

# Principal's Letter

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Dear Parents,

I want to take this opportunity to welcome your family to the Bishop John J. Snyder High School community as we begin a very exciting new year at Bishop Snyder! We have completed 21 years of quality Catholic education and we are proud of what we have been able to accomplish through the efforts of dedicated teachers, parents and staff and the guiding hand of the Holy Spirit. Bishop Snyder High School is dedicated to modeling our patron, St. John the Baptist and "*preparing the way*" for each student to be successful in college and in life. The tradition of excellent Catholic education in the Diocese of St. Augustine, which began nearly 450 years ago, is a long standing one. The school's namesake, Bishop John J. Snyder, strengthened that tradition with his commitment and dedication to the growth of our diocesan schools. We are proud to bear his name and follow his example.

This handbook marks the first step in ensuring a safe and stimulating environment in which young men and women develop into compassionate and service oriented members of their communities. Our academic program, within a Christian setting, allows our students to mature in all areas: academically, spiritually, physically, and emotionally with the guidance and care that our professional staff gives from the first day of school to graduation. Your part cannot be overemphasized. With your involvement, we can successfully work to challenge our students to reach their fullest potential. Our communication platforms, *FACTS*, and *Constant Contact*, assist in the effort to maintain effective communication between the school and you.

Your cooperation and involvement will continue to make this school a success. With the enrollment of your student, the legacy of Bishop John J. Snyder High School is underway!

Please read this copy of the Parent-Student Handbook for Bishop John J. Snyder High School for the 2023-24 academic year carefully and share it with your student. It outlines clearly the minimal expectations for students at our school and represents the rules and regulations in effect for the coming school year.

If you have any questions or would like clarification about any portion of the Parent-Student Handbook, please don't hesitate to contact me.

Deacon David Yazdiya  
Principal

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# General School Information

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## **Bishop John J. Snyder High School**

Bishop John J. Snyder High School was founded in 2002 and is named after The Most Reverend John J. Snyder, D.D., the eighth bishop of the Diocese of Saint Augustine. The school opened on August 14, 2002 with ninth grade. It is accredited by the Southern Association of Colleges and Schools (SACS) and is a member of the National Catholic Education Association (NCEA).

## **Bishop John J. Snyder, D.D.**

Bishop John J. Snyder was installed as the eighth bishop of the Diocese of St. Augustine on December 5, 1979. He succeeded Bishop Paul F. Tanner upon his retirement. The son of John Joseph and Katherine Walsh Snyder, he was born in New York City on October 25, 1925. He was ordained to the priesthood on June 9, 1951. On December 13, 1972, Pope Paul VI appointed him Auxiliary Bishop of Brooklyn. He was ordained by Bishop Mugavero on February 2, 1973 at the Church of Our Lady of Perpetual Help, Brooklyn. In October 1979, Pope John Paul II transferred him to the See of Saint Augustine where he was installed on December 5, 1979. His Episcopal motto was "Peace in Christ." Bishop Snyder went home to the Lord on September 27, 2019.

## **The School Patron Saint**

Our patron saint is John the Baptist. In the Gospel, he prepared the way for Jesus Christ. We pray through the intercession of St. John the Baptist that our administration, faculty, staff, and students also prepare the way for Jesus Christ in today's world. John the Baptist was the patron saint of Bishop John J. Snyder.

## **Mission Statement**

The mission of Bishop John J. Snyder High School, a college preparatory school, is to assist in the ongoing formation of young men and women of competence, conscience and compassion, faithful to the Gospel and teachings of the Catholic Church.

## **Vision**

We the faculty and administration are dedicated to providing a Catholic education to our students, guiding them to become significant contributors to our academic community and society. We endeavor to instill a strong Christian character built on the highest of moral and ethical codes.

## **Beliefs**

We believe our Catholic school ...

1. fosters our growth as a Christ-centered, academic community.
2. equips students to excel spiritually, academically, technologically, artistically, athletically, and socially.
3. celebrates the unique gifts and accomplishments of each individual as we grow in spirit and community to "...prepare the way of the Lord," as did our patron Saint, John the Baptist.
4. develops self-discipline and leadership.
5. inspires, motivates, and challenges young men and women to witness to the Gospel message.

## **The School Mascot**

The Mascot of Bishop John J. Snyder High School is *the Cardinal*. When asked if he ever wanted to be Pope, Bishop Snyder replied, "No, I always wanted to be a Cardinal, but I couldn't hit a curve ball." Bishop Snyder's love for the St. Louis Cardinals is strong and he has been a loyal fan of this ball club for many years. He personally chose the mascot for Bishop John J. Snyder High School.

### **Hours of Operation**

Office hours are from 7:30 a.m. to 3:30 p.m. Monday through Friday. Summer and holiday office hours are Monday through Friday 8:00 am to 2:00 pm.

### **Parent Communication**

*Parent Alert* is the official communication service that allows the school to notify parents in case of an emergency or when quick notification of events is necessary. The service can send thousands of e-mails and phone messages instantly, giving parents valuable information. We also utilize *Constant Contact* for informational emails on a regular basis. Please check your email settings to allow these emails.

### **School Closing**

At the discretion of the Bishop or Superintendent of Catholic Schools, his delegate, can decide to close or delay the opening of the diocesan school system by location, territory, county or region.

The diocese reviews the *Emergency Operations Centers* and public school districts in the 17 counties that make up the Diocese of St. Augustine as a large scale emergency or a natural disaster is on the horizon or in progress. If a county closes all public schools for such an emergency or natural disaster, the diocese will follow suit in closing all schools in that county.

**Catholic schools do not follow Duval County's lead in reopening.** Many of the county schools will remain closed as they may have been used as shelters during this time frame. Our Catholic schools will reopen when the school has sufficient staff, power, water and sewage and the emergency or natural disaster has been rectified or cleaned up at the school's location.

### **Tierney Media Center**

The Tierney Media Center is open during school days from 7:30 a.m. until 4:00 p.m. The following rules apply to the media center.

- Students must adhere to Internet Policy.
- Classroom rules apply to the media center and computer lab.
- No food or drink is ever permitted in the media center or computer lab.
- Students are required to present ID's to check out materials. Students must return all books/materials and not have any outstanding fees in order to take midterm and final exams.
- Students are responsible to familiarize themselves with and adhere to posted library policies and procedures.

### **School Contact Information**

5001 Samaritan Way, Jacksonville, FL 32210  
Main Office: (904) 771-1029 Fax: (904) 908-8988  
Website: [www.bishopsnyder.org](http://www.bishopsnyder.org)

### **Official School Social Media Handles**

School: Facebook, Twitter, & Instagram: @BishopSnyderHS  
Athletics: Facebook & Twitter: @SnyderAthletics

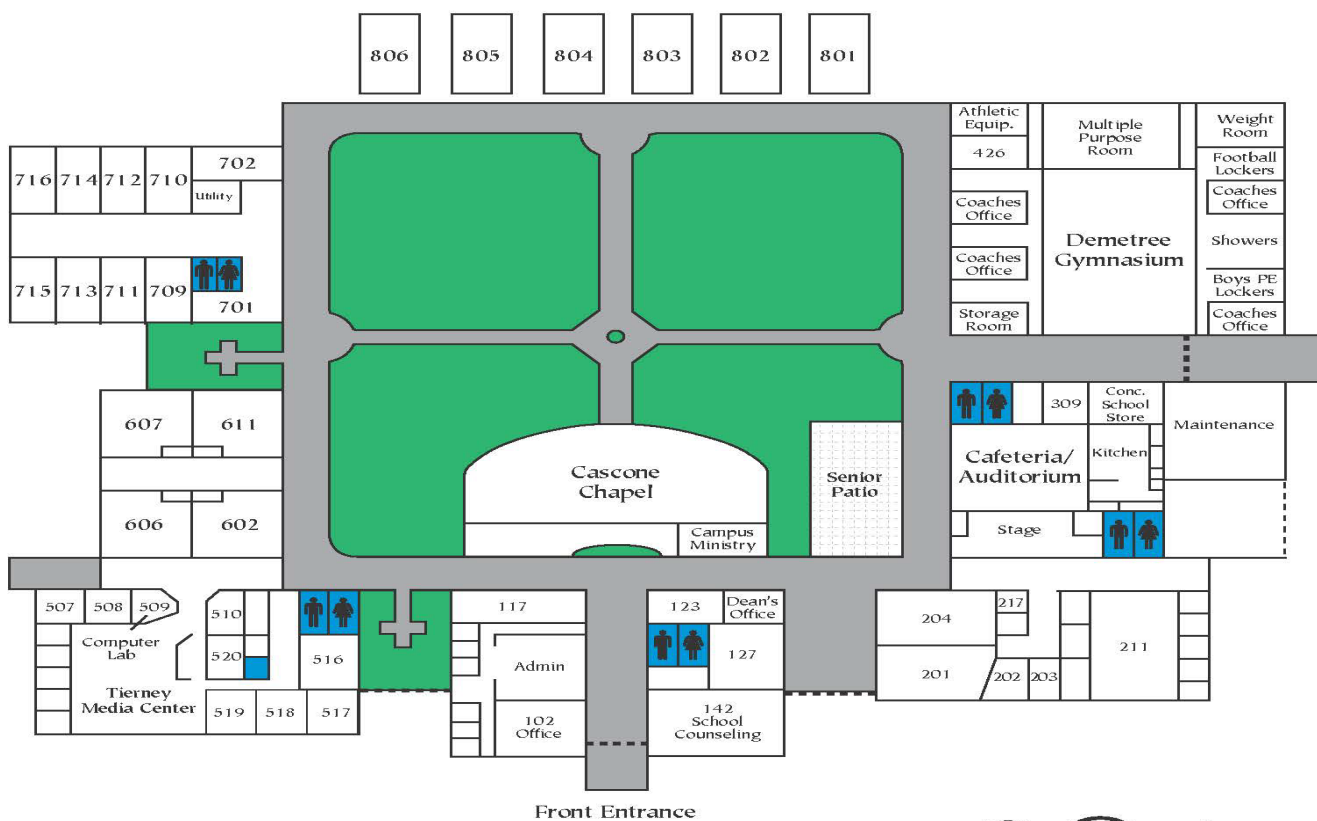
# Bell Schedule

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	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:00	A	A	A	D	A
9:05 – 10:05	B	G	F	A (Mass)	C
10:10 – 11:10	C	B	G	E	D
11:15 – 12:40	D	C	B	F	E
<b>Lunch Schedule</b> 1 <sup>st</sup> Lunch 2 <sup>nd</sup> Lunch 3 <sup>rd</sup> Lunch	11:15 – 11:40 11:45 – 12:10 12:15 – 12:40	11:15 – 11:40 11:45 – 12:10 12:15 – 12:40	11:15 – 11:40 11:45 – 12:10 12:15 – 12:40	11:15 – 11:40 11:45 – 12:10 12:15 – 12:40	11:15 – 11:40 11:45 – 12:10 12:15 – 12:40
12:45 – 1:45	E	D	Announcements Prayer C	G	F
1:50 – 2:50	Announcements Prayer F	Announcements Prayer E	<b>1:45 Early Dismissal</b>	Announcements Prayer B	Announcements Prayer G



Baseball/Softball  
Complex



*Bishop John J. Snyder is located at  
5001 Samaritan Way, Jacksonville, FL 32210  
Office Phone: (904) 771-1029  
[www.bishopsnyder.org](http://www.bishopsnyder.org)*



Multi-Athletic  
Complex

# Administration, Faculty and Staff

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Principal

**Deacon David Yazdiya**  
davidyazdiya@bishopsnyder.org

Dean of Academics

**Mrs. Kelly Brown**  
kellybrown@bishopsnyder.org

Dean of Students

**Mr. Rusty Kellum**  
rustykellum@bishopsnyder.org

Director of Admission

**Mrs. Amanda McCook**  
amandamccook@bishopsnyder.org

Director of Athletics/Facilities

**Mr. Zach Osbeck**  
zachosbeck@bishopsnyder.org

Director of Campus Ministry

**Mrs. Joy Gallagher**  
joygallagher@bishopsnyder.org

Director of Compliance/Transportation

**Ms. Mary Anne Briggs**  
maryannebriggs@bishopsnyder.org

Director of Finance

**Mrs. Jennifer McAnally**  
finance@bishopsnyder.org

Director of the Foundations Program

**Mrs. Lisa Moser**  
lisamoser@bishopsnyder.org

Director of School Counseling

**Mrs. Kindall Crummey**  
kindallcrummey@bishopsnyder.org

Director of Technology

**Mr. Matthew McWhorter**  
mattmcwhorter@bishopsnyder.org

Event Coordinator

**Ms. Danielle Wilkes**  
events@bishopsnyder.org

Bishop John J. Snyder High School has a professional faculty of men and women dedicated to the education and development of each student. Faculty members hold degrees and are state certified in the areas that they teach. Department chairs are noted in bold letters.

## English

**Mrs. Brandy Torres**  
Mrs. Jeanine Kemmer  
Ms. Annie Monfort  
Mr. Jacob Parker  
Mr. Adam Pizzo

**brandytorres@bishopsnyder.org**  
jeaninekemmer@bishopsnyder.org  
anniemonfort@bishopsnyder.org  
jacobparker@bishopsnyder.org  
adampizzo@bishopsnyder.org

## Fine Arts

**Mrs. Elizabeth Kerns**  
Mr. Mark Baylor  
Mr. Andrew Peterson

**elizabethkerns@bishopsnyder.org**  
markbaylor@bishopsnyder.org  
andrewpeterson@bishopsnyder.org

### **Foundations**

**Mrs. Lisa Moser**  
Mrs. Andria Tichy

**lisamoser@bishopsnyder.org**  
**andriatichy@bishopsnyder.org**

### **Math**

**Ms. Vanessa Carrillo**  
Mrs. Kelly Brown  
Mrs. Kaylene Connell  
Mrs. Loni Hodges  
Mr. Jon Torres

**vanessacarrillo@bishopsnyder.org**  
**kellybrown@bishopsnyder.org**  
**kayleneconnell@bishopsnyder.org**  
**lonihodges@bishopsnyder.org**  
**jontorres@bishopsnyder.org**

### **Physical Education**

**Mr. Travis Markoski**  
Mr. Rusty Kellum  
Mr. Zach Osbeck

**travismarkoski@bishopsnyder.org**  
**rustykellum@bishopsnyder.org**  
**zachosbeck@bishopsnyder.org**

### **Religion**

**Mrs. Joy Gallagher**  
Ms. Ann Barta  
Mrs. Elizabeth Luman  
Mr. Mike Scaldo  
Ms. Brittany Scheidler  
Dcn. David Yazdiya

**joygallagher@bishopsnyder.org**  
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[\*\*brittanyscheidler@bishopsnyder.org\*\*](mailto:brittanyscheidler@bishopsnyder.org)  
**davidyazdiya@bishopsnyder.org**

### **Science**

**Mr. Rob Martin**  
Mrs. Kara Coffey  
Mr. Collin Funck  
Ms. Jerianne Sinex

**robmartin@bishopsnyder.org**  
**karacoffey@bishopsnyder.org**  
**collinfunck@bishopsnyder.org**  
**jeriannesinex@bishopsnyder.org**

### **Social Studies**

**Mrs. Ashley Gonzalez**  
Mr. Jeff DiSandro  
Mr. Mark Hooper  
Mrs. Tina Silva

**ashleygonzalez@bishopsnyder.org**  
**jeffdisandro@bishopsnyder.org**  
**markhooper@bishopsnyder.org**  
**tinasilva@bishopsnyder.org**

### **World Language**

**Mr. Victor Ravelo**  
Ms. Raquelle Crotty  
Mrs. Shelby Sigismond

**victorravelo@bishopsnyder.org**  
**raquellécrotty@bishopsnyder.org**  
**shelbysigismond@bishopsnyder.org**



**Administrative Staff**

Finance Assistant

Ms. Kristina Lekas  
kristinalekas@bishopsnyder.org

Administrative Assistant to School Counseling

Ms. Amelia Pitts  
schoolcounseling@bishopsnyder.org

Assistant Athletic Director

Mr. Russell Powell  
russellpowell@bishopsnyder.org

Main Office Receptionist

Mrs. Lisa Dobrie  
mainoffice@bishopsnyder.org

School Counselor

Ms. Nicole Friederich  
nicolefriederich@bishopsnyder.org

# WHERE TO GO FOR ASSISTANCE

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Accidents	Nearest School Office
Admissions	Office of Admissions (amandamccook@bishopsnyder.org)
Attendance Information	Main Office (mainoffice@bishopsnyder.org)
Transportation	Office of Transportation (maryannebriggs@bishopsnyder.org)
Career Information	Office of School Counseling (schoolcounseling@bishopsnyder.org)
Change of Address	Main Office (mainoffice@bishopsnyder.org)
College Financial Aid	Office of School Counseling (schoolcounseling@bishopsnyder.org)
College Planning	Office of School Counseling (schoolcounseling@bishopsnyder.org)
College Scholarships	Office of School Counseling (schoolcounseling@bishopsnyder.org)
Counseling (academic)	Office of School Counseling (schoolcounseling@bishopsnyder.org)
Course Placement	Office of School Counseling (schoolcounseling@bishopsnyder.org)
Discipline	Office of the Dean of Students (rustykellum@bishopsnyder.org)
Finances	Business Office (finance@bishopsnyder.org)
Financial Aid	Business Office (finance@bishopsnyder.org)
Fingerprinting	Compliance Officer (maryannebriggs@bishopsnyder.org)
FOUNDATIONS Program	Director of the Foundations Program (lisamoser@bishopsnyder.org)
Illness	Main Office (mainoffice@bishopsnyder.org)
Locate a Student	Main Office (mainoffice@bishopsnyder.org)
Locate a Teacher	Main Office (mainoffice@bishopsnyder.org)
Locks and Lockers	Office of the Dean of Students (russellpowell@bishopsnyder.org)
Lost and Found	Main Office (mainoffice@bishopsnyder.org)
Parking Information	Office of the Dean of Students (russellpowell@bishopsnyder.org)
Registration	Office of Admissions (amandamccook@bishopsnyder.org)
Report Cards	Office of School Counseling (schoolcounseling@bishopsnyder.org)
Service Hour Requirement	Office of Campus Ministry (joygallagher@bishopsnyder.org)
Spiritual Assistance	Office of Campus Ministry (joygallagher@bishopsnyder.org)
Standardized Test Information	Office of School Counseling (schoolcounseling@bishopsnyder.org)
Student Schedules	Office of School Counseling (schoolcounseling@bishopsnyder.org)
Student Visitors	Office of Admissions (amandamccook@bishopsnyder.org)
Summer School	Office of School Counseling (schoolcounseling@bishopsnyder.org)
Tardy to School	Main Office (mainoffice@bishopsnyder.org)
Textbook Information	Textbook Coordinator (maryannebriggs@bishopsnyder.org)
Theft or Vandalism	Office of the Dean of Students (rustykellum@bishopsnyder.org)
Transcripts	Office of School Counseling (schoolcounseling@bishopsnyder.org)
Uniform Information	Main Office (mainoffice@bishopsnyder.org)
Visitors	Main Office (mainoffice@bishopsnyder.org)
Volunteer Information	Office of Campus Ministry (joygallagher@bishopsnyder.org)
Withdrawal from School	Office of School Counseling (schoolcounseling@bishopsnyder.org)

**\*Please direct questions regarding student progress to the classroom teacher**

# Tuition and Fees 2023-2024

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## **Registration Fee: \$400 per family**

This fee is due at the time of registration for school and is non-refundable.

## **Tuition**

One Catholic student: **\$10,165**

Two Catholic siblings: **\$18,696**

Three Catholic siblings: **\$25,689**

Each Non-Catholic student: **\$12,911**

## **General Fee: \$1,000 per student**

This fee is due by April 20<sup>th</sup> and is non-refundable. If not paid by this date, it will be added to your FACTS payments. The General Fee includes materials, catastrophic student insurance, school counseling services, and standardized testing. It does not include Saturday School, PE uniforms, field trips, books, yearbooks, locks for school or PE lockers, or parking passes.

## **Senior Graduation Fee: \$100 per student**

This fee is non-refundable and includes senior cap and gowns, the graduation venue rental, and the Senior Dinner and Awards Ceremony entrance for three. It does not include senior pictures, announcements, or other graduation regalia.

## **FACTS Management Company**

Bishop John J. Snyder High School contracts with FACTS Management Company to process tuition payments electronically. Through FACTS E-Cashier, you can arrange for monthly or semi-annual automatic bank payments from your checking or savings account. Payment date options are the 5<sup>th</sup> or 20<sup>th</sup> of the month.

All families must set up a FACTS account at the time of enrollment, unless tuition and fees are paid in full by May 1<sup>st</sup>. You will be directed to the FACTS site during the Online Enrollment process. If you have any questions, please call Edna Corrigan in the Finance Office at (904) 908-8960.

Those students with delinquent accounts must be cleared with the finance manager prior to taking mid-term or final exams. Transcripts and records will not be released or diplomas issued for seniors until all financial obligations are met. Checks returned to the school for insufficient funds will be re-deposited. If the check fails a second time, the parent will be responsible for a \$25.00 returned check fee in addition to providing the amount of the returned check. Remittance must be in cash or a bank check.

## **Payment Options**

**Option 1: Annual Tuition Payment** – Full payment of tuition is due to the main office by **May 1<sup>st</sup>**.

**Option 2: Semi-annual Tuition Payments** – FACTS withdraws half of the tuition twice a year in **May and November**. There is a one-time **\$10 FACTS fee** assessed and collected with the May withdrawal.

**Option 3: Ten Monthly Tuition Payments** – FACTS withdraws ten monthly payments **May through February on the 5<sup>th</sup> or the 20<sup>th</sup>** of the month. A one-time **\$41 FACTS fee** will be assessed and collected with the first withdrawal.

# Admissions

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## **Director of Admissions**

Mrs. Amanda McCook

(904) 908-8973

[amandamccookbishopsnyder.org](mailto:amandamccookbishopsnyder.org)

## **Open Admission Policy**

Bishop John J. Snyder High School has an open admission policy. No person, on the grounds of race, color, gender, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

Admission to Bishop John J. Snyder High School is contingent upon a student graduating from 8<sup>th</sup> grade with no expulsions or serious disciplinary problems. We accept Catholic and non-Catholic students.

## **Anti-Harassment and Anti-Discrimination**

Bishop John J. Snyder High School is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Diocese of St. Augustine. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

## **Residence and Custody Requirements**

Students must live with their parent(s) or legal guardian(s). Students who live independently or with others or who are married may not remain enrolled at Bishop John J. Snyder High School.

Foreign exchange students must reside with a family or an adult sponsor acting as guardian. It is the responsibility of foreign citizens to remain abreast of all current immigration laws in order to maintain residence in the United States. Bishop John J. Snyder High School does not give advice to students in this regard.

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known to us.

# Office of Campus Ministry

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## **Director of Campus Ministry**

Mrs. Joy Gallagher

(904) 908-8975

joygallagher@bishopsnyder.org

The Office of Campus Ministry assists in the formation of students of competence, conscience, and compassion. The department is committed to providing opportunities which serve to unite the school community and encourage students to grow in their Christian faith while discerning their personal call to love and serve.

Campus Ministry opportunities include but are not limited to the following:

- weekly school-wide liturgies
- penance services
- school-wide prayer services and praise and worship
- Adoration of the Blessed Sacrament
- 12th-grade Extraordinary Ministers of Holy Communion
- lector and altar server training
- student retreat leaders
- Morning Star High School Mentors
- Christian service
- summer service trip
- food and clothing collections
- Catholic Schools Week and Vocations Week celebrations
- Spectrum peer groups
- annual pilgrimage to the National March for Life in Washington, DC
- pastoral counseling

## **Grade-Level Retreats**

Spiritual retreats are an integral part of attending a Catholic school. They offer students experiences of prayer and spiritual growth and development. Each student is required to attend his or her grade-level retreat once a year. Students who are absent from a retreat for any reason, excused or unexcused, will be required to complete a make-up assignment. The purpose of the assignment is to afford the student an opportunity to reflect on the themes of the retreat.

## **Christian Service Overview**

It is the unique mission of Bishop John J. Snyder High School to guide young people in developing a Christian social consciousness and a commitment to a life of justice and peace.

All students are required to complete a minimum of twenty-five (25) hours of Christian Service each year. The goal is to encourage students to serve the community. As disciples of Christ we are called to make this a priority in our lives.

## **Process for Christian Service Hours Submission**

- Process for recording hours:
  - The Record of Christian Service will be used to record hours. These forms can be obtained on the school website, in religion classrooms, or in the Office of Campus Ministry. It must be completely filled out before submission. This includes the reflection about Catholic Social Teaching on the back of the form. Incomplete forms will be returned to students.

- Where to submit hours:
  - Service hours submitted from June 1st until the first day of school each year are to be submitted to Campus Ministry.
  - Service hours submitted between the first day of school and the last day of school are to be submitted to the individual student's religion teacher.
- Deadlines for submitting hours:
  - Each school year the time frame for performing Christian Service will be June 1 through May 1st.
  - Students must submit a Service Hours Extension Request Form if hours are to be completed after the deadline.
  - Late hours may not be accepted.

### **Guidelines for Christian Service Hours**

- When seeking service opportunities, students are encouraged to begin with their own parish or Church communities. Additionally, students may earn service hours at non-profit (501 C-3) organizations or agencies whose mission and values do not contradict Catholic values.
- Christian service hours may only be recorded for non-paid service hours outside of school hours.
- Service hours performed for family members or extended family members is praiseworthy, but will **not** be accepted for credit.
- Any service provided for a family owned-and-operated business is indeed praiseworthy but does **not** meet the criteria for Christian Service.
- Service and organizations where service is completed must be in line with the teachings of the Catholic Church. Some organizations and foundations, though non-profit, will not be accepted due to their support of anti-life agendas or other causes which are contrary to our Catholic beliefs and values. Examples (not a complete list): Susan B. Komen Foundation, March of Dimes, Planned Parenthood.
- The number of items in a collection of donations does not translate to hours. Students will receive credit for actual hours served.
- Information on upcoming service projects can be found through the Office of Campus Ministry and religion classes
- Projects or activities that do not meet the listed criteria, either in whole or in part, should not be assumed to fulfill the school requirement.
- When in doubt about the suitability of a service opportunity, and in order to prevent unnecessary misinterpretations or frustrations, students are encouraged to FIRST review the Pre-Approved Service Opportunity List provided in Religion class.

### **Consequences for Failure to Complete Service Requirement:**

Timely completion of the Christian Service Hours deadlines is a serious obligation and integral part of the requirements for graduation.

#### **SENIORS:**

- Loss of opportunity for senior exam exemption or other privileges
- Caps and gowns will **not** be issued until requirement is satisfied

#### **JUNIORS, SOPHOMORES, FRESHMEN:**

- Loss of privileges such as field trips
- Grade of INCOMPLETE in Religion until requirement is satisfied

# Academic Policies

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## Dean of Academics

Mrs. Kelly Brown

kellybrown@bishopsnyder.org

## **Bishop John J. Snyder High School Graduation Requirements**

Bishop John J. Snyder High School offers a college preparatory curriculum. A minimum cumulative weighted GPA of 2.0 and twenty-eight (28) credits in the following subject areas are required for graduation:

Religion	4 credits
English	4 credits
Mathematics including Algebra I & II and Geometry	4 credits
Social Studies – World History, American History, American Government, and Economics	3 credits
Science including Biology and Chemistry	3 credits
World Language	2 credits of same language
Practical/Performing Arts	1 credit
Physical Education	1 credit
Elective	6 credits

## **Grading Scale/Grade Point Average (GPA) Calculation**

<i>Letter Grade</i>	<i>Numerical Grade</i>	<i>Quality Points</i>		
		<b>Standard</b>	<b>Honors</b>	<b>AP</b>
<b>A</b>	<b>90-100</b>	<b>4.0</b>	<b>4.5</b>	<b>5.0</b>
<b>B</b>	<b>80-89</b>	<b>3.0</b>	<b>3.5</b>	<b>4.0</b>
<b>C</b>	<b>70-79</b>	<b>2.0</b>	<b>2.5</b>	<b>3.0</b>
<b>D</b>	<b>60-69</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
<b>F</b>	<b>59 and below</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

## **Computing Final Grades**

Bishop John J. Snyder High School computes grades on an annual system. Total points are divided by the ten marks to determine the annual grade.

Quarter One Grade                      x2

Quarter Two Grade                      x2

**Mid Term Exam                      x1**

Quarter Three Grade                      x2

Quarter Four Grade                      x2

**Final Exam x1**

## **Incomplete Grades**

An incomplete grade ("I") will be given only when necessary due to illness or extenuating circumstances. Upon receiving an incomplete grade, the student is required to meet with the teacher and receive a schedule for completion of all missing work. If the student fails to meet the required time schedule, zeroes will be recorded for the missing assignments and the quarter grade will be finalized.

### **Extra Credit/Bonus**

Students may not receive extra credit or bonus points for any assignment. This includes grades whose total is over 100%, questions on tests/quizzes that may offer students additional points, 'banked' points to be used on future assignments, points offered for attendance at school events outside the scope of course responsibilities and any assignment that is given outside the course work to a student to artificially raise his/her grade.

### **Quarterly Honor Roll**

The Honor Roll is calculated at the end of each quarter as follows:

*First Honors:* All grades in individual courses at **90** or above.

*Second Honors:* All grades in individual courses at **80** or above.

### **Honors Courses**

Students enrolled in Honors courses experience an extensive study of course content, work at an accelerated pace, and are challenged to meet a high standard of academic excellence. Criteria for placement are as follows:

1. The student:
  - has satisfied all prerequisites
  - has an excellent attendance record
  - works independently
  - follows directions
  - demonstrates intellectual maturity and commitment to academics
  - maintains a positive attitude
  - completes all required assignments
  - exhibits exemplary behavior
2. The student has an overall average of 80 or better in the previous subject-related honors course or an overall average of 90 or better in the previous subject-related standard course. Note: Some courses have stricter and/or additional criteria for recommendation. Check the prerequisites listed in the course description.

### **Advanced Placement**

Students enrolled in Advanced Placement (AP) courses experience a college-level work load, develop their time-management and learning skills, and get an in-depth study of the subjects that interest them. By achieving qualifying scores on AP Examinations, they may earn college credit, replacing general education and/or elective course requirements and even some introductory courses in their major fields of study.

Enrollment in an AP course requires an increased level of commitment on the part of the student. Criteria for placement are as follows:

1. The student meets the criteria for Honors course placement.
2. The student has an overall average of 90 or better in the previous subject-related Honors course OR an overall average of 80 or better in the previous subject-related AP course. (NOTE: Tenth grade AP World History placement is conducted by a committee of ninth grade teachers and the Dean of Academics.)

AP criteria may not be waived and placement decisions may not be appealed.

Students are required to take the national examination for each of their AP courses. The current fee for each examination is \$96, subject to change by the College Board.



### **Waiver Requests**

Waiver requests (maximum of 2) must be submitted to School Counseling by August 1. The criteria for a waiver request are:

1. A minimum cumulative weighted GPA of 2.5
2. Completion of all prerequisites for the desired course
3. A parent conference
4. Authorization of the Dean of Academics

### **Course Placement and Schedule Change Policy**

Freshman placement in English, mathematics, and science are determined by the Placement Committee based on teacher recommendations, the 8<sup>th</sup>-grade report card, standardized test scores, and High School Placement Test (HSPT) scores. World language, P.E., and elective preferences are indicated by each student on the Course Request Form mailed out in April.

For current students, placement in all core-subject courses are based on teacher recommendations and grades earned while at Snyder. Some elective classes require application, interview, and/or approval. Direct any questions regarding placement or approval to School Counseling.

A student may make a schedule (course) change request directly to his or her school counselor. Schedules will not be amended for the purpose of a change of class section or teacher.

Schedule change requests must be submitted for consideration **by the end of the second full week of classes**, after which only changes for *failing* students (below a 60 average) will be considered. All schedule changes require approval of the Dean of Academics and are subject to class-size limitations and master schedule constraints.

### **Florida Virtual School**

A student wishing to take a course that is not offered at Snyder may receive approval to take the course through Florida Virtual School (FLVS). The course will not be included in the student's Snyder schedule. The final grade will not be included in the GPA calculation, nor will the credit count toward graduation requirements.

### **Academic Assistance**

Teachers are available to help students before school at 7:40 a.m. and after school until 3:15 p.m. or on an appointment basis. Additionally, the Snyder honor societies offer free peer tutoring twice a week.

### **Graduation with Honors**

HONOR	CUMULATIVE WEIGHTED GPA
Summa Cum Laude	4.00 and above
Magna Cum Laude	3.60 - 3.99
Cum Laude	3.30 - 3.59

### **Valedictorian and Salutatorian**

A student must be in attendance at Bishop John J. Snyder High School his/her entire eleventh and twelfth grade years in order to qualify for the distinction of class valedictorian or salutatorian.

### **Credit Recovery & Summer School**

Students must earn all seven (7) credits attempted each year at Snyder. Failure of a course results in credit shortage. This credit must be recovered through summer school at Snyder. One (1) credit may be earned each summer prior to senior year, totaling a maximum of three (3) credits that may be recovered. A student who fails more than three courses *prior* to senior year or any courses *during* senior year will not be able to graduate from Bishop John J. Snyder High School.

NOTE: The purpose of summer school is credit recovery. Credit-deficient students will take the summer school elective course(s) offered in order to recover the credit, and will retake the failed course during the following school year.

### **Academic Probation**

Students are placed on Academic Probation when their weighted cumulative GPA drops below a 2.0. These students and their parents will meet with a school counselor to develop an Academic Intervention Plan (AIP). The AIP may include, but is not limited to, tutoring, regular meetings with teachers and/or counselors, and monitoring of their academic progress.

Students on Academic Probation must raise their weighted cumulative GPA to 2.0 or above and meet the expectations of the AIP by the first day of their senior year. Students who do not meet the GPA requirements, or those of the AIP, will be assessed to determine their graduation status and their continued enrollment at Bishop Snyder.

### **Grade Forgiveness**

Through grade forgiveness, a student is able to replace one grade in a core academic course if he/she received a D or an F. Core subjects include English, math, social studies, world language, science and religion. *Electives are not eligible.* Please note:

- The student must retake the same course.
- The original grade will remain on the transcript, but it will not count toward the GPA.
- The course cannot be dropped once a student is enrolled.
- The grade earned in the retaken course is final.
- A transfer student may retake a course initially taken at another institution.
- *Grade Forgiveness may be applied to one year-long course or two semester-long courses during a student's high school career.*

# Attendance Policy

Compulsory education laws mandated by the State of Florida require regular attendance. Each parent of a child of compulsory attendance age is responsible for the child's attendance as required by law. For more information, access [www.leg.state.fl.us](http://www.leg.state.fl.us).

Bishop Snyder High School must also report attendance to state scholarship agencies. A student who receives a state scholarship to attend Bishop Snyder risks losing scholarship funding if chronically absent from school and/or in violation of the school's attendance policy.

## Period Attendance and Tardiness

Attendance is reported at the beginning of every class period. Students must report to their A-period class by 8:00 a.m. Students arriving after 8:00 a.m. must first report to the front office for a tardy slip. Three tardies per semester in any one class is a Level I offense. Tardiness of twenty minutes or more is recorded as absence.

ABSENCE TYPE	DESCRIPTION
Documented Absence	Excused absence with appropriate documentation for illness, scheduled medical/dental appointments, required court appearances or supervised visitation, death in the family, funeral, approved planned absence, quarantine, or extreme family emergency. Make-Up Work Policy applies.
Medical Absence	Excused absences of three (3) or more consecutive days for the following reasons: surgery, hospitalization, significant illness, extended quarantine due to a communicable disease.  Medical documentation signed by a licensed physician is required. Make-Up Work Policy applies unless a modified learning plan is approved by administration.
College Visit	Excused absence for an official college visit, provided that appropriate documentation is provided.
School Activity	Excused absence for official school functions only.
Unexcused Absence	Unexcused absence; includes but is not limited to: undocumented absences or those with inadequate documentation, pleasure trips, truancy, or other absences the administration deems avoidable.  The student will receive a grade of zero for any assignment or assessment missed due to an unexcused absence.

## Absence Reporting Policy

A parent/guardian must notify the school before 8:00 a.m. on the day of the absence.

On or before the day the student returns to school, before the start of his/her A-period class, the front office must receive documentation of the date(s) and reason(s) for the absence, signed by a parent/guardian or other appropriate authority. This documentation may be hand-delivered by the student, emailed, or faxed to the front office.

Upon return to school following an absence, the student must report to the front office for a *readmit slip* before returning to class. The student's absence will be recorded as either *excused* or *unexcused*.

**Absences may not be excused retroactively.**

### **Planned Absences**

Parents must make every effort to schedule appointments during school vacations and after school hours. If absence due to a medical, dental, or legal appointment is unavoidable, the student must:

- report to the front office before 8:00 a.m. on the day of the appointment and present a note from a parent/guardian that states 1) the time of early dismissal, 2) the type of appointment, 3) a verification phone number, and 4) the time the student expects to return to school. The student will be issued a blue *early dismissal slip*. Early dismissal will be denied without proper documentation.
- present the *early dismissal slip* to the teacher prior to the start of class. The teacher will dismiss the student at the appropriate time.
- sign in at the front office immediately upon return to school and present proper documentation from the appointment. Office personnel will issue a yellow *readmit slip* marked *excused*. NOTE: Without proper documentation, the student will be issued a red *readmit slip* marked *unexcused*.

Extended planned absences (more than 2 days) require the authorization of the principal.

### **Extended Medical Absence**

In the event that an extenuating medical condition results in a need for extended absence, the parent must contact the school counselor. Upon receiving appropriate documentation, the school counselor will convene the Student Support Team (SST). The SST will develop an appropriate learning plan to assist the student with accommodations permitted by school and diocesan policies.

### **Make-Up Work Policy**

If a student's absence is excused, the student has the number of days missed, plus one, to make up work assigned during the absence. (ex., a student who misses school on Monday must complete the work and turn it in on Thursday, whether or not the class meets Thursday.) It is the responsibility of the student to check Snyder email and Google Classroom and to meet promptly with the teacher to discuss makeup work. Test dates and due dates for other assessments such projects, presentations, and papers are announced well in advance and must be respected. If a student is absent only on the day of a test, he/she will be expected to take the test on the day of return to school, whether or not the class meets that day. Students are expected to notify their teachers of any planned absences.

It is expected that students who arrive late or leave early will turn in work due in the missed class(es). If a student's absence is *unexcused*, all work collected and assessments given during the absence will receive a grade of zero.

### **Chronic and/or Excessive Absence**

Bishop Snyder students are expected to maintain regular and prompt attendance in all classes as an essential component of academic success. In accordance with state law, regulations governing high school credits, and high school accreditation, a student must be in compliance with the school's attendance policy for in-person instruction in order to receive credit for courses and to earn promotion to the next grade level. A student who is chronically absent or found to be out of compliance with the school's policy risks earning a failing grade in the affected course(s) and risks his/her continued enrollment at Bishop Snyder High School. In order to avoid these consequences, the following administrative procedures are in place:

- When a student has accumulated five (5) or more absences (excused or unexcused) from a class period in a quarter, a parent may be contacted.

- Continued absence may result in the convening of an Attendance Intervention Meeting. The student may be placed on a Student Attendance Contract.
- Violations of a Student Attendance Contract may result in the convening of an Administrative Review Team (see p.35).

**Consequences of Attendance Policy violations are subject to the discretion of the Principal.**

# Athletic Policies

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## **Director of Athletics**

Mr. Zach Osbeck  
(904) 908-8956  
zachosbeck@bishopsnyder.org

## **Assistant Athletic Director**

Mr. Russell Powell  
(904) 908-8954  
russellpowell@bishopsnyder.org

## **Attendance Policy**

Students must be in school at least 50% of the day to participate in athletics and extracurricular activities (including team practices).

## **Expectations of Student Conduct at Extracurricular Activities**

Students who attend extracurricular activities as spectators are expected to abide by the same standards of acceptable behavior and sportsmanship as the participants of the activity. Students must show respect at all times, using only positive cheers and praise without antagonizing or demeaning participants. Disrespectful or derogatory behavior will result in the student's removal from the activity and review for disciplinary action with a dean and the game-day manager or sponsor of the activity.

## **Florida High School Athletics Association Requirements for Participation in Athletics**

Bishop John J. Snyder High School is a member of the Florida High School Athletic Association (FHSAA) and follows established rules. To be eligible to represent Bishop Snyder in interscholastic athletics, you:

1. must be regularly enrolled and in regular attendance at Bishop Snyder High School
2. must maintain a cumulative 2.0 grade point average on a 4.0 unweighted scale.
3. must not have graduated from any high school or its equivalent.
4. are eligible to participate at the school in which you first enroll, or at which you first take part in an official FHSAA athletic practice, at the beginning of the school year.
5. may transfer to another high school and retain eligibility provided you meet the district school board's transfer policies or qualify under other FHSAA transfer regulations.
6. must not have enrolled in the ninth grade for the first time more than four years ago.
7. student must not turn 19 before September 1, otherwise the student becomes ineligible to participate (FHSAA Bylaw 9.6).
8. must be an amateur. This means you must not accept money, gift or donation for participating in a sport.
9. must display good sportsmanship and follow the rules of competition before, during and after every contest in which you participate. If not, you may be barred from participation for a period of time.
10. must refrain from hazing/bullying while a member of an athletic team or while participating in any athletic activities sponsored by Bishop Snyder High School.
11. must not provide false information to your school or the FHSAA to gain eligibility. Falsifying documentation, accepting an impermissible benefit or talking to a coach about playing at his/her school before you begin attending that school is a violation and could result in:
  - i. the coach may be fined and suspended
  - ii. the school may face penalties including fines and exclusion from playoffs
12. must complete a pre-participation physical evaluation form and be certified as being physically fit for participation, have consent to participate by completing the consent and release liability certificate and sign the concussion and heat related illness release form prior to participating in interscholastic athletics. In addition, each student participant must complete concussion video training. The physical evaluation is valid for one calendar year after which time a student must

successfully undergo another physical evaluation to continue participation.

13. must not participate in an all-star contest in a sport prior to completing high school eligibility in that sport.
14. Foreign exchange and international students must be approved by the FHSAA office prior to any participation.
15. must not be guilty of gross unsportsmanlike conduct or exhibit behavior that is unacceptable to the principal or the FHSAA, both of which carry a six-week suspension from participation; IF EJECTED FROM A CONTEST FOR A FLAGRANT FOUL OR UNSPORTSMANLIKE CONDUCT, THE ATHLETE CANNOT PARTICIPATE FOR 7 DAYS.
16. may not dress for a contest, sit on the team bench, stand in the team box, or be on the field or play if deemed not eligible to participate.

As long as a student maintains a 2.0 cumulative grade point average, the student will be academically eligible for participation. Additionally, FHSAA regulations state that if a student in the 9th or 10th grades falls below the 2.0 cumulative grade point average requirement, the student will be allowed to participate on a semester-by-semester basis if the student a) earns a 2.0 GPA on courses taken in the previous semester alone; b) signs an academic performance contract with the school, and c) attends summer school. Once however, the student enters the 11th grade, he/she must have, and maintain from that point forward, the 2.0 cumulative GPA to be eligible for participation.

### **Student Athlete Responsibilities**

- Be a credit to parents, school, and community. Exhibit good sportsmanship and proper respect in the arena of competition.
- Abide by training rules and regulations established by coaches and sponsors. Abide by the Code of Conduct in the Parent and Student Handbook.
- Strive to achieve to the best of your abilities.
- Abide by the Athletic Participation Agreement.
- Students who violate any part of the Code of Conduct or FHSAA policies while representing Bishop Snyder will be subject to disciplinary action through the Office of the Dean of Students, as well as penalties handed down by the FHSAA.
- Any misconduct by a student-athlete resulting in a fine by the FHSAA will be paid by the offending student or billed to his/her account. Any grievous offense could result in suspension from athletic participation by the Dean of Students.

### **Transfers from Other Schools**

Student-athletes are eligible upon completion of enrollment (as long as they meet all other eligibility standards – including, but not limited to age, limit of eligibility, pre-participation physical exam, GPA, and consent and liability release) at the school in which he or she first attends each school year.

If the transfer occurs during the school year, the student may seek to immediately join an existing team if:

- Student has completed all Bishop Snyder High School eligibility requirements
- A roster spot is available
- The student has the requisite skill and ability to participate in the sport according to the coach of the team
- The student has not participated in the same sport at another school during the same school year unless the student meets one of the following exceptions:
  1. Dependent child of active duty military personnel whose move resulted from military orders
  2. Relocation due to a foster care placement in a different school zone
  3. Move due to court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent

4. **Authorized for good cause in the district or charter school policy.** The athletic eligibility of students who transfer to Bishop Snyder High School during the school year will be determined based upon good cause. A committee comprised of the Academic Dean, Director of Guidance, Director of Admissions, and the Director of Athletics will determine the student's athletic eligibility based upon good cause authority. A recommendation will be made by the committee to the Principal regarding the student's athletic eligibility. The final decision will be made by the Principal and is not subject to review.

#### **College-bound Athletes**

Athletes planning to compete in college sports must schedule an appointment with their school counselor before October 1 to receive NCAA Clearinghouse information.



# Office of School Counseling and College Planning

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## **Director of School Counseling**

Mrs. Kindall Crummey  
(904) 908-8962  
kindallcrummey@bishopsnyder.org

## **Director of the Foundations Program**

Mrs. Lisa Moser  
(904) 771-1029 ext. 5220  
lisamoser@bishopsnyder.org

## **Administrative Assistant**

Ms. Amelia Pitts  
(904) 908-8965  
ameliapitts@bishopsnyder.org

## **School Counselor**

Ms. Nicole Friederich  
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## **Assistant to the Director of Foundations**

Mrs. Andria Tichy  
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The Office of School Counseling and College Planning assists students at each grade level with academics, college planning and personal needs through confidential individual appointments, small group counseling and classroom guidance.

School Counseling is an integral part of administration and helps coordinate additional supportive services such as:

- Academic Intervention Plans (AIP)
- FOUNDATIONS Program monitoring
- crisis management
- post-disciplinary counseling
- community resources/linkage

## **School Counseling Appointments**

In addition to classroom school counseling conducted for each grade level, every student is scheduled for a minimum of two individual appointments with his or her counselor. The first appointment is an academic and credit review. The second is a course selection review to discuss faculty course recommendations earned for the rising year.

Each student receives twenty-four-hour notice of his or her scheduled appointment and a school counseling pass. It is the student's responsibility to reschedule the appointment with the Office of School Counseling if the scheduled appointment conflicts with a test, class project, or other matter.

## **Transcript Requests**

To receive an official electronic Bishop John J. Snyder High School transcript, a registered student must submit his/her request via Naviance. Alumni must complete a *Transcript Request Form* available in the Office of School Counseling and College Planning and on the Snyder website (under Parent/Student forms). Transcripts are complimentary.

## **Schedule Change Policy**

Schedule change requests must be submitted for consideration **by the end of the second full week of classes**, after which only *teacher*-initiated changes will be considered. After this deadline, a student passing a course with a 60% or better is not eligible for a schedule change. All schedule changes require approval of the Dean of Academics and are subject to class-size limitations and master schedule constraints.

## **Standardized Testing Program**

As a college preparatory high school, Bishop John J. Snyder administers the following standardized tests:

**High School Placement Test:** a placement test administered in January during 8<sup>th</sup> grade year

**PSAT:** a pre-SAT test administered in October during freshman, sophomore and junior year

PSAT results are distributed and reviewed with students during classroom school counseling. Freshmen test results are discussed during the individual academic appointment. It is the responsibility of the student to bring home test results. The exam booklet is also returned, providing an excellent study tool for college admission tests (SAT and ACT).

AP (Advanced Placement) Exams are a division of College Board and are administered in compliance with College Board. Bishop Snyder AP students are required to sit for the AP Exam(s). Exams fees and dates of administration (May) are determined by College Board.

Exam dates and other AP information can be found at [www.collegeboard.org](http://www.collegeboard.org). Only registered students enrolled in an AP course offered at BJS are eligible to take the AP exam in that course. A student in grades 10, 11, or 12 requesting to take an AP exam in a course not offered at Snyder must receive prior approval from the Director of School Counseling and the Dean of Academics.

Registration and preparation materials for ACT and SAT are available in the Office of School Counseling and College Planning. A student must register for ACT and/or SAT exams online each time he or she wishes to test. Please visit ACT and SAT websites for additional information including: registration deadlines, fees, test dates etc.

Additional websites:

**ACT:** [www.act.org](http://www.act.org)

**SAT:** [www.collegeboard.org](http://www.collegeboard.org)

Application for Standardized Test accommodations must be coordinated with the Foundation Program Coordinator during sophomore year in order to be considered for ACT and/or SAT test accommodations by the testing organization.

**The Bishop John J. Snyder High School Code Number is: 100819**

## **College Information**

At each grade level, the Office of School Counseling and College Planning offers college counseling that assists students and his or her family to make informed, planned college choices. Students are encouraged to explore and establish college goal timelines through senior year; beginning freshman year.

At Snyder college planning support consists of 1.) Naviance-an electronic college planning platform that helps students and his or her family connect academic achievement to post-secondary goals and 2.) evening programs offered each fall – College Admissions and College Financial Aid Nights.

A student is strongly encouraged to begin the college exploration process, beginning freshman year. Seniors are responsible for completing college applications and meeting college admission deadlines. Snyder suggests students and parents research colleges each year by exploring as many resources as possible.

## **College Fairs**

College Fairs are an excellent means to gain information about many colleges at once. Public and private Duval County schools host the National Association for College Admissions Counseling (NACAC) Fair in October. In spring, Jacksonville college preparatory schools host a second college fair with the Southern Association for College Admissions Counseling (SACAC). Snyder students and parents are

encouraged to attend each fair, each year. Please visit [www.nacacnet.org](http://www.nacacnet.org) and [www.sacac.org](http://www.sacac.org) for more information.

### **College Representatives**

College admission representatives visit Snyder to meet in small groups with students. Junior and senior students are encouraged to attend presentations. An upperclassman will be permitted to attend presentations provided he/she:

- pre-registers (minimum 24 hours prior).
- is dismissed by the teacher – students may not attend during a test, quiz, presentation or other academic assignment of priority as deemed by the teacher.
- respects the purpose of admission representative visits and has serious intentions for application to the visiting college.

### **College Visits**

A visit to a college campus can be most helpful to a student in making college/career choices. Snyder students and parents are strongly encouraged to schedule these visits on a Snyder school holiday (teacher professional days, diocesan in-service days, Christmas/Easter holidays or during summer). Students should pre-arrange college campus visits with the Admissions Office of each college. If the visit cannot take place on a student holiday, the student must prearrange the absence with a Snyder administrator.

**Please refer to the Snyder Attendance Policy.**

### **College Websites**

Most colleges maintain websites which offer specific college information about admissions (including open houses), general policies, majors of study, athletics, student life, tuition and financial assistance/scholarships. Most colleges require online applications for admission. Upperclassmen are encouraged to research colleges via Naviance. Additional college resources are available in the Office of School Counseling and College Planning.

### **College Applications & Guidelines**

The Office of School Counseling and College Planning supports each senior's college application by submitting required documents via Naviance. Applications are a top priority. Seniors are responsible for maintaining and updating his or her Naviance college account. A student is expected to plan ahead, respect college or scholarship application deadlines, and to communicate his or her application needs.

Students must allow four weeks processing time for applications requiring counselor and/or teacher recommendations. A completed *Student Recommendation Form* must accompany each recommendation request.

Applications that do not require a recommendation may be processed sooner than four weeks. Application needs with an early January due date must be submitted to School Counseling by the first week of November.

It is the responsibility of the senior student to remain organized and to communicate all college admission requirements and deadlines to the Office of School Counseling and College Planning in order to meet his or her college and/or scholarship application deadlines. Please plan accordingly.

### **State University System**

Many state universities encourage students to have applications submitted by November 1 in order to be considered for institutional scholarships. Therefore, students should submit application requirements (Transcript Request Forms, Recommendation Request Forms) to the Office of School Counseling and

College Planning no later than October 1.

*Senior college applications must be submitted by the due date of each individual college.*

### **Competitive Admissions Practices**

Admission to the State University System of Florida (SUS) is limited, increasingly competitive and based on many criteria. Admission applications are selected each year often based on the number and qualifications of those who apply (class profile). Most college websites include minimum admission requirements data. While there is no single academic path to college admission, high school coursework can be the best measure of preparation for a student's college admission and college performance. To improve admission selection (particularly selective institutions), students are strongly encouraged to exceed minimum credit (graduation) requirements by selecting rigorous courses and maintaining above average grades.

### **State University System Course Distribution Requirements**

Students should complete 20 units of high school work in the five core areas listed below.

English	4 units (3 with substantial writing)
Mathematics	4 units (Algebra I and above)
Natural Science	3 units (2 with substantial lab)
Social Science	3 units (World History American History Government/Economics)
World Language	2 units (2 years in the same language)
Academic Electives	4 units

Students satisfying Bishop John J. Snyder High School's graduation requirements also satisfy NCAA Division I and II requirements. For more information, please refer to the NCAA website at [www.ncaa.org](http://www.ncaa.org).

### **Substitutions of Requirements for Students with Disabilities**

An individual with a visual impairment, hearing impairment, or specific learning disability may wish to be considered for admission on the basis of a reasonable substitution of an admissions requirement based on Department of Education (DOE) guidelines. Information is available from a university's office of admissions.

### **Exceptions of Minimum Admission Requirements**

The majority of students are admitted on the basis of their overall academic and college standardized test score(s) in relation to the minimum college admission requirements. Colleges may also consider admission for a limited number of students as exceptions to the minimum requirements, through recommendations of appropriate faculty committees. Exceptions may be made on the basis of important, special, attributes or outstanding talents of individual applicants who otherwise may not qualify for admission solely on their academic record and admission test scores, but may demonstrate potential for excelling and ultimately achieving success in college. Applicants are encouraged to provide information such as important attributes, special talents, extenuating circumstances, etc. as part of their application.

### **Basis for Determining Admissions Eligibility**

The Florida Board of Regents has established minimum state level admissions policies for first-time-in-college students and for students transferring without having AA degrees from Florida public community colleges. Admissions decisions are based on 1) high school graduation, 2) grade point average in academic core courses, 3) admissions test scores, and 4) course distribution requirements.

These requirements are minimum state standards applying to all ten universities. Higher admissions standards may be required by each university.

1. **High School Graduation:** Graduation from an accredited high school or the equivalent is required. An applicant from a non-traditional program, such as home schooling, must present the required credentials and will be judged by the individual university.
2. **Grade Point Average in High School Academic Core Courses:** A weighted high school grade point average (HSGPA) may be recalculated by the university using a 4.0 scale from grades earned in high school academic core courses in five designated subject areas. Additional weights are normally assigned to grades of D or better in Honors, Advanced Placement, International Baccalaureate, and other advanced courses.

# Code of Conduct

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## Dean of Students

Mr. Rusty Kellum

(904) 908-8969

rustykellum@bishopsnyder.org

Effective education requires that the administration, faculty, parents, and students work together in a spirit of mutual cooperation so that the important task of learning may take place. The expectations in this handbook strive to outline reasonable guidelines for student conduct.

***Bishop John J. Snyder High School students will be honest and trustworthy and choose to live their lives by Christ's example.***

## Student Expectations

All Bishop John J. Snyder High School students are expected to:

- represent Bishop John J. Snyder High School with pride and dignity on and off campus at all times
- be respectful of others, including fellow students, staff, faculty members, and administrators
- become familiar with the policies, rules, and regulations which concern the students' conduct at school
- behave in a manner that allows learning to take place without interruption
- show pride in the school by keeping the campus clean
- be actively involved in their education and responsible for learning by demonstrating punctuality, preparedness, and good attendance
- dress for the learning process; follow school uniform policy at all times

## The Honor Code and Academic Integrity

The Honor Code: *"I pledge on my honor as a Bishop John J. Snyder High School student that I will neither give nor receive any unauthorized aid on any assignment."*

Honesty, integrity, and a sense of honor are Christian values expected of all students at all times. Students are expected to live and work in an environment of trust and respect. Students have an obligation to follow the Honor Code and are expected to protect it and not tolerate any violations. Students are required to pledge the Honor Code on each assessment and out-of-class assignment.

All student work submitted for assessment must be written and/or created by the student. Plagiarism is not permitted, nor is it permissible for anyone to allow another person to copy their work for the purposes of assessment. Any work based on another person's published work may be used if, and only if, that work is properly cited according to the rules of citation and reference.

The following is a collection of the standard, recognized forms of plagiarism:

- presenting work *not created by you* as your own
- duplicating, by copying (or allowing to be copied) another's work, whether from a book, article, web site, another student's assignment, etc.;
- paraphrasing of another's work closely, with minor changes but with the essential meaning, form and/or progression of ideas maintained;
- piecing together sections of the work of others into a new whole;
- submitting one's own work that has already been submitted for assessment purposes in another subject;
- fabricating, falsifying, or inventing any information, citation, or text;

All Honor Code violations will be subject to disciplinary action by the Dean of Students. For the first offense, the student will receive a zero, the student's parents will be notified, Saturday School will be assigned, and the student may be required to create a reflection on the moral dimension of violating the Honor Code. Upon the second offense, the student will receive a zero, the student's parents will be notified, a one-day suspension will be assigned, and the student may be placed on Academic or Disciplinary Probation. Upon the third offense, the student will receive a zero, the student's parents will be notified, and an Administrative Review Team hearing will be convened (see p. 35) to determine the student's status at the school.

## **Classification of Violations**

**Level I: Minor Offenses** – Those offenses listed below and any other offense deemed to be a minor violation by the Dean of Students and the Principal.

<b>ATHL</b>	Violation of athletic policy	<b>HAIR</b>	Violation of the hair policy
<b>CAFE</b>	Inappropriate behavior in the cafeteria	<b>HALL</b>	Hall pass abuse
<b>COMP</b>	Computer violation	<b>IBSG</b>	Inappropriate behavior on school grounds
<b>CONT</b>	Possession of contraband item	<b>ID</b>	Failure to properly carry student ID
<b>CPH</b>	Violation of cell phone policy	<b>LIT</b>	Littering of food/drink or other items
<b>DANC</b>	Inappropriate behavior at a school dance	<b>LVCL</b>	Unauthorized leaving of the classroom
<b>DIRC</b>	Failure to follow teacher directions on an assignment	<b>MASS</b>	Inappropriate behavior during liturgy
<b>DISR</b>	Disruption in classroom	<b>MUSI</b>	Excessively loud/offensive music
<b>DISS</b>	Disrespect of a staff member	<b>PARK</b>	Parking lot violation
<b>EARP</b>	Inappropriate use of ear pods	<b>PDA</b>	Inappropriate display of affection
<b>EDEV</b>	Inappropriate use of electronic device	<b>SAPG</b>	Sale of unapproved goods on campus
<b>EXDT</b>	Inappropriate behavior/expelled from Central Detention	<b>SKIP</b>	Skipping class (while on campus)
<b>EXPO</b>	Inappropriate exposure	<b>SLAN</b>	Slander
<b>FCLD</b>	Failure to complete assigned lunch duty	<b>SLIP</b>	Failure to return signed referral
<b>GAMB</b>	Gambling	<b>SWER</b>	Swearing/Use of obscene language
<b>GRAF</b>	Graffiti	<b>TARD</b>	Tardiness
<b>GRAS</b>	Walking on the grass	<b>UNIF</b>	Nonconformity to the uniform code
<b>GUM</b>	Gum chewing	<b>VCLR</b>	Violation of classroom rules

## **Disciplinary Action**

Verbal Reprimand

Mandatory Parent Conference

Central Detention (1 day)

Disciplinary Probation

\*Saturday School

\*A \$40 supervision fee must be paid in advance for those students who are assigned Saturday School.

**Level II: Intermediate Offenses** – Those offenses listed below and any other offense deemed to be an intermediate violation by the Dean of Students and the Principal.

<b>BYOD</b>	Violation of the Bring Your Own Device policies	<b>LEAV</b>	Leaving school grounds without permission
<b>CHEA</b>	Cheating	<b>PHYS</b>	Physical altercation
<b>CLVI</b>	Continuation of LEVEL I offenses	<b>RACI</b>	Use of racist or discriminatory language
<b>DEFA</b>	Defacing school property	<b>RECK</b>	Reckless endangerment
<b>DEFI</b>	Defiance of employee's authority	<b>SSCH</b>	Failure to complete Saturday School
<b>DRIV</b>	Reckless driving	<b>SDET</b>	Skipped detention
<b>FALS</b>	Providing false information to a school employee	<b>SEXH</b>	Sexual harassment
<b>FITE</b>	Fighting	<b>TEST</b>	Violation of Test Protocol
<b>FORG</b>	Forgery	<b>THRE</b>	Written/Verbal Threat
<b>HONR</b>	Violation of Honor Code	<b>TOBA</b>	Possession/Use/Transfer of tobacco products (including e-cigarettes and any other nicotine-delivery products)
<b>INAP</b>	Inappropriate behavior towards another	<b>VALT</b>	Verbal altercation
<b>INTR</b>	Violation of the internet policy	<b>VAND</b>	Vandalism

### **Disciplinary Action**

Mandatory Parent Conference  
Extended Central Detention  
(multiple days)  
Suspension from School (1-3  
days)

Disciplinary Probation  
\*Extended Saturday School  
(multiple days)

Financial Restitution  
Referral to Law Enforcement

\*A \$40 supervision fee must be paid in advance for those students who are assigned Saturday School.



**Level III: Major Offenses** – Those offenses listed below and any other offense deemed to be a major violation by the Dean of Students and the Principal.

<b>BAT</b>	Assault and battery on another student	<b>MOB</b>	Inciting or participating in a major student disorder
<b>BATS</b>	Assault and battery on a staff member	<b>PCPD</b>	Potential to cause bodily harm or property damage
<b>BEAR</b>	Verbal or written false accusation	<b>PORN</b>	Possession of obscene material
<b>CLV2</b>	Continuation of LEVEL II offenses	<b>PWEP</b>	Possession/Use/Transfer of: illegal weapon, knife or similar instrument, fireworks, munitions, or incendiary devices (or facsimile)
<b>CONV</b>	Conviction of a crime	<b>SEXM</b>	Sexual misconduct
<b>CRIM</b>	Criminal mischief	<b>TCOM</b>	Tampering/Damaging of software/hardware (major computer violation)
<b>DISC</b>	Bringing discredit to BJS	<b>THEF</b>	Theft
<b>DPRO</b>	Directing profanity at a staff member	<b>TRES</b>	Trespassing
<b>FIRE</b>	Unjustified activation of a fire alarm/sprinkler system	<b>TRUA</b>	Truancy
<b>INTR</b>	Unjustified activation of a fire alarm/sprinkler system		

### **Disciplinary Action**

Disciplinary Probation	Suspension from School (3-6 days)	Exclusion
Mandatory Parent Conference	Administrative Review Team	Expulsion
Financial Restitution	Referral to Law Enforcement	

**Level IV: Flagrant Offenses** – Those offenses listed below and any other offense deemed to be a flagrant (major) violation by the Dean of Students and the Principal.

<b>ARSN</b>	Arson	<b>DRUG</b>	Possession/Sale/Purchase/Use/Transfer or Under the Influence of illegal drugs, inhalants or unauthorized prescription drugs
<b>CASS</b>	Criminal Assault	<b>EXPL</b>	Possession/Use/Transfer of Explosives
<b>CSXA</b>	Criminal and/or sexual assault	<b>GUN</b>	Possession of firearms on campus
		<b>MAJ</b>	Major Threat

### **Disciplinary Action**

Expulsion with no option for withdrawal	Referral to Law Enforcement
Financial Restitution	Exclusion

## Disciplinary Consequences

### Lunch Duty

For a lesser offense, a teacher may choose to assign a student a lunch duty in lieu of writing a referral to the Dean of Students. Students will push around trash cans and recycle bins, wipe tables, sweep and mop areas and other reasonable requests to complete their lunch duty. It is the responsibility of the student to complete the lunch duty on the day it is assigned; otherwise, the student may be referred to the Dean of Students to receive an additional disciplinary consequence.

### Receiving & Returning Referrals

A student who has received a referral is required to return two (pink and yellow) copies of the referral signed by his or her parent no more than 2 days after it was issued at school. No student will be admitted to a disciplinary consequence without the required parental signature. Failure to return a signed referral to the front office in a timely fashion will result in additional consequences for the student.

### Central Detention

Central Detention is a one- hour period held before or after school assigned as a disciplinary consequence. Parents will be notified by a referral form indicating that their student has received a Central Detention. **Tardiness or failure to report to Central Detention will not be tolerated and will result in further discipline from the Dean's Office, including but not limited to extended Central Detentions and/or Saturday School. Students may not miss an assigned central detention to attend an extracurricular activity.**

### Saturday School (Work Detail)

A consequence for breaking the Student Code of Conduct is Saturday School (work detail). A \$40 supervision fee must be paid to the Finance Office prior to the student attending Saturday School. Disciplinary infractions warranting a third Saturday School within each academic semester will result in **up to three (3) days** suspension. Any student who does not report to an assigned Saturday School will be suspended. Tardiness to a Saturday School will not be tolerated and will be considered an absence. **Students may not miss an assigned Saturday School to attend an extracurricular activity.**

### In-School Suspension

In-school suspension will take place on campus from 8:00 a.m. – 2:50 p.m.

### Out-of-School Suspension/Expulsion

1. When there is a violation of the Code of Student Conduct that may result in an out-of-school suspension of three or more days or expulsion, the student and his/her parent(s) will be informed of the violation. The student will thereafter be suspended from school until a decision is reached on the violation and the punishment.
2. An Administrative Review Team (ART) will be appointed by the Principal for the purpose of reviewing suspensions of **three or more days** and violations of Disciplinary Probation (refer to page 46).
3. A student who receives an out-of-school suspension is not allowed on campus during the suspension.
4. A student who is suspended may be subject to suspension as a participant or spectator in school activities and/or athletic events. These include, but are not limited to, athletic contests, dances, prom, grad night, homecoming activities, and other school activities.
5. A student who is suspended will automatically be placed on Disciplinary Probation.
6. A student who is suspended must complete an additional **nine (9) reparation hours** for each day the student is suspended. The reparation hours are to be assigned at the discretion of the Dean of

Students, Principal, or the Administrative Review Team and must be completed by the end of the quarter in which the student is suspended, unless otherwise stipulated.

7. A student who receives an out-of-school suspension will be marked as “unexcused.” All coursework and assessments must be completed for full credit within three days upon returning to school after the suspension. A zero will result for any work not completed within the three days, unless otherwise stipulated.
8. A student who is suspended must complete a **reflection essay** (minimum of 500 words) which includes the reason for the suspension, consequences of the suspension, and a review of the reparation experience. The due date of the essay will be determined by the Dean of Students.
9. Failure to submit the essay, make-up work on time, or completion of the essay will result in a violation of the terms of the Disciplinary Probation contract.
10. Violation of the terms of the suspension, along with the stipulations of the Disciplinary Probation contract, may result in the Principal assembling the Administrative Review Team to determine enrollment status. Exclusion and expulsion are possible outcomes of the review.
11. Students who have been expelled from Bishop John J. Snyder High School or any other school are not eligible for admission or readmission to the school.
12. Students who are expelled or who withdraw to avoid a disciplinary hearing may be issued a no trespassing warrant.
13. Any student who is suspended from school and any student who is excluded or expelled or who withdraws to avoid a disciplinary hearing may not attend any Bishop John J. Snyder High School activity or event unless permission is obtained from the principal or a member of the administration.

### **Senior Suspension**

Students who are suspended during their senior year may not be allowed to participate in senior activities.

### **Disciplinary Probation**

Students can be placed on disciplinary probation at the school’s discretion; however, all students who are suspended will automatically be placed on disciplinary probation. The school will determine the conditions of the probation. Any student who is placed on disciplinary probation may be suspended by the principal from any participation/attendance of extra-curricular activities including (but not limited to): social events, athletic events, and club activities. Continued infractions of the disciplinary code by students on disciplinary probation may result in the Principal assembling an Administrative Review Team. At the Principal’s discretion, however, a student on disciplinary probation may be expelled by the Principal without convening an Administrative Review Team for a hearing. Finally, once a student is placed on disciplinary probation, the student will remain on probation for the duration of their time at Bishop John J. Snyder High School.

### **Administrative Review Team (ART)**

When there is a major violation or multiple infractions of the student code of conduct, which the handbook states result in suspension of three or more days or expulsion, the student’s parents/guardian will be called and informed of the violation. The student will thereafter be suspended from school until a decision is reached on the violation and the consequences.

A review board will be convened within 72 hours after the suspension, excluding weekends and holidays, to consider the violation and the consequences including expulsion. The review board will consist of three members, two administrators chosen by the Principal and a member of the faculty chosen by the student’s family. The student and at least one parent/guardian will be present during the board hearing at which time the student will be allowed to present his/her case. The board will then make a

recommendation to the principal. **The Principal will make the final decision and notify the parents.** If the school has followed its procedures as outlined in the handbook, there will be no appeal.

### **Withdrawal Option**

Parents have the option to withdraw a student who is facing an Administrative Review Team hearing. In such a case, school records will indicate “withdrawn from Bishop John J. Snyder High School.” Once a hearing commences, the withdrawal option no longer exists. If the result of the hearing is expulsion, it will be noted as such on the student’s withdrawal form. **This option is not applicable to Level IV violations.**

### **Exclusion Policy**

A student may be separated from the school community for a period of time to be recommended by the Administrative Review Team. The student may apply for readmission at the end of this time. Certain conditions may have to be met before the student can reapply. The decision to readmit the student rests with the Admissions Committee. Students who are asked to leave Bishop John J. Snyder High School temporarily (exclusion) or permanently (expulsion) may not attend any Bishop John J. Snyder High School activities or events.

### **Disciplinary Criteria**

3 Central Detentions within a semester = **Saturday School**

3 Saturday Schools within a semester = **Suspension**

Level 3 and above Infractions = **Mandatory Parent Conference/Suspension& Mandatory ART Conference.**

Continuation of Level 1 offenses may result in Saturday School at the discretion of the Dean of Students.

Continuation of Level 2 offenses may result in a suspension at the discretion of the Dean of Students.

# Uniform Policy

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The uniform code at Bishop John J. Snyder High School is designed to encourage neatness, good order, and discipline among students. In this regard, all students are expected to observe the school uniform code from the time they arrive in the morning until they leave campus at the conclusion of the school day. Administrators, teachers and staff monitor the uniform code throughout the day. Any student who reports to school with an unacceptable uniform infraction may not be admitted to class and may be sent home. Uniform violations are reported to the Office of the Dean of Students. Nonconformity to the uniform code is a Level 1 violation.

The uniform for students attending Bishop John J. Snyder High School is purchased through *North Florida Uniform* (NFU). The phone number to contact them is 904-288-8839.

Physical education uniforms may also be purchased through Office of Athletics. Athletic shoes must be worn with the P.E. uniform.

The following is the Bishop John J. Snyder High School uniform. Anything that does not conform to these standards is not acceptable. If any item is not listed, it may not be worn. Exceptions to the uniform shoe will be granted for orthopedic reasons with a physician's note (physician **must** designate the effective dates which orthopedic wear is required) which must be co-signed by the principal and carried by the student at all times.

## Girls' Uniforms

**Plaid skirt:** The length of the skirt must be **two** inches from the floor when the student is kneeling. Skirts must be hemmed and worn at the waist, not at the hips. Waistbands may not be rolled.

**Yellow oxford blouse (Button-down collar/short or long sleeves):** All buttons must be buttoned except the top button and shirt hems must be tucked in the skirts or slacks at all times. Short sleeves may not be rolled up. During the winter months, a white turtleneck may be worn under a long-sleeved blouse.

**Red Polo Shirt:** All buttons must be buttoned except the top button and shirt hems must be tucked in the skirts or slacks at all times. Sleeves may not be rolled up.

**Slacks:** Navy blue purchased through *NFU* ONLY. Slacks must fit properly.

**Belt:** Solid brown, black or navy leather belt must be worn. Belt buckles must be a standard size with no logos or emblems. Wallet chains are not allowed.

**T-shirts:** A solid white or gray **short-sleeve** t-shirt may be worn under the oxford shirt. Long-sleeve undershirts may not be worn under short sleeve shirts.

**Shoes:** Shoes must be solid brown or black, cut below the ankle, and with a maximum 2" heel. All athletic, boot, skate, moccasins, slippers, flip flops or soft fabric styles are not permitted. Shoes must have a back and be worn as designed. No decorative shoelaces may be added to the shoes.

**Socks, Hose, Tights:** When wearing a skirt, plain navy crew socks (no design or texture) must be worn above the ankle OR solid navy (no design or texture) hoses or tights must be worn. When wearing pants, solid white or dark-colored socks must be worn above the ankle.

**Jewelry/Headbands/Makeup:** Jewelry, headbands, and makeup must be kept to a minimum. Cartilage piercings are not permitted. Girls may have one earring in each earlobe; other piercings will have to be removed and will result in a Level I offense.

**Hair styles:** Hair styles should be neat and groomed when a student arrives on campus. A basic hair style which is consistent with the professional, tailored appearance of the school uniform is required.

Completely or partially shaved style haircuts are not permitted.

**Hair Accessories:** Hair accessories may vary in color but **may not be excessive**. **Hair extensions may not be excessively long**.

**Hair Color:** Hair must remain a natural color. Unnatural colors (blue, purple, gray, heavily bleached hair, or other colors deemed by the administration to be unacceptable) are not permitted.

**Nail polish:** Only **sheer or clear** nail polish may be worn. No colors are permitted.

**Other:** Sunglasses, tattoos, body piercing (including tongue jewelry), coats, hats, caps, bandanas, and kerchiefs are not permitted. Vests may not be worn.

### **Boys' Uniforms**

**Pants:** Khaki purchased through **NFU** ONLY. Pants must fit properly, be hemmed and be worn at the waist.

**Belt:** Solid brown, black or navy leather belt must be worn. Belt buckles must be a standard size with no logos or emblems. Wallet chains are not allowed.

**Shirt:** Navy blue polo style (short or long sleeve) purchased through **NFU** ONLY. The shirt must be tucked so the belt and waistband of the pants are visible.

**T-shirts:** A solid white or gray **short-sleeve** t-shirt may be worn under the polo shirt. Long-sleeve undershirts may not be worn under short sleeve shirts.

**Shoes:** Shoes must be solid brown or black and cut below the ankle and with a maximum 1" heel. All athletic, boot, skate, moccasins, slippers, flip flops or soft fabric styles are not permitted. Shoes must have a back and be worn as designed.

**Socks:** Solid white or dark-colored socks must be worn above the ankle. Designs on the socks are not permitted.

**Hair:** Hair must be neat, clean, and well-groomed when a student arrives on campus. Strands of hair may not be longer than four inches and must not touch the ears or collar; hair must not extend below the eyebrows when in its natural state. The bulk of the hair, defined as the "distance that the mass of hair protrudes from the scalp" cannot exceed approximately two inches. Hair accessories and ponytails or buns for boys are NOT permitted. Completely or partially shaven style haircuts are not permitted. Hair may not be colored different from a "natural look"; faddish styles and outrageous multicolored hair are also prohibited. Sideburns may extend only to the bottom of the ear.

If a student is not in compliance with the hair policy, he will be given 48 hours to get a haircut and will be issued a central detention. If a haircut is not obtained within 48 hours, he will be sent home. A third and subsequent haircut referral will be a level II offense.

**Facial Hair:** Boys must be clean shaven. Mustaches and facial hair are not permitted. If a boy is not clean shaven, he can purchase a disposable razor and shaving cream from the Dean of Students for \$1.00. It is a Level I offense for a boy not to be clean shaven.

**Other:** Sunglasses, earrings, body piercing, tattoos, coats, hats, bandanas, and kerchiefs are not permitted. No vests or turtlenecks of any type may be worn. Necklaces must be worn inside the shirt.

### **Outerwear for Boys and Girls**

Club and athletic wear must receive prior approval by the Director of Athletics and the principal.

**Sweatshirt/Jacket/Fleece/Red Pullover Sweater:** School-issued navy blue sweatshirts and team sweatshirts (no hoods) are the **ONLY** sweatshirts that may be worn.

School-issued fleece pullover jackets are the **ONLY** fleece pullovers that may be worn. School-issued jackets, team jackets (no hoods) or those approved by the Principal are the **ONLY** jackets that may be worn. School-issued red pullover sweaters are the only sweaters that may be worn. Outerwear must be worn as designed.

In cases of extremely cold weather, and with the approval of the principal, the outerwear policy may be relaxed while students are out of the classroom. These days will be announced by the principal.

# Electronic Communication Policies

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Students must not post on any internet system, or allow to be posted on any internet system under their control (including newsgroups, chat rooms, building sites, etc.), material which would bring discredit to Bishop John J. Snyder High School, its students, staff, faculty, or administrators. This includes material which is illegal, defamatory, abusive, threatening, harassing, derogatory or demeaning (text and/or images).

Students may not post on personal Internet sites any pictures or inappropriate text comments that reflect a negative image of the school or school personnel, other students, races, and/or ethnicities.

## **Diocesan Internet Policy**

In virtue of the values professed in all Catholic schools of the Diocese of St. Augustine, appropriate use of the Internet available to students and teachers on our school site is assumed. The Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication. The most important prerequisite for someone to receive an Internet access privilege is that he or she takes full responsibility for his or her own actions and observes the moral teachings of the Catholic Church.

The following items are specific areas of responsibility:

1. All Internet access must be in support of education and research and consistent with the educational objectives of the Diocese of St. Augustine.
2. The use of the Internet is a privilege, not a right, and inappropriate use will result in suspension or cancellation of that privilege.
3. Do not post personal contact information about yourself or other people. Personal contact information includes your complete name, home address, telephone number, school address, and credit card number.
4. Be polite and use appropriate language. Do not be abusive in your messages to others. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Promptly report to your teacher any message you receive that is inappropriate or makes you feel uncomfortable.
5. Soliciting for products or services is prohibited.
6. Do not attempt to access information that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other persons. Messages relating to or in support of illegal activities may be reported to the authorities. If you mistakenly access inappropriate information, immediately tell your teacher. Do not show the information to other users. This will protect you against a claim that you have intentionally violated this policy.
7. Do not download any software without the prior consent of your teacher. Do not make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
8. Electronic communication between students and teachers must be in support of educational objectives and must be via the school-supplied email.

The school specifically denies any responsibility for the accuracy or quality of information obtained



through Internet services. Do not use information in reports, etc. without citing the source. Use of another's work without a citation is plagiarism.

### **USB/Flash Drives, or External Devices**

Students may not use USB, flash drives, or external devices of any kind with any physical hardware (desktops, laptops, chromebooks, or any other device) on the Bishop John J. Snyder High School campus.

### **Bishop John J. Snyder High School Bring Your Own Device (BYOD) Acceptable Use Policy**

Students may bring electronic devices to school for educational purposes.

The following devices are compatible with the BYOD program: (1) laptops running Windows 10 or Mac OS X v10.12 or higher. (2) tablets including iPads, Microsoft Surface or other tablet running Windows 10, Samsung Galaxy Tab, and other android tablets running the android OS v 4 or higher. The smart watches and phones are NOT permitted.

### **Guidelines:**

1. The student takes full responsibility for his or her device and keeps it with himself or herself at all times. The school is not responsible for the security of the device. The school is not responsible if a device is lost or stolen while on campus.
2. The student is responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school. Charging cables and cases/covers will not be provided by the school to the student. The device must be capable of running off its battery during class time.
3. The school reserves the right to inspect a student's personal device.
4. Violations of Bishop John Snyder policies involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action. Students must comply with teacher directions concerning the use of their device, including but not limited to requests to shut down and stow away the device during class time. The teacher will decide when and how devices will be used in the classroom.
5. The student may not use the devices to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher.
6. The student will use the student wireless network. Use of other wireless connections or any other personal "hotspot" is not allowed. Attempting to subvert the school internet filter in any way is not allowed.
7. Material accessed through the school's internet system should be for educational purposes. While at school, a student should not be (1) blogging, (2) using social media, (3) shopping online or (4) playing games that are either inappropriate or accessed at unapproved times. Students also may not access obscene material, material that promotes illegal, hateful, or dangerous groups, material promoting the use of alcohol or tobacco, or sites which enable academic cheating. Furthermore, if a student accesses material involving weapons, he or she may be referred to the Dean of Students and appropriate actions will be taken. While this is not an exhaustive list of all prohibited activities, the list adequately sets the parameters for what will not be allowed. If a student ever accesses any inappropriate material through the school's internet system, it is the responsibility of the student to immediately self-report their error to a teacher or school administrator.
8. Students will not attempt to gain unauthorized access to any school systems or to go beyond the authorized access allowed by the school.

9. Students are responsible for their individual account and must take all reasonable precautions to prevent others from being able to use it. Under no conditions should the student provide his or her password to another person. Students must immediately notify a teacher or the system administrator if they identify a possible security problem.

### **Penalties**

Failure to abide by the policies set out herein may result in the following:

1. Loss of the privilege to use a device on campus. Improper conduct may require the student to purchase hard copies of their textbook.
2. A Level I, II, III, or IV offense which will be dealt with accordingly by the Dean's office.

### **Questions and Answers:**

- **How do students access the school network?** Most devices will detect a wireless connection when you are near one. Most of the time devices will ask to join an available network when prompted; students can simply choose "Students" from the list. If the device does not display a prompt to choose a wireless network, students can manually go to the settings menu of the device to choose "Students" from the list displayed there.
- **What if I have a problem accessing the network or using my device?** Students are ultimately responsible for troubleshooting their own device. It is recommended that students purchase a care package or other tech support option for their device if possible. The school **will not** be responsible for troubleshooting student devices. However, if a student is having an issue accessing the school network and requests technical assistance, an attempt will be made by the technology personnel of the school to help the student with access of the network.
- **What access to network resources do I have on the student network?**  
The student network is not the same as the network they normally access from a school computer. Network folders will not be available, so students will need to save their work in another place, such as on their school provider Google drive. Like network folders, printers are networked differently in the school and will not be available from the student network.
- **What are some examples of inappropriate use?**  
The student bypasses the school student network to use another network. The student records a video without the permission of the teacher and posts it on YouTube. The student takes pictures during class of other students and sends them electronically to friends without teacher approval. The teacher has given permission to use the device for a project, but the student chooses to play a game instead.
- **What if a student doesn't have his or her own personal technology device?**  
It is not mandatory for students to bring a device, even if they do own one.

# Diocesan Policies

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## **Child Protective Investigations**

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver, or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will request of the investigator that the school be allowed to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, the school will follow the direction of the investigator with respect to these requests.

## **Substance Abuse Policy**

### **Voluntary Referral**

The school encourages any student with a substance abuse problem to seek assistance from a counselor in either the School Counseling or Campus Ministry offices, or from any school administrator. The school will work cooperatively with the student and the parents to identify appropriate treatment and counseling options. Students seeking such assistance are not subject to disciplinary action; however, voluntarily seeking assistance does not exempt a student from the stated policies and penalties for drug possession, use, or distribution at school or school-related functions.

### **Statement of Policy**

Intoxicants or other controlled substances in any form, including but not limited to alcohol, tobacco, illegal drugs, or unauthorized prescription medications may not be brought onto, consumed or utilized on campus or at any school sponsored activity by a student.

Students who are found to possess, sell, purchase, use, transfer or be under the influence of illegal drugs or unauthorized prescription medications may be expelled from Bishop John J. Snyder High School without the option of withdrawal.

The school takes a proactive role in preventing substance abuse by increasing student and parent awareness of the dangers of alcohol and tobacco addiction and drug abuse. The faculty and administration will continually seek to identify students whose actions indicate that they may be using drugs or alcohol. Periodically, drug dogs from the Jacksonville Sheriff's Office will be brought to the campus. The school will also periodically check student lockers, cars, and backpacks for related items.

By acceptance of enrollment, students, their parents and guardians consent to and authorize all reasonable action on the part of school authorities to enforce this policy including, but not limited to, questioning, searches, breathalyzer checks, drug tests and other investigative tools.

The school reserves the right to test students for drugs on campus and/or at a site designated by the administration. Parents are responsible for fees and must sign a release to send the result to the school. The student may be suspended from school until results are received, and may be required to forfeit any elected or appointed position of leadership.

# Miscellaneous Policies

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## **Backpacks**

Backpacks are not to be carried during school hours. Backpacks may be used to transport school materials to and from school but must be left in the students' lockers during school hours.

## **Baker Act**

Any student who is taken into custody, on or off campus, under the provisions of Florida Statutes (Baker Act), may not return to Bishop John J. Snyder High School until or unless the school receives a written statement from the treating licensed mental health professional stating that the student does not pose a threat to him/herself or to others and until an appropriate school official has the opportunity to consult with the professional who makes such statement.

## **Cafeteria**

All students are responsible for the cleanliness of the cafeteria. Courtesy and good manners require that each student clean his/her place at a table. All food and drink must be eaten in the cafeteria or where stipulated by the administration. Families are encouraged to create an account with SLA Management.

## **Cell Phones**

Cell phones must be turned off and kept in the students' lockers during school hours. They are not to be used by students for any reason from the start of the school day until the end of the school day. This includes any function a cell phone may perform. When necessary, a student will be given permission to use the office phone to contact a parent.

A first violation of this policy will result in a central detention and the phone will be confiscated until the end of the school day. A subsequent violation will result in further disciplinary action and the parent(s) may be required to pick up the device in person.

## **Clinic Policy**

The school provides limited medical assistance and/or emergency first aid to students who become ill or suffer injuries at school. No student may remain at school if he/she shows evidence of an acute illness, a fever, vomiting, diarrhea, dizziness, or injury, etc. The parent/guardian will be called to pick up the student, and the student must go home if he/she is too sick to remain at school. It is the parent/guardian's responsibility to pick up the student or make arrangements for pick up within a reasonable amount of time. The school reserves the right to call 911 or seek other medical assistance as it deems necessary under the circumstances.

Current home, business, mobile, and emergency telephone numbers must be on file at the school so that parent/guardian may be contacted if necessary. If contacts or numbers change during the school year, please contact the main office.

## **Distribution of Literature/Information**

Any person or organization must have permission from the Principal before literature/information/goods may be posted or distributed on campus. Students may not sell goods for personal gain.

## **Field Trips**

A student must be in good academic standing and must obtain permission from each teacher in order to participate in a field trip or off-campus activity during school hours. A parent/guardian permission slip and all money must be turned in prior to date of field trip.

### **Fingerprinting, Volunteer Application and References**

Diocesan policy requires that ALL volunteers working with students complete an *Application for Volunteer Work* packet and fingerprint background check and attend a *Protecting God's Children Workshop*. Background checks must be renewed every 5 years. There is a processing fee for the initial fingerprinting and any subsequent rechecks. Contact the main office for procedures and forms. For more information on the Diocesan Protecting God's Children Program, refer to the school website [www.bishopsnyder.org](http://www.bishopsnyder.org), click *Parents*, then *To Volunteer*.

Bishop John J. Snyder High School treats all allegations of sexual misconduct seriously and deals with all allegations in a prompt, confidential and thorough manner. To report abuse, call the Diocesan Victim Assistance Coordinator (904) 262-3200, ext. 129, or The Department of Children and Families at 1-800-96Abuse.

### **Fire Alarms**

It is a federal offense to tamper with the fire alarm system.

### **Gum**

Gum chewing is not permitted on campus and is a Level I offense.

### **Gymnasium**

No food, drink or gum is allowed in the gym during the school day. Athletic shoes with non-marking soles ONLY allowed on gym floor.

### **Hall Passes**

If it is necessary for a student to be out of the classroom during class time, teachers will provide students with an official hall pass. A sign-out and sign-in sheet will be posted at the door. It is the student's responsibility to obtain a pass when needed and to sign out when leaving and sign in upon returning to class.

### **Harassment and Discrimination**

Bishop John J. Snyder High School is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Diocese of St. Augustine. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

Any student who knowingly and intentionally files a false complaint of harassment against an employee, volunteer, or student will be subject to immediate and severe disciplinary action. For further information, access [www.leg.state.fl.us](http://www.leg.state.fl.us)

### **Identification Cards**

Student IDs will be issued at the beginning of the academic year.

### **Immunization Records**

The State of Florida requires that each student submit a *Florida Certificate of Immunization* form #DH 680 which is maintained in the student's official records (blue form). The original form is returned to the student upon graduation. The school does not maintain any immunization records after the student graduates.

### **Leaving School Grounds**

Students are NOT permitted to leave school grounds for any reason without permission. Leaving school grounds without permission is considered truancy and will result in appropriate punishment. Students may not leave school grounds without written permission after arriving on campus.

### **Medication Policy**

With the exception of medications which alleviate life-threatening situations (ex. Inhalers, Epinephrine injectors), students are not permitted by the State of Florida to carry **prescription** medications on school premises during the regular school day. **Students requiring prescription medications must bring a note from the parent or physician and store the medications at the front office.** It is the parent and student's responsibility to submit medications, to report for required doses at the designated times, and to obtain medications at the end of the school day, if necessary.

Faculty and staff are not permitted to dispense "over-the-counter" medications to students. Therefore, **students are allowed to carry their own "over-the-counter" medications provided the following guidelines are followed:**

- ALL medications are kept in the original packaging; different medications are NOT to be mixed in the same bottle.
- No sharing of medications between students will be allowed.
- No liquid medications will be allowed.

It is the student's responsibility to monitor the dosage and intervals that the medication is taken, and to use sound and prudent judgment in the self-administration of such drugs. This privilege will be revoked if guidelines are not followed. Students who are found to be abusing such privileges will be disciplined. The school reserves the right to search lockers, desks, cars, and other personal property if drug abuse is suspected.

### **Messages and Deliveries**

Telephone messages for students will be accepted from parents/guardians **ONLY**. Please limit messages to those of an urgent nature. Students will be called to the office and notified of messages at the end of the school day.

Gift deliveries (flowers, balloons, cookie bouquets, etc.) for the students are discouraged and will not be given to the student during the school day.

Students may not order food to be delivered during the school day.

### **Parking Permits, Driving, Pedestrian Travel**

Students who use the parking facilities at Bishop John J. Snyder High School are required to obtain a parking permit to be displayed on the rear-view mirror of the vehicle. The permit is transferable to any vehicle registered with the school from any one family. The price is **\$100 per year** or **\$50 for the 2<sup>nd</sup> semester only** and is non-refundable. Beginning February 1, permit fees will be prorated. Permits may not be sold to or exchanged with any other person. Permits are the sole responsibility of the students to whom they are issued. Permits may be obtained from the Office of the Dean of Students. Replacement

permits may be purchased at a cost of \$10.

- Parking permits ensure that all vehicles at BJS are properly insured and all drivers are properly licensed. Students who drive vehicles not displaying the current parking permit, who illegally park, or who drive carelessly will receive a disciplinary consequence and may be fined \$50.
- **Upon arriving at school, a student may not remain in a car or loiter in the parking lot.**  
Excessively loud or offensive music is not to be played on school grounds. Students may not go to cars during the school day without permission from an administrator.
- When driving on school property, a student will observe the **10 mph speed limit**. All speed and driving laws are to be observed on campus and in the neighborhoods adjoining the campus.
- Bishop John J. Snyder High School reserves the right to confiscate parking passes if rules are not followed.
- The administration reserves the right to search any car at any time on Bishop John J. Snyder High School property.
- All students are to exercise reasonable caution when walking in areas where vehicular traffic may be encountered.

### **Personal Belongings**

Students are required to use the combination locks issued by the school. Exchanging or sharing of lockers, locks, and combinations is not permitted. **Students are responsible for the security and contents of their own lockers.** The school is not responsible for theft. Locker decoration is not permitted. No open food or drink is permitted in lockers. Students are responsible for their locks. The rental fee for a lock is \$5.00. One locker will be assigned for P.E. and a separate locker will be assigned for academics. The total rental fee will be \$10.00. The administration reserves the right to inspect lockers, cars, and personal belongings at any time.

Student or parent failure to comply or cooperate with this policy will result in an indefinite suspension of the student and a disciplinary hearing to determine whether the student may remain enrolled at Bishop Snyder High School.

### **Pregnancy**

Bishop John J. Snyder High School adheres to the teachings of the Catholic Church concerning premarital sex, contraception, and abortion. We hold a pro-life position and present these teachings in our instruction.

Convinced of the value and dignity of each human life, we respond with fairness and charity to a student responsible for conceiving life.

1. We believe every effort must be made and every measure taken to preserve this life and the reputations of the students who become parents. An appropriate administrator will meet with the students and parents.
2. If a female becomes pregnant while enrolled at Bishop John J. Snyder High School, the student(s) and parent(s) will be encouraged to seek the counsel of their respective pastor.
3. The principal will determine the extent of participation in classes and extra-curricular activities while assuring the continuing education during the term of pregnancy. Additionally, a female student must have time-specified written permission from her physician authorizing her to remain in school.

4. Pregnancy itself is not cause for dismissal for either parent. If the young woman does not marry and chooses to keep the child or seek adoption, she may, at the discretion of the principal and upon written permission from the parents, return to the school to complete her education.

### **School Dances**

School administrators, faculty representatives, and student government representatives work together to plan school dances. The planning committee will establish appropriate guidelines for the specific dance. As a Catholic college-preparatory school, students and their guests are expected to follow the specific guidelines the school has established for appropriate dancing and behavior. Any student who violates the standards established for the dance will face the disciplinary consequences of the school. Bishop Snyder students who bring a guest to the dance will be required to complete a guest approval form which may be picked up from the Dean of Students' Office.

### **School Representation**

Any person or organization that represents Bishop John J. Snyder High School off campus or at a community function must have the written approval of the administration.

### **Student Drop-Off and Pick-Up**

In order to control traffic flow in the mornings and afternoons, Bishop Snyder has a drop-off and pick-up routine. Vehicles dropping students off or picking students up should do so at the west parking lot behind the Tierney Media Center and science building. Vehicles should use the western-most gate to enter that parking lot. We ask all parents to adhere to this policy for the safety of all students.

### **Threats**

All written and verbal threats, including cyberbullying, will be taken literally and may result in serious disciplinary consequences. Threats may be referred to law enforcement authorities.

### **Visitors**

All visitors, including parents, must obtain visitors' passes from the main office. Students may not receive visitors on campus at any time without prior permission from the principal or member of the administration.

### **Water Bottles**

Students may carry a clear plastic water bottle, not larger than 32 ounces, with them throughout the school day. Only water is allowed in the clear plastic bottle. Students are permitted to drink water throughout the school day including during class. Teachers in computer labs and other water sensitive areas may designate a place in the classroom for water bottle storage and consumption.

**The administration reserves the right to amend this handbook at any time during the school year. Any and all such amendments are effective immediately and apply to all students.**