (Virtual)	2 <i>Winter Uniform Begins</i>	3	4	5 Quarter 1 Ends	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 <b>SCHOOL CLOSED</b>	26 Thanksgiving <b>SCHOOL CLOSED</b>	27 <b>SCHOOL CLOSED</b>	28
29	30					

Dates and times are subject to change, please check website.

# December 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Giving Tuesday	2	3	4	5
6	7	8	9	10 Interims	11	12
13	14	15	16	17	18	19
20	21 SCHOOL CLOSED	22 SCHOOL CLOSED	23 SCHOOL CLOSED	24 SCHOOL CLOSED	25 Christmas SCHOOL CLOSED	26
27	28 SCHOOL CLOSED	29 SCHOOL CLOSED	30 SCHOOL CLOSED	31 SCHOOL CLOSED		

Dates and times are subject to change, please check website.

# January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 New Year's Day SCHOOL CLOSED	2
3	4 School Resumes	5	6	7	8	9
10	11	12	13	14 Quarter 2 Ends	15	16
17	18 Martin Luther King Day SCHOOL CLOSED	19 Second Semester Begins	20	21	22	23
24	25	26	27	28	29 March for Life	30
31 CATHOLIC SCHOOLS WEEK						

Dates and times are subject to change, please check website.

# February 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 CATHOLIC SCHOOLS WEEK	2 CATHOLIC SCHOOLS WEEK	3 CATHOLIC SCHOOLS WEEK	4 CATHOLIC SCHOOLS WEEK	5 CATHOLIC SCHOOLS WEEK	6 ACT CATHOLIC SCHOOLS WEEK
7	8	9	10	11 Interims	12	13
14	15 Presidents' Day SCHOOL CLOSED	16	17 Ash Wednesday MASS	18	19	20
21	22	23	24	25	26	27
28						

Dates and times are subject to change, please check website.



# March 2021

---

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13 SAT
14	15	16	17 St. Patrick's Day	18 Quarter 3 Ends	19	20 SOIREE
21	22	23	24	25	26	27
28	29	30	31			

Dates and times are subject to change, please check website.



# April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Holy Thursday SCHOOL CLOSED	2 Good Friday SCHOOL CLOSED	3
4 Easter	5 SCHOOL CLOSED	6 SCHOOL CLOSED	7 SCHOOL CLOSED	8 SCHOOL CLOSED	9 SCHOOL CLOSED	10
11	12 <i>Spring Uniform Begins</i>	13	14	15	16	17 ACT
18	19	20	21	22	23 Noon Dismissal Prom	24
25	26	27	28	29 Interims	30	

Dates and times are subject to change, please check website.

# May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 AP Exams	4 AP Exams	5 AP Exams	6 AP Exams	7 AP Exams	8 SAT
9	10 AP Exams	11 AP Exams	12 AP Exams	13 AP Exams	14 AP Exams	15
16	17 Senior Exams	18 Senior Exams	19 Senior Exams	20	21 Senior Grades Due	22
23	24	25 Graduation Practice Class Picture	26 Noon Dismissal Baccalaureate Mass Senior Dinner	27 Commencement SCHOOL CLOSED	28 SCHOOL CLOSED	29
30	31 Memorial Day SCHOOL CLOSED					

Dates and times are subject to change, please check website.

# June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5 SAT
6	7	8 Quarter 4 Ends	9 Noon Dismissal EXAMS	10 Noon Dismissal EXAMS	11 Noon Dismissal EXAMS	12 ACT
13	14 Noon Dismissal EXAMS  Quarter 4 Ends	15	16 Final Grades Due  All School Meeting	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Dates and times are subject to change, please check website.

# July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Dates and times are subject to change, please check website.

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## **MISSION STATEMENT**

Educating in a joyful Catholic community of faith, hope and love, Saint John's Catholic Preparatory school prepares students to be leaders with good hearts and discerning spirits as they pursue truth, academic excellence and service to humanity.

## **VISION STATEMENT**

As a prestigious, independent Catholic, college preparatory school, Saint John's is dedicated to the development and education of the total student and sensitive to the needs of each student and a diverse society. Saint John's fosters a commitment to academic excellence, service, and leadership while inspiring lifelong learners.

Saint John's Catholic Prep's Vision is shaped by our five pillars:

Faith, Leadership, Scholarship, Honor, and Service.

## **HISTORY**

Saint John's has a remarkably long and distinguished history of academic excellence.

May 1782 - John McElroy, SJ, founder of St. John's Literary Institution, is born in Enniskillen, Ireland. He immigrated to America at the age of twenty-one, settling first in Baltimore, Maryland, then in Washington, D.C., where he entered the Society of Jesus (Jesuits) at Georgetown.

Circa 1787-1803 - Large, elegant mansion, later known as Prospect Hall and future site of St. John's Literary Institution was constructed on Red Hill.

1829 - Father McElroy founds Saint John's in Frederick with the Society of Jesus (who also founded the first free school for black children in Washington D.C., and founded Boston College in 1865). Charter of St. John's Literary Institution is obtained from Maryland State Legislature.

1915 - St. John's Literary Institution becomes coeducational, and the School Sisters of Notre Dame help staff the parish school.

1958 - St. John's Literary Institution moves from downtown Frederick to the Prospect Hall property.

1972 - The School Sisters of Notre Dame were no longer able to staff the school, so a group of dedicated parents and parishioners pool their energies and resources to keep the school open. St. John's opens as the first independent Catholic School in Maryland.

1979 - Prospect Hall Mansion is placed on the National Register of Historic Places. A Sesquicentennial Celebration Ball is held for St. John's Literary Institution.

2013 - Saint John's moves to a new campus in Buckeystown, Maryland, January 2013, and continues growing its academic programs and enrollment

## **PHILOSOPHY**

Saint John's Catholic Prep enjoys a long tradition of service to its students, its community, and to the kingdom of God. That tradition is rooted in the values established by its Jesuit founder, Father John McElroy, which in turn reflects both the message of Jesus and the way he taught through wisdom, reason, story and personal example.

We believe that our responsibility is to bring knowledge of the past to our students, to engage them in the present, and to prepare them for the future. The purpose of our effort is to create good citizens, sensitive to the needs of others, morally and intellectually responsible for our world and ready to account to God for their lives. To those ends we strive to offer a strong academic program intended to endow our students with the intellectual, spiritual, athletic, and aesthetic qualities needed to maintain the world as God intended at its creation.

## **OBJECTIVES**

- To recognize the Magisterium of the Church in matters of faith and morals;
- To provide opportunities for prayer, reflection, and service to others as an expression of one's faith;
- To maintain a code of conduct that creates an atmosphere of self-discipline and self-direction;
- To develop within the individual a respect for self and for others in a family environment;
- To encourage the student to assume a responsible role in the planning of their academic program;
- To guide students as they progress academically to appreciate the relevance of the past as it applies to their present and future;
- To motivate students to strive not only for academic excellence, but also for personal satisfaction and social fulfillment;
- To support qualified instructors who, through a variety of techniques and experiences, assist students to reach their maximum potentials;
- To provide for each student a core curriculum which is regularly evaluated based on that student's individual needs;
- To provide resources for students which develop their skills and motivation to pursue a lifetime of learning; and,
- To enhance the academic program by providing extracurricular experiences which foster spiritual, intellectual, physical, and social development.

## **ACCREDITATION**

Saint John's Catholic Prep is accredited through AdvancED with the Archdiocese of Baltimore.

## **PARENT'S ROLE IN EDUCATION**

We, at Saint John's Catholic Prep, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Saint John's Catholic Prep involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

A good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Saint John's we trust you will be loyal to this commitment. During these years your son or daughter needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging and nourishing the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. Keep in mind that it is boundaries and limits which provide a young person with both guidance and security. It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

## **PARENTS AS PARTNERS**

As partners in the educational process at SJCP, we ask parents to set rules, times, and limits so that your child:

- Arrives at school on time;
- Is dressed according to the school dress code;
- Completes assignments on time;
- Shows mutual respect to peers, faculty and staff.

As partners, we also ask parents:

- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note (found on website) when the student is absent or tardy;
- To notify the school office of any changes of address or important contact information;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems.

*"As a parent or guardian, I agree to abide by the rules and regulations of the school as set forth in the parents handbook. I understand that the school believes that a positive and constructive working relationship between the school and the parent or guardian is essential to the fulfillment of the school's mission. I understand and agree that the school reserves the right to terminate enrollment of my child if the school concludes in its sole discretion that the actions of a parent or guardian seriously interfere with the school's accomplishment of its educational purpose."*

## ACADEMIC POLICIES

### Academic Requirements

In order to graduate and receive a Saint John’s Catholic Prep diploma, a student must pass (65% or better) all required courses and fulfill all academic requirements for graduation. These academic standards shall be consistent with state requirements for the granting of a high school diploma. The school reserves the right to impose academic requirements above and beyond those set by the Maryland State Department of Education. The school offers three diplomas: a College Preparatory diploma, a Diploma with Honors and a Diploma with High Honors. The credit requirements for these diplomas are as follows:

### Standard Diploma

Theology.....	4 credits
(1 credit for each year of enrollment at Saint John’s)	
English .....	4 credits
Mathematics .....	4 credits
(including 1 credit each of Algebra, Geometry, & Algebra II)	
Science .....	3 credits
(including 1 credit Biology & 1 credit Chemistry)	
Social Studies .....	3 credits
(including 1 credit each of Government, US & World History)	
World Language .....	3 credits
(must be continuous unless approved by administration)	
Fine Arts.....	1 credit
Technology.....	1 credit
Personal Finance.....	½ credit
Physical Education .....	½ credit
Health.....	½ credit
Electives .....	1.5 credits
Total.....	26 credits

### Diploma with Honors

To be awarded a “Diploma with Honors” a student must have a weighted GPA of 3.5 - 3.99.

### Diploma with High Honors

To be awarded a “Diploma with High Honors” a student must have a weighted GPA of 4.0+ .

For those students who qualify for the Honors Diploma or High Honors Diploma, a student may choose a concentration (although not required).

### College Preparatory Diploma with Honors

**All requirements for College Preparatory Diploma apply with these additions:**

#### Math/Science Concentration

Science (1 credit each of Biology, Chemistry, and Physics).....	4 credits
Electives in Math/Science.....	2 credits
Total Credits Earned .....	28.5 credits

**All requirements for College Preparatory Diploma apply with these additions:**

#### Humanities Concentration

Social Studies (1 credit each of Government, U.S., and World).....	4 credits
World Language (must be continuous unless approved by administration).....	4 credits
Electives in English, Theology, or Social Studies.....	2 credits
Total Credits Earned .....	28.5 credits

Individual college and university entrance requirements differ, and these requirements are constantly changing. It is important that the student keep in touch with the entrance requirements of the college or university he/she plans to attend upon graduation. For instance, some colleges recommend four years of a world language. This information may be obtained through the college counselor or by contacting the admissions office at a specific university.

### Original Credit

Original credit may not be taken outside the school during the school year if the course is offered as part of our academic program. Original credit may be taken only with the permission of the administration if the course is not offered at SJCP or there are extenuating circumstances. Any exception to the policies on academic probation, ineligibility, or failure policy must be the result of administrative action.

## Graduation Requirements

1. Students will meet all State of Maryland course and attendance requirements necessary for graduation.
2. Students will meet all requirements for graduation set forth by the Archdiocese of Baltimore.
3. Students will meet all course and attendance requirements necessary for graduation as set forth by SJCP.
4. Students will not be permitted to take examinations or participate in any graduation activities unless their financial obligations to the school have been met (tuition, fines, uniforms, etc.).
5. Seniors must participate in an over-night class retreat.
6. In order to be considered for class Valedictorian or Salutatorian, a student must be enrolled at SJCP for at least two full years.
7. Participation in graduation activities is a privilege which may be denied to students due to unseemly behavior, discipline record, failure to attend graduation practice, etc.
8. Students must complete 80 hours of approved community service as outlined in this handbook.

## Marking System

A student is evaluated through a variety of measures (i.e., quizzes, tests, speeches, oral reports, essays, lab work, projects, research papers, preparation, participation, homework), the weighting of each being left to the discretion of the individual teacher. Students will be informed of the teachers' evaluation procedures and systems at the beginning of each marking period.

Students are marked on a scale of A, B, C, D, and F. A mark of I (incomplete) must be made up within two weeks or it becomes an F. Marks are defined by the following grading/points system:

GRADE	%	NON-WEIGHTED QUALITY POINTS	HONORS Q.P.	A.P. Q.P.
A	90-100	4.0	4.5	5.0
B	80-89.9	3.0	3.5	4.0
C	70-79.9	2.0	2.5	3.0
D	65-69.9	1.0	1.5	2.0
F	0-64.9	0	0	0

Colleges and universities require GPA to be calculated and reported using the UNWEIGHTED GPA scale. College transcripts will reflect the unweighted GPA.

For the purpose of determining quarter, semester, and year averages, the traditional system of 0-100% is used. Student's grades are averaged in the following manner.

1st Quarter	20%	3rd Quarter	20%
2nd Quarter	20%	4th Quarter	20%
Midterm Exam	10%	Final Exam	10%

Each semester has a value of 50% of the total mark for the year. Both semesters are averaged for the final mark. If a student fails a final examination, it is up to the discretion of the department, together with the administration, to determine whether academic achievement for the year merits a passing or failing mark for the course.

## Honor Roll

At the end of each semester, the Honor Roll is posted in the front office and students should check these lists to ensure that they are recognized at fall and spring assemblies, if they have earned Honors.

- The President's List or Honors with Distinction is awarded to students who have achieved all A's or a weighted GPA of 4.0 for the semester.
- Honors are awarded to students who earn a weighted GPA of 3.5 and achieve no grade lower than a B in any subject for the semester.

## AP Courses

Students at SJCP have the opportunity to request admission into a variety of AP courses. Because of the nature of AP courses, with extensive reading and a heavier-than-usual work load, a student must possess strong skills and aptitude in a given subject in order to be admitted into an AP course. Admission into these courses are based on teacher recommendation and the student's academic performance in classes with a similar subject/ or difficulty level.

Any student enrolled in an AP class is expected to sit for the College Board exam in May. Exams cost \$94 each and payment goes directly to the College Board. In some instances, at the end of the third quarter, the AP teacher may recommend that struggling students forgo the standardized, College Board test altogether and instead opt for an in-class, AP final exam given during senior exam week. Any student who fails to show up for the College Board exam will be required to take an in-class AP final exam in lieu of the actual exam. This exam is graded and counts for a final grade exam.

Students with a demonstrated need who are taking multiple AP exams may request financial assistance from SJCP. Fees for AP tests go directly to the College Board but in some cases, SJCP may be able to pay 50% of each exam after the first exam is covered by the family. The application process should be started at the very beginning of the school year, once AP courses have begun.

## Dual Credit Courses Through Mount St. Mary's University

Students have the opportunity to take dual credit courses through Mount St. Mary's University which allow them to earn high school credits towards their diploma as well as college credits. These courses are taken at Mount St. Mary's Frederick Satellite Campus. Similar to AP courses, admission into these courses require teacher recommendation and previous success in a course in the given subject.

## Academic Probation, Ineligibility and Failure Policy

At SCJP, Academic Warning and Academic Probation serve as cautionary measures to impress upon the student the seriousness of their academic status, to help identify strategies for improvement, and to provide support for such improvement.

A student who falls below a 2.0 GPA or receives two or more F's in one particular interim period will be notified by letter and an email, along with his/her parents/guardians, that he/she is in danger of being placed on Academic Probation. Any student already on Academic Warning who continues to have a GPA below a 2.0 or has two or more F's by the end of a marking period will be placed on Academic Probation (see below).

### Process of Academic Warning:

A letter and an email is sent home with the student's grade report informing parents of the Academic Warning status earned by their student and the Academic Warning Process.

#### **This process includes:**

- Student is encouraged to attend tutoring or the Academic Prep Center after school.
- Student will be required to meet with the School Counselor at least one time during the academic warning process.
- Student will complete any additional support that may be required at the discretion of the Assistant Principal for Academic Affairs.

### Process of Academic Probation:

An email is sent home after the marking period ends with the student's grade report informing parents of the Academic Probation status earned by the student and the Academic Probation process.

#### **This process includes:**

- Student is encouraged to attend tutoring or the Academic Prep Center after school.
- Student and Parent will be notified by the Assistant Principal for Academic Affairs.
- Student will complete any additional support that may be required at the discretion of the Assistant Principal for Academic Affairs.
- Student will be ineligible to compete or practice in school sanctioned extra-curricular athletic events or activities until the next interim period at which time the student will either continue on Academic Probation or return to full eligibility. This may also include field trips.

\*\*\* Should a student be placed on Academic Probation at the end of the school year (4th quarter marking period), the student remains on Academic Probation at the beginning of the next school year until the first interim grades or shows significant improvement (i.e. summer school) during the summer at the discretion of the Principal.

## \*Add - Drop Policy\*

In order to add or drop a course the student must secure permission from their parent or guardian, then from the teacher and department chairperson, and finally from the Principal. The drop/add date for any year-long course or semester course is two weeks after the first class meeting. Courses dropped or changed after that date (unless initiated by the administration) will be designated on the transcript as a WF (Withdraw/Fail).

## \*Common Classroom Expectations\*

All classes and subjects will share the following common academic expectations:

1. All assignments must be completed in blue or black ink, except in math oriented classes where pencil is specifically permitted. Research papers and major reports must be typed.
2. Assignments presented for a grade must be clean and neat. Papers torn from spiral notebooks are not acceptable. Excessive erasures and misspellings are also not acceptable.
3. Credit will not be given for work submitted late unless there is a legitimate excuse, i.e. absence due to illness. Each department has its own late-work policy, which will be followed.
4. Students are required to keep all work for their classes in a notebook or portfolio approved by their teachers.
5. Students are expected to demonstrate appropriate posture and attentiveness in the classroom. All materials not pertaining to the class in session must be removed from desks.
6. Students are expected to raise their hands, not call out, and generally not participate in distracting or disrespectful behavior.
7. No eating and/or drinking (other than water) in classrooms unless a student has the teacher's permission or a doctor's note.
8. No cellphones out or in use during class time. Student laptops are to be charged and used per teacher instruction.
9. Students are expected to be respectful and not record any portion of the class, whether video or audio, without permission of the teacher.
10. The teacher will instruct students as to when class is over; not the bell.

## **\*Community Service Requirements\***

Community Service is an important portion of the educational process which addresses the moral and spiritual development of our students. Saint John's, as a private Catholic school, has set a quota of no less than 80 hours (20 hours minimum each year). Only 40 hours may be earned in-house, on the SJCP campus. On-campus hours in excess of 40 hours will not count towards the grand total number of hours.

No service hours transfer from elementary/middle school. There is the possibility of completing a portion of community service hours at the school, however any service project completed at the school must have prior approval by the Community Service Director or the hours may be denied. Community Service forms must be completely filled out online. All hours and projects completed for service will be kept in a student file in the Office of the Community Service Director. These files are private and confidential and are not open to outside review. Letters of praise or recommendation for students doing service can be obtained for college applications by petitioning the Community Service Director.

## **\*Exams\***

Semester and final examinations count as one-fifth of the grade. Students are expected to take their examinations on the day and period scheduled. Make-up exams will only be given with a doctor's certificate or special permission from the Principal. Seniors who achieve a grade of 90 or better in a year course may be exempt from the final examination subject to teacher approval.

## **\*Field Trips\***

Field Trips are for educational purposes. Field Trips are privileges afforded to the student; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements. There is a generic "blanket" field trip permission slip that parents will sign at the beginning of the school year for all field trips.

No student will be permitted to leave school for a field trip without parental/legal guardian approval.

1. Field trips are designed to correlate with teaching units and to achieve curricular goals and must be approved in writing by the Principal.
2. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
3. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance, poor conduct, and/or attendance.
4. The general permission slip, signed by the parent at the beginning of the school year, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted.
5. A fax does not take the place of an original signature.
6. A telephone call will not be accepted in lieu of the proper field trip permission slip.
7. Parents may refuse to permit their child from participating in a field trip.

8. All monies collected for the field trip are non-refundable.
9. Students who are participating in the field trip must ride the bus to and from the field trip with their class.

## **Homework**

Students are expected to spend an average of 90 to 120 minutes on homework every school night. The emphasis should be on careful reading, studying, writing, computation and completion of written assignments.

## **Non-Discriminatory Policy**

SJCP Prep does not discriminate on the basis of religion, race, color, creed, gender, national or ethnic origin in the administration of its educational policies, admissions policies and scholarships and student aid programs.

## **Registration and Placement of Students**

Registration will be held in the spring in order for students to select classes for the next academic year. At that time students will select classes needed or electives desired. If the first choice requested cannot be granted, the student will be placed in their next chosen class. Upperclassmen take priority for placing into electives or upper level courses. Students who do not submit their registration forms by the required deadline will not be assured placement in their requested courses. Students who do not have contracts for the next school year will not be scheduled and will be removed from the active scheduling file.

Incoming and transfer students are placed by the administration and guidance personnel based upon their academic records, standardized test scores, and teacher recommendations

## **Report Cards**

Report cards are issued four times a year at the end of each marking period. Progress reports at mid-quarter, "interims," will be issued for all. Parents desiring a conference with any teacher are asked to make this request in writing so that records can be reviewed and available at the time of the meeting. The school requests parents to call the office prior to coming to the school without a scheduled appointment.

## **\*School Hours\***

Classes begin promptly at 9:00 AM on Mondays - Thursday. School will conclude at 2:50 PM on all days. Students not in their classroom at 9:00 AM are considered tardy. The school doors are opened for students at 8:15 AM every morning.

Unless participating in after school tutoring, a sport or a club while under the supervision of a teacher, coach, or moderator, students should not be unattended on campus at any time. If there is a sporting event occurring in the gym or fields, a student may attend as a spectator but must vacate the premises at the conclusion of the event. In cases such as these, there is always a presiding administrator or coach, such as the Athletic Director, who will be responsible for indirect supervision and is also responsible for vacating the building and securing all doors at the end of the practice, game or event. Spectators or players at extracurricular events should leave campus immediately following the conclusion.

Any student on campus after the building has been locked up and vacated will be considered trespassing.

## **School Records and Right to Privacy Policy**

Saint John's Catholic Prep adheres to the Family Education Rights and Privacy Act (FERPA) regarding access to student records. This act provides for parental access to student records and the confidentiality of those records. Records of students transferring to other schools will only be sent through the US Mail. No official records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Saint John's Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

## **Title IX**

Saint John's Catholic Prep adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

## **Transfer of Students**

Notice of withdrawal of a student should be made by the parent in writing to the School Office in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. Students looking to transfer into Saint John's during their senior year will only be considered admission under extenuating circumstances. No student records will be forwarded to another school until Business Office accounts have been settled.

## **ADMISSION INFORMATION**

### **Nondiscriminatory Policy**

Saint John's Catholic Prep admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

SJCP seeks to enroll college-bound students who are motivated to succeed in a rigorous academic environment. The Admissions Committee will only review complete application packages.

### **Procedures for Admission**

For the Saint John's Application for Admission, please attach a recent photograph of the applicant to the application.

A \$65.00 application fee and a \$40.00 testing fee (checks made payable to SJCP). If the student will be testing at another location, only the application fee is required.

A signed Transcript Release Form: Please return this form to the Admissions Office with the completed application.

An Admissions/Placement Test: The test takes approximately 3 hours and is given to incoming ninth-graders. It will be held on a Saturday in early December. Registration begins at 8:30 AM and testing begins promptly at 9:00 AM. Please call the Admissions Office to make arrangements prior to testing. Transfer students are required to take a placement test after they have submitted a complete application package.

A Recommendation Form: This form must be completed by the student's teacher, guidance counselor, or school principal/director. A student enrolled in an Archdiocese of Baltimore middle school must submit the Archdiocese of Baltimore High School Information Form distributed by the student's middle school. Parents must sign and return this form to their child's middle school. Therefore, students enrolled in an Archdiocese of Baltimore middle school are exempt from the Saint John's Teacher Recommendation Form. Students enrolled in an Archdiocese of Washington middle school may submit their school issued recommendation form in lieu of the Saint John's Teacher Recommendation Form. Additional letters of recommendation can be submitted.

A Personal Interview: Students will have a scheduled interview prior to the acceptance decision. Interviews are scheduled for mid January.

\*\*\*International students are also required to provide an official bank statement demonstrating proof of finances for tuition and living expenses, as well as demonstrate proficiency in English.

## Financial Aid

Financial aid is available for students in grades 9-12 and is based on documented need. A family's need for financial aid is determined each year by the Saint John's Catholic Prep Financial Assistance Committee, which uses information supplied by FACTS Grant & Aid Assessment.

The following paperwork is required in order to complete the financial aid process at Saint John's Catholic Prep:

- Saint John's Catholic Prep Financial Aid Institutional Application
- FACTS Grant & Aid Assessment – this form must be completed online
- Copies of W2's – uploaded online through FACTS Grant & Aid Assessment

FACTS: (866) 315-9262 or info@factstuitionaid.com

Financial assistance is awarded annually, based on need and availability of funds. A family must reapply every year to be considered for the renewal of financial assistance. If circumstances do not show a considerable change for a family, the school will make every effort to continue assistance. For best consideration and availability of funds, families should submit all application materials by the posted deadline.

### \*Ways to Visit\*

Shadow Program – Prospective students are invited to attend classes with a current Saint John's student. This is a great opportunity to visit the school, attend classes, meet current students and teachers and have lunch on us! Visits are usually limited to Tuesdays, Wednesdays and Thursdays.

## Scholarships

All scholarships and financial aid will be awarded in the spring semester to be applied toward the upcoming school year. Because a limited amount of aid is available, it is important that families carefully follow the application instructions and deadlines.

## Tuition Refund Policy

The enrollment contract signed by the parent stipulates that the school does not refund any tuition payments upon a voluntary withdrawal of the student. However, due to extenuating circumstances, the school may consider a partial tuition refund for a voluntary withdrawal if requested.

- Families must notify the school in writing if a student is to withdraw from the school and state reason for withdrawal.
- Registered students who withdraw before the first full day of school are eligible to receive a 100% refund less the \$750 deposit fee.
- Registered students who withdraw between the first day of school and December 15th are eligible for up to a 50% refund if circumstances warrant.
- Registered students who withdraw after December 15th are not eligible for a refund.
- The school will not forward records for students who withdraw with an outstanding balance.

## \*ATTENDANCE\*

A student's absence from school interferes with his/her academic progress. When a student is absent from school, a parent should call the office by 10:00 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the Saint John's students.

A written statement giving reasons for the absence or tardiness must be brought to the main office upon the student's return. Saint John's has an on-line form that should be sent in with the student. This form can be printed from the school web site. It can be found under parent information forms and policies. Should absence for any reason other than illness seem imperative, parents are requested to consult with the school receptionist and present a written reason for the absence.

The school calendar provides for extended weekends and other closures throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work. Absences of more than five (5) consecutive days require a doctor's note.

Any student with more than 10 accumulated absences in a class per semester may be given credit for a semester class. A student with twenty (20) accumulated absences during a year-long class will not be allowed credit for that course for the year. Missing half the day or more will count as an absence. Absences and tardiness are recorded on the student's permanent record. The President or Principal reserve the right to grant waivers for extenuating circumstances or medical emergencies.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school. Students are strongly encouraged to check Google Classroom on days they are absent.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be completed upon return.

If a student drives to school, they are permitted to leave (with parent permission).

## Absence during the School Day

Students needing medical appointments during school hours require a written note (found on the website) by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office.

## Tardiness

Being tardy can be detrimental to a students' academic progress. It is essential that our students are on time for school. In the event of being tardy, it is requested that you use our on line school form. Parents can find this form under parent forms and policies. Please understand that an accumulation of tardies will result in disciplinary actions.

Infractions for tardies will result in the following consequences, along with a letter from the Principal, sent to the parents/guardians of the student:

3 unexcused tardies will result in an AM Detention

Every three unexcused tardies leads to an AM Detention. After three AM Detentions for tardies have been served, a student is required to serve an in school suspension. If tardies are excessive, a student and their parents will also be required to meet with the Principal to discuss disciplinary consequences including but not limited to summer classes or additional work.

\* Please note that continued tardies and absences from school will lead to a student being placed on Discipline Probation and may lead to suspension or expulsion. In addition, they can affect a student's eligibility to be accepted for National Honor Society.

## Closing School or Early Dismissal

During inclement weather, the school will follow the decision of the Frederick County Board of Education. Please listen to your local radio station and follow the "Frederick County, Maryland" School information. In case of early dismissal for bad weather or an emergency, prior arrangements are to be made by the student for transportation home. Students will be unable to use the office phones, and the office staff is not equipped to handle incoming calls from parents. For students who drive to school, a letter from parents giving permission for the student to leave school in case of bad weather must be recorded with the office at the beginning of the school year. Parents are encouraged to sign up at [www.schoolsout.com](http://www.schoolsout.com) where we will post information concerning closings and early dismissals. There is an option to have the information sent to your cell phone also for a small fee. SJCP will email all parent and guardians in the event of early closing or late start.

## \*Closed Campus\*

SJCP is a closed campus. Unless parental permission has been received, a student cannot leave before the end of school. The only exception to this is seniors who have internships, jobs, or who are taking college courses at Mount St. Mary's or off-campus. In those instances, a permission slip from the parent will be on file in the main office.

A student is deemed to be on campus upon arrival at school and may not leave without permission from his/her parent. Leaving campus without authorization will result in a suspension. Students who are not currently enrolled at SJCP are not permitted on campus during school hours 8:00 AM - 2:45 PM. Any visitors to the school must report to the office for authorization to remain on campus. For the safety of your child, every effort should be made for students to arrive at approximately 7:45 AM and leave campus

in a timely manner. On days of early dismissal, the school buildings will be locked approximately 30 minutes after dismissal. Again, please make arrangements for your child's transportation needs.

Please remind your child that SJCP is a closed campus; as such, they should never open the front doors to a stranger or non-member of the SJCP community. Visitors ring in through the call box at the right side of the front doors.

## DISCIPLINE POLICY

Saint John's Catholic Prep strives to develop responsible, courteous, self-disciplined young men and women whose pride in themselves, their school, and their community is reflected in their behavior. The development of such young men and women requires a consistent practice of thoughtful, responsible behavior during their formative high school years.

As a Catholic secondary institution SJCP seeks to model the Christian value system it proclaims. Our parents, teachers and staff are the first to model the behaviors and expectations we teach. They are to be fair, reasonable, balanced and consistent in defining and administering the disciplinary measures of the school. They are, in the words of the U.S. Bishops, "To Teach as Jesus Did." Students, too, are expected to accept similar responsibility. They are to publicly demonstrate conduct that reflects the values commonly nurtured in a Christian community.

## Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them. Included in the idea of "courtesy in all personal relationships" is using appropriate language with others and showing restraint when it comes to things like public displays of affection.

If a student makes any type of threat to harm themselves or anyone else (i.e., verbally, text, email, etc.) for the safety of all students the school will require the student to be seen by a licensed mental health care provider. Before the student can return to school, a letter from the licensed professional stating that the student is not a threat to themselves or anyone else must be provided to school administrators. The Administration reserves the right to determine the appropriateness of an action if any doubt arises.

The Administration reserves the right to determine the appropriateness of an action if any doubt arises.

## Honor Code

"I have neither given nor received any unauthorized aid on this

(quiz / test / assignment)."

\_\_\_\_\_

*Student signature.*

As a way to create an atmosphere that is indicative of a caring Christian community, one that lives by Christian ethics and morality, SJCP has established an Honor Code. The principle on which this code is built is the belief that no student will lie, cheat, evade the truth, or conspire to deceive or steal. The Honor Code requires that every student conduct him/herself in a completely honest and forthright manner, whether in relationship with faculty, staff or other students.

Any student who has violated this Honor Code is expected to report his/her offense to any member of the faculty, who in turn will report it to the Assistant Principal for Academics. Any student who has knowledge of a violation is to speak to the offender and ask him/her to report him/herself as soon as possible. If the offender fails to do so, the student is urged to report the offending student to the Assistant Principal for Academics, or a member of the faculty.

A student's FIRST violation of the Honor Code will result in a meeting with the Assistant Principal for Academics. The student will receive a zero on the assignment, and parents will be contacted.

When a SECOND violation of the Honor Code has occurred, the student will once again meet with the Assistant Principal for Academics, receive a zero on the assignment, and parents will be contacted. In addition, the Assistant Principal for Academics will convene the Honor Committee. The Honor Committee consists of four or five students, nominated by the faculty, one faculty member and the Assistant Principal for Academics. Because of the highly confidential nature of the Committee's work, these students' names are not shared with the general public. After meeting to review the honors offense, the Honor Committee makes a discipline recommendation to the Assistant Principal for Academics, who consults with the Principal. All disciplinary consequences will be consistent with the scale of disciplinary consequences outlined in this handbook. In the event that the committee recommends suspension or expulsion, the recommendation is made directly to the Principal. The Principal has the option of accepting, amending or rejecting the recommendation.

In addition to the above, a THIRD violation will result in a meeting with the Principal to determine an appropriate course of action. Suspension or expulsion could result depending on the severity of the three offenses.

Each student is a guardian of the Honor Code and as such accepts responsibility for it. When a student signs the form stating he/she has read the Student/Parent Handbook, he/she is also stating that they have read and accept all aspects of the Honor Code, thereby agreeing to live by it.

## Disciplinary Consequences

Infraction	Severity of Offense/ Number of Offenses	Disciplinary Action to be Taken
<b>Attendance</b>		
Unexcused Absence <i>absence not accompanied by an excusable note</i>		Detention
Unexcused Tardiness <i>failure to bring in an excusable note for lateness</i>	1st 2nd 3rd	Warning Warning Morning Detention
Disrupting Learning Environment <i>any behavior that disrupts the classroom environment</i>	1st 2nd 3rd & any subsequent	Removal from Class Detention In School Suspension
Unexcused Tardiness to Class <i>arriving late to class without an excusable note from a school official</i>	1st & 2nd 3rd any subsequent	Warning Detention Detention & Parent Conference
Skipping Class <i>failure to attend assigned class at assigned time</i>		Detention
<b>Behavior</b>		
Unapproved electronic devices <i>including cell phones, smart watches, personal gaming devices, and the like</i>	1st 2nd 3rd & any subsequent	Warning & Confiscation Detention & Confiscation Parent Retrieval & Conference*
Disrespect / Insubordination <i>failure to comply with the directions of the teacher or exhibiting intentional disrespectful behavior to any adult</i>	1st 2nd 3rd & any subsequent	Warning Detention In School Suspension
<b>Major Offenses</b>		
Failure to Attend any Assigned Discipline <i>missing an assigned disciplinary measure without an appropriate excuse</i>		Double the original discipline
Graffiti and/or Property Damage <i>defacing/damaging school property</i>	Minor Severe	Detention Referral to Discipline Review Board*
Tampering with Alarms <i>tampering with or damaging the fire alarm or any similar devices</i>		Referral to Discipline Review Board*
Weapons <i>possession of any dangerous weapons including knives, fire arms, etc. with the intention to cause harm</i>		Referral to Discipline Review Board*
Drugs, Alcohol, Tobacco, Electronic Smoking Device <i>any use or possession of drugs or alcohol while on campus or during a school-sponsored event</i>		Referral to Discipline Review Board*
Bullying	Minor Severe	Detention Referral to Discipline Review Board*
Theft <i>taking the property of the school or a peer</i>	1st 2nd	Referral to the Discipline Review Board* Referral to the Discipline Review Board*
Sexual Harassment <i>any verbal, physical, or digital encounters that are sexually suggestive and unwelcomed</i>	1st 2nd	Referral to the Discipline Review Board* Referral to the Discipline Review Board*
Fighting <i>*inappropriate and aggressive physical contact</i>	Minor Severe	Referral to the Discipline Review Board Referral to the Discipline Review Board*

\* Referral to the Discipline Review Board has the potential for out of school suspension or expulsion. A student may be suspended until Discipline Review Board meets to discuss disciplinary consequences.

## Off-Campus Conduct

The administration at SJCP reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

## Expulsion Policy

The ultimate penalty of expulsion is enforced when the discipline system fails to modify a student's behavior or when a student exhibits disregard for school regulations by a major violation of school rules including the following:

1. Willful damage or destruction of school property, vandalism. A student who commits acts of theft or maliciously damages school or personal property must repair or replace such property at his/her expense. Failure to do so may incur expulsion.
2. A student who possesses, uses, sells, distributes or is under the influence of any type of narcotics or other illegal substances on school property or at school sponsored activities on or off campus will face disciplinary action. Law enforcement agencies may be notified if the situation dictates.
3. A student who possesses, uses, sells, distributes or is under the influence of any type of alcohol, beer or wine or other illegal substances on school property or at school sponsored activities on or off campus will face disciplinary action. Law enforcement agencies may be notified if the situation dictates.
4. Possession of a weapon. Law Enforcement agencies may be notified.
5. Continual, repeated, or extreme violations of the school rules.
6. Public conduct detrimental to the good name of the school at any time.
7. Possession and/or use of alcohol during the school day.
8. The use of tobacco or an electronic smoking device on campus.
9. Third violation of the Honor Code.
10. Sexual behavior of any kind on school property.
11. Any action or behavior that may be construed as sexual harassment.

The case of any student facing expulsion will be automatically brought before the Discipline Review Board. In any case of expulsion, parents will still be responsible for full payment of tuition. Students who are expelled or asked to withdraw must have written permission from the school administration to return to campus or attend any school event. Without written permission, the student will be considered trespassing.

## Disciplinary Probation and Semester Review

Disciplinary probation is a specific period of observation and review of behavior including terms appropriate to the offense(s) committed during which the student must demonstrate compliance with school policies, regulations, and the terms of the probationary period. Parents will be notified of their child's status and a parent conference will be arranged.

At the conclusion of each semester, the Assistant Principal will review the discipline records of students with a history of poor conduct. Students who have exhibited chronic

behavior problems throughout the school year may not be allowed to return for the following year. If allowed to return, these students may do so under disciplinary probation.

Failure to comply with the school's policies and/or failure to complete the assigned sanctions will result in expulsion.

## Discipline Review Board

The purpose of the Discipline Review Board is to hear cases that may carry recommendations of dismissal. The Discipline Review Board serves in an advisory capacity to the Principal. Any student brought before the Discipline Review Board, along with their parents, will receive additional information regarding this process. Once the Discipline Review Board meets and makes their recommendations, the Principal and the Assistant will meet to make the final decision for the course of action. A student may be asked not to return to school until the Discipline Review Board had met and determined an appropriate course of action.

## Disciplinary Appeals

Discipline appeals to the President are only allowed in the case of expulsion. Request for the appeal must be submitted in writing to the President by the student within five (5) business days of the student being notified of the findings and imposed sanctions. Failure to appeal within the allotted time will render the original finding and imposed sanctions final and conclusive.

Appeals to the President must cite one or more of the following:

1. Established administrative procedures were not followed.
2. New and significant evidence that was not available or could not have been discovered through diligent investigation, before or during the hearing, merits or warrants reevaluation of the case.
3. The decision of the President is final.

## Zero Tolerance Policy

SJCP will not tolerate the use, possession, and/or distribution of alcohol or illegal drugs. These activities present a danger to the school community and detract from the educational mission of the institution.

The school, through its administration, has deemed the following infractions to be of such a nature that immediate expulsion will result in the violation of the following:

1. Drugs – Possession of, consumption of, or distribution of drugs on school grounds or at a school sponsored event.
2. Alcohol -- Possession of, consumption of, or distribution of alcohol school grounds or at a school sponsored event.

Any student in close proximity to drugs or alcohol but not under the influence or in possession of will meet with the Discipline Review Board to determine their role or involvement in any incident involving drugs or alcohol.

## Searches and Testing

The school reserves the right to search any suspected student's belongings, including lockers and/or cars. The school also reserves the right to require drug/alcohol testing at a facility designated by the school within a certain time frame. Failure of such test may be cause for possible expulsion. Refusal on the part of the student, or their parents, for such a search or test may forfeit the student's continued attendance at SJCP.

## Harassment

SJCP strives to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal will investigate all complaints of harassment. Students involved in harassing behavior face detention or suspension and may be required to attend educational sessions that address misconduct. In some cases, the disciplinary action may result in expulsion.

Inappropriate behavior or postings on any/all social media, such as Twitter, Facebook, etc. may result in disciplinary actions if the content includes defamatory comments regarding the school, the faculty, other students or the parish.

### **\*INTERSCHOLASTIC ATHLETICS\***

The athletic program follows the guidelines established by the National Federation of High Schools, including eligibility, number of games, frequency of games, and preseason practice. The interscholastic athletic program features the following sports/squads/teams: football, girls' varsity soccer, boys' varsity soccer, girls' varsity and junior varsity volleyball, boys' varsity and junior varsity basketball, girls' varsity and junior varsity basketball, boys' varsity baseball, girls' varsity softball, fall co-ed golf, girls' tennis, boys' tennis, co-ed cross-country, co-ed winter and spring track and field, boys' varsity lacrosse, girls' varsity lacrosse, and cheerleading. Student interest and availability of facilities will determine the extent to which other sports are offered.

The following are basic requirements for participation:

1. Follow academic and discipline extracurricular policy.
2. Have a physical examination each year and submit Athletic Physical Form to the Main Office.
3. Athletic Permission/Insurance Form must be on file in the Main Office.
4. Pay the athletic fee for each sport.

## Athletic Events

At all athletic contests, home or away, in the gymnasium or on the field, it is expected that the highest standards of sportsmanship will prevail among students who are players and/or spectators.

## Extracurricular Participation

Students must be in good academic and disciplinary standing to participate in Extracurricular Athletics. Students who arrive at school after 9:30 AM will not be allowed to participate in any extracurricular activity. School policies regarding the use of alcohol, tobacco, illegal substances, electronic smoking devices, and conduct must be followed and obeyed while attending or participating in any extracurricular activity. Equipment that belongs to the school and is issued to the student so that they might participate in extracurricular activities is not to be used or worn at any event or activity that is not sponsored by the school. In addition, the student is responsible for any equipment issued to them. Negligence and/or irresponsibility will result in restitution for broken or damaged equipment.

The student is to follow the directions of all teachers, administrators, van or bus drivers, staff, chaperones or custodians at all times while at any extracurricular activity. Conduct on a van or bus to or from any school-sponsored activity should be above reproach. Students who are transported to games must return in the same vehicle unless their parent or guardian personally contacts the sponsor of the activity. Good sportsmanship should be displayed at all extracurricular activities. This policy should be observed by all members of any team or organization, as well as spectators and parents. Treatment of other players, officials, and visiting fans should be respectful.

## Gymnasium and Locker Rooms

Students are permitted in the gym or the locker rooms only under the supervision of a faculty member or coach. Sneakers must be worn on the gym floor; no cleats.

### **\*STUDENT ACTIVITIES\***

## Importance of Involvement and Student Leadership

Participation in extracurricular activities and clubs is an important aspect of life in high school. The school encourages each student to become involved in an out-of-class activity from the beginning of their first year at SJCP. The responsibilities which are assumed by holding office and the friendships which are encouraged by students working together toward common goals provide lasting satisfaction and many rewarding memories. Notice of club meetings are published in the daily announcements. All students are encouraged to become active members of those organizations in which they have a special interest

## Activities and Clubs

The Student Activities Program offers a wide variety of organizations. Participation is open to any Saint John's Catholic Prep student. The programs encourage students to work with one another, to pursue leisure time interests, to become involved in the Saint John's community and to develop leadership skills.

To organize a new club, students should follow these steps:

1. Prepare a statement indicating the kind of club and its purpose.
2. Select at least one faculty sponsor and secure their agreement to sponsor the organization.
3. Present a copy of the statement of purpose, list of at least five potential members, and the name of the sponsor to the Principal for approval. The purpose of the proposed club will be evaluated on the basis of its contribution to the educational and social development of students. Initiations into clubs, sports, or organizations are prohibited in any form.

### **\*Assemblies\***

Throughout the year SJCP will provide a variety of assemblies for the cultural, spiritual and educational enrichment of the student body and their parents. Students are expected to give full attention to the program. This attention is manifested by a respectful, attentive attitude and appropriate participation.

### **Student Government**

The main purpose for Student Government at SJCP is to promote school spirit and cooperation among students, faculty and administration. It is also a means of voicing student opinion. Achievement of this goal is facilitated by the coordination of various school activities.

### **National Honor Society**

To be eligible for membership in the National Honor Society, a student must have a minimum weighted GPA of 3.5 calculated over a period of three semesters. This GPA is calculated from the following academic subjects only: English, Social Studies, Math, Science, Theology and Foreign Language. The earliest a student in the ninth grade could be considered for membership is the spring of his/her sophomore year. Although members are elected to the National Honor Society, membership is never determined by grades alone. Students must excel in leadership, service and character as well.

Students nominated to the National Honor Society must complete an application form, be interviewed by the NHS Faculty Committee and be approved unanimously by the committee before they can be inducted into the Society. Members are expected to attend the Fall/Spring Open Houses, Back-to-School Night, Senior Night, Graduation, and other functions, serving as hosts and hostesses. They are expected to tutor approximately one hour each week after school, be leaders of the school and to be respectful of and follow all school policies. Excessive tardiness and absences from school may jeopardize a student's eligibility to be inducted in NHS.

## **Campus Ministry**

All students enrolled at Saint John's Catholic Prep participate in a variety of spiritual and religious activities. These activities are planned, coordinated and implemented by the SJCP Chaplain and Campus Ministry team, which consists of the Campus Minister, Music Minister, faculty and students. Religious activities include:

1. All school liturgies in observance of Catholic Holy Days.
2. Coordination and planning of school liturgies and prayer services.
3. All school observances of the liturgical seasons of Advent and Lent.
4. Class retreats.
5. SJCP Choir and Liturgy Band
6. The coordination of a variety of activities which allow students to show their commitment to social justice including service hours and projects.

### **\*School Dance Policy and Regulations\***

One of the school's objectives is to provide extracurricular experiences which foster spiritual, intellectual, physical and social development. Dances are an important part of that experience. As a Catholic school rooted in Christian values, we also maintain a code of conduct that creates an atmosphere of high moral standards, self-discipline, respect for self, and respect for others.

Dancing in any lewd or sexually suggestive manner is unacceptable. While chaperones are aware of current dance styles and understand romance, the decision of what is acceptable is theirs. Guests are welcome, but they are also subject to the code of conduct of the school. SJCP students are always responsible for the behavior of their guests.

Consequences, depending on severity, will include one or more of the following, but are not limited to:

- First warning
- Being required to stay to assist in the clean up
- Phone call informing parents of inappropriate behavior
- Being asked to leave the dance, with a phone call to parent or guardian
- Disciplinary action.

### **Regulations are as follows:**

1. Students may not leave the building unless they leave for the remainder of the evening.
2. No loitering at the doors or on the grounds is permitted.
3. Dress is to be appropriate and in good taste.
4. Dances are open to off campus students. The sponsoring student must sign guests up the day before the dance and are responsible for their behavior.
5. All school rules and regulations are in effect.
6. Any dancing deemed inappropriate by chaperones will not be permitted.

## TRANSPORTATION AND PARKING

### **\*Bus Transportation\***

Bus transportation to and from school is available to students of SJCP. Any student who makes use of this service has the responsibility of obeying all bus regulations and of presenting proper I.D. if requested. Disciplinary action may be taken by the school if a student fails to obey the bus regulations. In addition, students are responsible for the repair of any property damage to the bus.

### **Car Transportation**

All students who drive to school must register their car with its license plate number at the Principals' office. Students who wish for a designated parking in front of the school must pay \$10 per year. These spots are reserved for seniors only, and determined by a lottery. Other students may park alongside the soccer field in the back of the school for free but must still register their car with the Principal. Students must obey all transportation procedures listed below.

### **Transportation Procedures**

Proper use of an automobile and precise observance of traffic regulations are vital for the safety of all SJCP students and others who drive on school property. The following regulations must be observed by those driving on Saint John's property:

1. Speeding is not permitted. The speed limit on campus is 15 MPH maximum.
2. The honking of horns, playing of loud music or the racing of engines is not permitted on school property.
3. All student vehicles not parked in front lot are to be parked in the lot adjacent to the soccer field.
4. Student drivers have the responsibility of ensuring that everyone in the car leaves the car immediately after parking.
5. Students may not remain in or return to the parking lot during school hours unless they have permission.
6. If a car other than the one registered by the student is used by a Saint John's student, the car must be temporarily registered at the Main Office before 8:55 AM.

Saint John's assumes no liability for damage to bicycles, automobiles or motorcycles or for any loss while these vehicles are operated or parked on the campus. Students are reminded to lock their vehicles. The first violation of any transportation regulation merits a school detention. The second violation merits a school detention and loss of driving and parking privileges on campus of the automobile operator/owner for one week. The third violation merits the loss of the above privileges for one month. The fourth violation merits loss of privileges for the remainder of the school year.

### **\*Visitors to the School\***

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to return the nametags and sign out at the time of departure.

## STUDENT LIFE

### **Advertising in School**

Advertisements are ways to inform the student body, faculty and staff of current or upcoming school functions. The posting of advertisements for non-school functions must be approved by the Principal. All school posters and flyers should first be approved by the department chair, club moderator or class moderator overseeing the event advertised. Posters and flyers may only be placed on the appropriate school bulletin boards or locations and are to be removed after an event has passed.

### **\*Cell Phones and Electronic Devices\***

Cell phones and smart phones must be turned off and stowed away during the school day. If wearing a smart watch, it should only be used for the purpose of time telling. Otherwise all phones and electronic devices will be confiscated and turned over to the Principal if found being used by a student during the hours of 8:00am to 2:45pm. If a phone is confiscated, it will be turned into the Principal for retrieval at the end of the school day. A second infraction will result in detention and a third infraction results in a parent or guardian coming to school to pick the item up and to have a conference with the Principal to come up with an improvement plan. Further action may include the checking in of the cell phone each day at 9:00am and checking out of the phone at 2:50pm.

### **Change of Address**

Parents should notify the school office immediately of any changes of address or telephone numbers. Please update the medical information on your student should anything change during the year.

### **Daily Announcements**

The daily announcements contain pertinent information about school events. Announcements are made in homeroom and over the PA system, as well as being posted on the school website. Students are responsible for any information published in the daily announcement bulletin. All material for announcements must be given to the Administrative Assistant no later than 8:50 am of the date to be posted.

## Faculty Room

The Faculty Room is for the express use of the faculty and staff of Saint John's. Students are only permitted access with the permission of a faculty member or administrator and may not be in the lounge alone.

### **\*Fire, Lock Down Drills and Shelter in Place\***

Fire drill exit routes are posted in each classroom. When the fire alarm rings, leave the room quickly, quietly, and orderly and proceed to assigned places outside the building. All windows and doors must be closed and lights turned off. Students must be silent and listen to the directions given by the teachers. Violations during a fire drill will be subject to disciplinary action. Lock down drills occur on a semi-regular basis to ensure the safety of students in the case of an emergency. Shelter in Place requires students to relocate to a safe space indoors. In any of these scenarios, the students must remain quiet and follow the directions of the teacher or administrator.

### **\*Food Services\***

The SJCP Cafeteria is operated entirely as a service to the students and faculty. Since it receives no financial support from the school, everyone's participation in maintaining an atmosphere of cleanliness, courtesy and efficiency is necessary. Behavior in the cafeteria is always characterized by courtesy toward the other students who are eating at the time and to the staff who provide food service. Therefore, boisterous, loud or disruptive behavior is always out of place. In order to maintain the proper conduct, the following policies are to be followed:

1. Students are expected to clean up their tables and chairs when they are finished eating, placing all trash in the proper receptacles. If something is dropped or spilled, it is to be cleaned up.
  2. Due to safety precautions, students are not to go into the kitchen for any purpose.
  3. Students may not leave the cafeteria until their lunch is completed. Unless given permission, lunch is to be eaten in the cafeteria regardless of whether a student brings lunch or not.
  4. Lunch periods are held at the same time other classes are in session. Since noise carries through the halls and stairways, students are asked to maintain an atmosphere of quiet conversation so as not to disturb the classes in session.
- The food service staff reserves the right to refuse service.

## Fund-Raising Guidelines

A class or club requesting a fund-raiser on or off campus must submit a proposal in writing at least one month prior to the requested date to the Executive Director of Advancement. All funds are to be turned into the Business Office with a copy of the fundraising report given to the Advancement office. Outside bank accounts for any club or organization are not permitted.

## Home-School Communications

In order to ensure that all communication from school reaches home in a timely manner, Saint John's uses several methods. Once a month, the Advancement office sends out the electronic newsletter, THE VIKING VOICE. The school will also use an email blast

for more urgent matters that should be of interest to the parents. In addition and when necessary, letters and other information are sent to the homes via U.S. Mail.

### **\*Lockers\***

Each student is assigned a locker in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only between class periods. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out. If a student wishes to use a lock, he/she may request a lock from the Principal or continue to use the lock that they have already purchased. Students must submit combinations for purchased locks to the Principal BEFORE attaching to locker.

## Lost and Found

The Lost and Found is located near the front office. Students should check in the office if any items are lost. It is not the responsibility of the office to notify the student to claim lost articles; it is the student's responsibility. Items left in the Lost and Found at the Christmas break, the Easter break, and at the end of the school year become the school's property and will be dispersed as deemed appropriate.

## Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

## School Property

The parent of a child who carelessly or maliciously destroys or damages any furniture, equipment, buildings, computers, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

## Telephone

Permission to use the telephone must be obtained from the School Office. The office phone is a business phone and students are permitted to use it only in case of an emergency. Students may also be directed to use their cellphones to call home but only in the main

office or office of the Principal. The telephone in a teacher's room is for the use of the teacher only; students are not permitted to answer the teacher's desk phone. Forgotten homework, athletic equipment, etc. do not constitute emergencies.

## **STUDENT SERVICES**

### **School Counseling Offices**

The School Counseling Office offers a three part program that focuses on academic, college, and personal counseling. The academic dimension of the program utilizes study skills programs, peer tutoring and parental conferences as well as group sessions in order to facilitate success within the academic areas. College counseling in the 10th and 11th grades is highlighted by PSAT's and SAT prep courses offered on and off campus. Personal counseling is done through student and/or parental request as needed. A crisis intervention team is in place and can be set in motion should the occasion merit its action.

Counseling services are provided to assist students in their social, educational, vocational, and personal development. Conferences are scheduled whenever necessary or requested. College counseling begins in the 9th grade and continues until graduation. Every year a College Planning night is held for both parents and students to familiarize them with the college selection and admissions process and the strategies for successful financial planning for college. During the eleventh grade students are encouraged to meet with the numerous college admissions representatives who visit the school. Opportunities are provided for seniors to visit college campuses while school is in session.

### **Child Abuse Laws**

Saint John's Catholic Prep abides by the Child Abuse laws of the State of Maryland. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

### **First Aid and Medication Assistance**

Medication, including aspirin, non-aspirin products or other over the counter medications, is not dispensed without the Physicians Medication Order Form (PMOF) signed by the student's physician and the parent. Prescribed medications are to be furnished by the parent or guardian and must be labeled in the original prescription bottle with the student's name, name of the medication, amount to be given, time of day to be given, and the duration. Students may not carry medication. All medication must be stored in the school office and dispensed by one of the school's Med Techs. Any medication found in the possession of a student will be confiscated. The exception is an inhaler or EpiPen. Students who need to use these medications must have the PMOF on file in the school office, and it is highly encouraged to have an extra unit in the office for emergency use. The above restrictions are in compliance with the State of Maryland Board and are mandated by law. If you have any questions, please contact the school office.

Any student needing first aid or medication, should have the teacher telephone the front

office. If a student is between classes, then a pass must be obtained from a teacher of the class to which the student is reporting. After one period, the student will either return to class or be sent home after consultation with the parent/guardian. Frequent visitations to the Health Room are reported to parents/guardians for referral to the family physician.

### **\*Liturgy and Other Prayer Experiences\***

Throughout the year, the school celebrates holy days and provides a variety of spiritual experiences for the students. All students are required to attend school liturgies, days of reflection, class retreats, and prayer services regardless of their own personal religious affiliation. Respect for the service and the people participating are expected to the highest degree. SJCP is a Catholic Institution which upholds the teachings and faith of the Roman Catholic Church, and is committed to worship as a group without exclusion. Participation in class retreats and the Community Service project is mandatory for all students.

### **Computer Guidelines**

With every student having their own laptop and having access to the internet, (and people all over the world) also comes the availability of materials that some people may find objectionable. Saint John's Catholic Prep has taken precautions to ensure that students access information consistent with our school philosophy; this is noted in the SJCP Authorized User Policy (AUP) form. However, on a global network it is impossible to control all materials. The accuracy and quality of the information obtained through this service cannot be guaranteed. Because information is constantly changing in the electronic environment, it is impossible to predict with certainty what information students might locate. Therefore, students will be supervised, but a constant monitoring is not a real expectation and SJCP cannot be held liable for any illegal activity.

Students are expected to act in a responsible, ethical and legal manner while accessing information consistent with their educational purposes. Unacceptable uses include any illegal activity, i.e., violating an author's copyright; vandalizing data, software or hardware; communicating threatening, abusive, sexually oriented/explicit or obscene language or material. In addition, accessing telecommunications for commercial activities or other non-school related activities is unacceptable. Students found to be utilizing the telecommunications systems in an unacceptable manner will have their privileges suspended and disciplinary actions may be taken by school officials.

### **\*UNIFORM\***

All students must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year (a dress code for such days is included in this section). A parent or guardian will also be notified to bring whatever the student may require to be in full uniform. A student will not be permitted to return to his or her class until they are in the proper school uniform. They will be permitted to make up any academic work that is missed.

All uniform components may be purchased through FLYNN O'HARA: [www.flynnohara.com](http://www.flynnohara.com).

Some items – such as the khaki shorts, khaki pants, embroidered polo shirts, athletic zips, and sweaters – MUST be purchased through Flynn O’Hara. The Flynn O’Hara link is also listed on our school web-site. Please make sure to get all of the items that are required by our students.

All students must wear black or brown leather dress shoes with a black or brown belt (these do NOT have to be purchased through Flynn O’Hara). New and incoming students are required to purchase pants, shirts, and sweaters from Flynn O’Hara though upperclassmen are allowed to wear these uniform items from their previous years of attendance.

White oxford shirts, for the Winter Uniform, do not have to be purchased through Flynn O’Hara. Socks are required for our students to be in full uniform. If a girl chooses to wear the skirt, she should be wearing either socks that cover the ankle bone or knee socks. When wearing a skirt during the Winter Uniform period, solid color tights must be worn.

## Philosophy

The uniform is a symbol of pride in and identification with SJCP. It provides students with a standard of neatness and simplicity in attire and is worn every day during regular school hours. The uniform also marks a student as a member of the SJCP Community and that student has a responsibility to that community. The way in which the uniform is worn, the state of repair and the cleanliness of it, reflect the respect a student has for him or herself and for Saint John’s Catholic Prep. As explained to the students every year, when all students wear a common dress, they are more easily seen as equals in the classroom. Students cannot assert their class or socio-economic level based on designer clothes or branding.

## Violations

Violation of the uniform code will result in disciplinary action. When a student is not in full uniform for the day, a parent or guardian will be notified to bring whatever the student may require to be in full uniform. In some cases, the Principal may be able to lend a student a required item (such as a belt or tie) but this should be the exception to the rule not the norm. The student will not be permitted to return to his or her class until they are in the proper school uniform. They will be permitted to make up any academic work that is missed. If the problem continues, a student jeopardizes their academic work in class. In addition, if a student misses three or more classes because of a uniform violation, they will not be permitted to participate in any extracurricular or athletic activities for that day.

The school dress code is in effect anytime students are on campus unless the student is involved in an after-school activity that requires a change of clothes or in the case of a “dress down” day. The changing of clothes at lockers, in the parking lot or in the lavatory before or after school, as well as the storage of the school uniform in lockers is not permitted. A student not in uniform for any reason must report to the office before first period.

The final decision on the appropriateness of student dress and grooming is that of the Principal and Assistant Principal.

## Uniform Seasons

The Fall/Spring Uniform will still be worn from the first day of classes through November 1st and again from March 30th through the end of school year. It remains the same as in previous years: green polo shirt and khaki bottoms both Flynn and O’Hara. For upperclassmen, pants/skirts (length must be within 3” of kneecap) that are grandfathered in are still acceptable. No other khaki pants or skirt is acceptable. Pants must be worn above the hip and a black or brown belt must be worn.

The Winter Uniform begins on November 2nd and ends on March 9th. It includes:

1. Dress Pants/skirts – Must be Flynn O’Hara khaki pants or skirts (length must be within 3” of kneecap). For upperclassmen, pants/skirts (length must be within 3” of kneecap) that are grandfathered in are still acceptable. No other khaki pants or skirt is acceptable. Pants must be worn above the hip and a black or brown belt must be worn. Skirts must not be altered.
2. Long sleeve green polo with SJCP logo OR white button-down oxford shirt. A blazer, sweater (with logo), or quarter zip (with logo) must be worn over the white button-down oxford shirt. Students may cuff the sleeves.
3. Necktie – Ties are required for the boys and are optional for girls when wearing white button-down oxford shirt.
4. Sweater/Quarter zip – The green school sweater (MUST have school logo) replaces the Blazer as a mandatory part of the winter uniform with a white button-down oxford shirt (boys must wear a necktie). Students have the option of wearing a V-neck or Cardigan SJCP sweater from Flynn O’Hara. The green Flynn and O’Hara quarter zips may also be worn.

### **\*Mass Day Uniform and All-School Assembly Days:\***

On these special days, students must wear or any blue blazer, embroidered or not. Announcements will be made for students and on our website when students are required to wear the Mass uniform with blazer. This is required for all-school assemblies and other special liturgical celebrations or mass days.

Please note that official school SJCP green fleeces or cotton sweaters/vests with logo already purchased will be grandfathered into uniform policy. All shoes must be leather, solid brown or solid black. No athletic shoes will be permitted. Sperrys with other colors/patterns on insert or panels are not acceptable.

Seniors will have additional privileges outlined in a separate email to senior parents.

FLYNN O’HARA

Phone 1-800-441-4122

Or at their retail store:

Loehmanns Plaza

5210 Randolph Road

Rockville, MD 20852

(301) 838-8958

## Other Aspects of SJCP UNIFORM

### Boys:

- Hair length must be above the earlobe and shirt collar. No ponytails, dreadlocks or eccentric hairstyles are allowed.
  - Hair color is to be a natural color and eccentric color is not permitted.
  - Facial hair is not permitted and side burns are to be above the ear lobe.
  - Shirts are to be tucked neatly into the pants at all times.
  - Pants are to be worn above the hips and are to be properly sized.
  - Wallet chains, earrings, jewelry, choker chains, etc. are not permitted.
- 
- No visible tattoos are permitted. If a student has a tattoo, it must be covered during school day.
  - Ankle socks must be worn at all times.

### Girls:

- Shirts are to be tucked neatly into the pants or skirt at all times. Skirt length must be no shorter than 3" above the knee. No rolling of the waistline for shorter lengths.
- Excessive make-up or jewelry is not permitted.
- Eccentric hairstyles and colors are not allowed.
- No visible tattoos are permitted. If a student has a tattoo, it must be covered during school day.

## **\*Physical Education Dress Code:\***

A physical education dress is required for all students.

The dress code is as follows:

1. Sneakers
2. Socks
3. Athletic Tee Shirt
4. Athletic shorts or pants

## **\*Field Trip Dress Code\***

Unless approval is granted by the Principal, the dress code for field trips is the SJCP school uniform.

## Out of Uniform Code

The intention of out of uniform days is that students wear casual clothes that are appropriate for school, such as modest shorts or t-shirts. Students are to be neat and well-groomed. No flip-flops, earrings for boys, or tight fitting or immodest clothes. Failure to comply with these standards will result in disciplinary action.

## Senior Privilege Uniform Code

Associated with their status as seniors and leaders in the school community, seniors may be awarded certain privileges regarding the school uniform such as the privilege of wearing solid color sweaters under their blazers. Another privilege pertains to the color of polo shirt in the fall/spring uniform. These items must be purchased from the company chosen by the school and contain the school monogram. Additional privileges may be added at the discretion of the Principal and Assistant Principal.

## **\*President/Principal's Right to Amend\***

Saint John's Catholic Prep reserves the right to amend the student handbook, and any amendments shall be binding upon all students.

## **SAINT JOHN'S CATHOLIC PREP - AUTHORIZED USE POLICY FOR TECHNOLOGY**

### Definitions

Computer Resources: All networks (including connections to external networks i.e. Internet), processors, peripherals and supplies under the administration of Saint John's.

Computer Account: A computer resource user's unique ID which allows them access to specific computer resources.

### Rights

Use of the Saint John's Catholic Prep computer resources is a privilege and not a right. As with all privileges, abuses will not be tolerated.

### Inappropriate Usage

Examples of inappropriate usage include, but are not limited to, the activities in the following list:

- Use of a computer account you are not authorized to use.
- Allow the use of your computer account by another individual
- Attempt to read, copy, change or delete another user's files without the explicit agreement of the owner.
- Use the school network to gain unauthorized access to any computer system or network.
- Knowingly run or install a program on any computer system or network, or give such to another user that intends to damage or to place excessive load on a computer system or network.
- Attempt to circumvent data protection schemes or uncover security loopholes on any computer resource within the school or connected to the school.

- Violate terms of applicable software licensing agreements or copyright laws.
- Deliberately waste computer resources, including paper.
- Access and/or use of non-educational social media such as Twitter, Facebook etc.
- Use computer systems for personal use during class time.
- Use computer resources for personal reasons that result in an expense to the school.
- Download and/or using material in violation of copyright.
- Transmit or view materials which explicitly or implicitly refer to sexual conduct.

## Privacy

The school technology staff, in order to preserve the integrity or operational state of all computers, may find it necessary to manipulate, without prior consent, any data or files of any users that exist on any resource. Saint John's Catholic Prep reserves the right to read and/or remove any student files on the system without prior notification to system users.

## Internet Information Content

Saint John's Catholic Prep has no control of the information on the Internet, and provides only limited technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive. Access to any information on the Internet is ultimately the responsibility of the user. Deliberate access of inappropriate material will result in disciplinary action.

## Online Harassment

Any student who uses the school email, internet or social media sites to harass or bully other students, faculty, staff or individuals will be subjected to disciplinary actions and may be referred to the Discipline Review Board.

## Vandalism Policy

Due to the complexity and cost of technology, when a user's actions result in damage to any computer resource, all costs incurred for repair will be the responsibility of the user. This included the transmission of malware through diskettes, CDs and USB drives.

## Software installation

Only individuals assigned by the school tech staff may install software (demo or full versions) onto any computer resource within the school.

## Computer Usage Policy Enforcement Guidelines

An individual's computer resource use privilege may be suspended immediately upon the discovery of a possible violation of the policies. Depending on the nature and severity of the policies violation, appropriate action may be taken.

## ONE TO ONE ACCEPTABLE USE POLICY (AUP)

Saint John's Catholic Prep (SJCP) only authorizes the use of its laptop computers in a manner consistent with the Catholic Mission of the school and the established instructional, research, and administrative objectives of the school. With this in mind, SJCP provides a school-wide network and Internet access which meets or exceeds the directives of the Child Internet Protection Act (CIPA) for the digital protection and safety of its faculty, staff and students.

## Ownership

Computers issued through the 1-to-1 program are leased to the student for the duration of their time at SJCP. If the student leaves before their senior year, they have the option to buy out the remainder of the lease or return the laptop to the school. At graduation, ownership will be turned over to the student. Only computers issued through this program may be used in school.

## License Agreements

Saint John's Catholic Prep is the sole licensee of the software included with the laptop computer. Any copying, modification, merging, or distribution of the software by the student, including written documentation, is prohibited. The student is responsible for complying with any and all hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such licenses, terms, or laws shall constitute a violation of this contract.

## Acceptable Use

- Saint John's Catholic Prep laptops are not to be used for personal profit or non-profit purposes such as advertising, rentals, selling or buying things, soliciting for charity, or other such uses, unless approved by the School Administration.
- The laptops may not be used in the transmission or storage of copyrighted materials not in the name of the student or school.
- Students must handle the laptop computers with care, protecting its functionality and appearance.
- Students must bring their FULLY CHARGED laptops to school with them every day, unless instructed to do otherwise by a School Administrator.
- Students must also bring their fully charged stylus pen, initially provided by the school at the beginning the 2020-2021 school year to Freshmen, Sophomores and Juniors. If lost the student must replace it immediately.
- Plug-in type only headphones/earbuds WITH MICROPHONE are required for classes and must be brought to school along with the school laptop. Students are to purchase these headphones themselves or use this type if they already have them on hand. No air-buds or wireless headphones are acceptable.
- Students must not use laptop computers or computer programs in any manner other than that for which it is intended.

- Students must not install software on the school laptop computer unless specifically authorized to do so by a School Administrator.
- Students must not intentionally modify network configuration files or otherwise interfere with the functioning of the SJCP school laptop computers.
- Students must not intentionally transmit viruses and other such malicious computer programs via the Saint John's Catholic Prep computers.
- Laptop computers must be treated in an appropriate manner as other school-owned educational tools such as textbooks. Therefore, all SJCP policies, rules, handbooks, contracts, and directives, including disciplinary measures, apply to the use of the school laptop computers.
- Students must not modify or attempt to repair laptop computers issued under this contract without the express permission of the school.
- All updates/upgrades to Microsoft Windows 10 and Office 365 should be accepted. This means that the school computer should be completely turned off and back on at least one-a-week.

## School Email

- Each student is provided with their own personal school email address. The official email address for each student is their first initial, last name, student ID number @ my.saintjohnsprep.org (for example: ajones123456@my.saintjohnsprep.org). This personal email address is setup on the school laptop computer for the student using Microsoft Outlook 365.
- Students are to use this email only for all school related communication. Students are also required to check this email account at least once-a-day.
- Students also receive a secondary email address for the purpose of logging into Google Classroom. (ex.: ajones123456@saintjohnsprep.org). It is not to be used for any other purpose.

## Liability

- Students are responsible for all material sent by and/or stored on the school laptop computer.
- Students accept responsibility for keeping their laptop computer free from all pornographic material, inappropriate text files, or files dangerous to the integrity of Saint John's Catholic Prep's network, equipment, or software.
- Any student suspected of cyberbullying or harassing behavior will be sent to the Discipline Review Board for appropriate disciplinary action.
- Saint John's Catholic Prep is not liable for any material sent by and/or stored on laptop computers issued to students via the 1-to-1 Laptop Computer Agreement.

## Damaged Laptops

- All School laptops are covered under HP's ADP warranty (accidental damage protection) for a period of four (4) years. The ADP warranty covers all accidental hardware damages to the laptop. Repairs usually take ten (10) school days. The student will be provided a loaner laptop while repairs are being made. (The loaner may be a different model than the student's laptop).

- If it is determined that the damage is the result of the intentional or unintentional installation of software which was not authorized by a SJCP school administrator, which has resulted in a virus or other mal-ware on the laptop, the student may be charged staff time of \$75 per hour to return laptop to working order.

## Lost or Stolen Laptop

- In the event a student's laptop is lost or stolen, the student should notify the IT Department by the next school day or, if during a holiday period or Summer, the next business day. If a theft, the student's family should file a police report and submit a copy of the report to the IT Department within 3 school days or, if during the summer or holiday period, within the next 3 business days.
- The Principal will work with SJCP IT staff to provide a loaner laptop to the student while the loss/theft is being investigated.
- If, after thirty-days, the lost/stolen school laptop is not recovered, or if it is recovered but deemed inoperable by SJCP IT staff, the student will be responsible for the full replacement value of the school laptop.

## No Guarantee of Content Privacy

- Saint John's Catholic Prep cannot guarantee that content stored on school laptop, issued in accordance with this contract, will be private. Saint John's Catholic Prep respects the rights of its students; however, SJCP is also responsible for servicing and protecting its property.
- Saint John's Catholic Prep reserves the right to monitor or access the hard drives of its laptop computers if it suspects or is advised of possible breaches or security, harassment, or other violations of other school policies, rules, regulations, directives, or law, or evidence exists which demonstrates to the school that its laptop computers may contain information, data, or other intellectual property that belongs to another person.
- Content filtering services will be in use on all Saint John's Catholic Prep computers. Attempts to disable or hack content filtering services will not be tolerated, and disciplinary measures will be taken. The filtering service reports inappropriate internet searches and sites visited to the School Administration.
- Use of the school laptop is subject to Saint John's Catholic Prep's Acceptable Use Policy.

## Disciplinary Measures

Misuse of computers will not be tolerated. The consequences of infractions of the 1-to-1 Laptop Contract may include but are not limited to:

- Limits on the use of the laptop for a specific period of time
- Suspension of the use of the laptop for a specific period of time
- Removal of the laptop from a student's possession for a specific period of time
- Payment of damages
- Referral to Discipline Review Board for possible suspension or expulsion.
- Involvement of law enforcement officers

## **\*ASSUMPTION OF RISK – COVID-19\***

During these times of the Covid-19 pandemic, we here at Saint John's have been actively planning and working toward offering our normal in-person academic year, with appropriate precautions and measures in place that are consistent with applicable public health restrictions and guidance. Although challenges created by the coronavirus continue to develop and change almost daily and much remains uncertain, we are certain of the following:

1. The health, safety, and welfare of every member of the School community is our highest priority.
2. The novel coronavirus (COVID-19) has been declared a worldwide pandemic by the World Health Organization (WHO). Medical knowledge regarding COVID-19 continues to evolve, but COVID-19 is reported to be extremely contagious and is believed to spread through person-to-person contact and/or contact with contaminated surfaces and objects, possibly even in the air. The exact methods for spread, contraction, and infection are unknown and there is no known treatment, cure, or vaccine for COVID-19. Evidence has shown that COVID-19 can cause serious and potentially life-threatening illness and/or death.
3. The measures we take to protect the School community from COVID-19 will continue to be informed by the most up-to-date advice from federal, state, and local public health officials.
4. Even with the precautions and measures we implement, no one, including the School, can guarantee an environment without risk of the spread of COVID-19. It is simply not possible to do so. For more information about the nature of the virus, please visit <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.
5. In addition, minimizing the risk of COVID-19 spread or spread of any other disease is a shared responsibility. All members of the School community, including you and your student, must do their part. In addition to basic hand hygiene (frequent washing and sanitizing) and respiratory etiquette (not coughing into one's hand or in close proximity to others), this includes adhering to any measures that the School may deem appropriate, such as temperature checks, social distancing, wearing cloth face coverings, isolating or quarantining away from the School when required, and other precautionary measures. Your student's compliance is necessary not only for the safety of your student but also for the safety of others. Individuals should not enter the School campus if they have a fever or are exhibiting symptoms of COVID-19. For more information about symptoms, please visit <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.
6. If your student has any disability you think may require accommodations related to COVID-19 or if your student, because of underlying medical conditions, may be at increased risk, you should contact the school office to discuss further.
7. If your student enters the School campus, there is an inherent risk that your student could be exposed to and contract COVID-19. By allowing your student to enter the School campus, you indicate your acknowledgement of and agreement to accept and assume this risk on behalf of your student.

In the meantime, we encourage everyone to stay safe and pray for those affected by this worldwide pandemic.



	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 10:30 1:30	A	A	D	D	Online, asynchronous learning from home  Zoom Office Hours
10:30 10:35 0:05					
10:35 11:10 0:35	Lunch/Enrichment	Lunch/Enrichment	Lunch/Enrichment	Lunch/Enrichment	
11:10 11:15 0:05					
11:15 12:40 1:25	B	B	E	E	
12:40 12:45 0:05					
12:45 1:20 1:25	Lunch/Enrichment	Lunch/Enrichment	Lunch/Enrichment	Lunch/Enrichment	
1:20 1:25 0:05					
1:25 2:50 1:25	C	C	F	F	

1-Hour Delay (FCPS 2-Hour Delay) :

10:00 11:10 1:10	A or D
11:10 11:15 0:05	
11:15 11:50 0:35	Lunch/Enrichment
11:50 11:55 0:05	
11:55 1:00 1:05	B or E
1:00 1:05 0:05	
1:05 1:40 0:35	Lunch/Enrichment
1:40 1:45 0:05	
1:45 2:50 1:05	C or F

Dates and times are subject to change, please check website.