

John Carroll Catholic High School



Student/Parent Handbook
2025 - 2026

*Be it known to all who enter
John Carroll Catholic High School that*

JESUS CHRIST

is the reason for this school.

He is the unseen but ever present teacher in its classes.

*He is the model of its faculty and the
inspiration of its students.*



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ALMA MATER

God Bless John Carroll

Music and Lyrics by G. D. Jacoby

God bless John Carroll, long may it be
Thy fountainhead of Christianity.
Hear us, O hear us, we Thee implore,
God bless John Carroll High forevermore;
God bless John Carroll High forevermore.

God bless John Carroll, may heaven's light
Guide our John Carroll High through darkest night.

Dear Alma Mater, onward we soar,
God bless John Carroll High forevermore;
God bless John Carroll High forevermore.

God bless John Carroll, each hallowed hall
Classmates and faculty, God bless them all
Till class reunion on heaven's shore
God bless John Carroll High forevermore;
God bless John Carroll High forevermore.

JOHN CARROLL CATHOLIC HIGH SCHOOL MISSION STATEMENT

John Carroll is a Catholic school that calls its students, faculty, and parents/guardians into an active partnership for learning. We value the development of the whole person through spiritual growth, academics, the arts, athletics, and discipline in the context of a Christ-centered environment. Together we strive to deepen our sense of conviction that our faith in God and his son, Jesus Christ, can bring about a just world.

NON-DISCRIMINATION STATEMENT

John Carroll Catholic High School admits students without regard to sex, race, color, or national origin, to all the rights, privileges, programs and activities generally accorded to or made available to students of the schools. Schools do not discriminate on the basis of gender, race, color, or national origin in employment practices, administration of educational policies, admission and treatment of students, scholarship programs, or athletic and other school administered programs.

SPIRITUAL LIFE

Catholic education is a formative experience by its nature. To this end, a formal program of studies in Catholic religion is provided, which covers a general study of Catholic doctrine with Jesus at its center, as well as in-depth probing of current issues. To complement their spiritual development, a well-rounded program of religious activities is offered for all students.

CELEBRATION OF THE EUCHARIST

“The Eucharist is the efficacious sign and sublime cause of that communion in the divine life and that unity of the people of God by which the Church is kept in being.” CCC 1325

Liturgical worship is experienced at John Carroll at both a school-wide and an individual class level. School-wide Masses are typically celebrated weekly on Thursdays; school-wide Masses may be changed to another day of the week in the case of a Holy Day of Obligation occurring, or for another significant reason.

PRAYER

Our community is held together in prayer after the example of our Lord. As part of the Catholic system of education, John Carroll students have the privilege of praying together in the morning and at the end of the day. A short prayer is also encouraged at the beginning of each class.

On the first Friday of every month, students spend their theology class period in the chapel worshipping Jesus in the Blessed Sacrament through individual prayer and guided meditation. During this time, the sacrament of penance is also available to all students.

RETREATS

John Carroll provides an annual retreat experience for each student. The retreats are structured appropriately for each grade level and are designed to help students deepen their relationship with Jesus, each other, and themselves. Grade level retreats are a required part of the religious formation at John Carroll; thus, participation in grade-level retreats is mandatory and our school absence policy applies to the obligatory retreat days.

In addition, John Carroll offers members of the senior class the option of participating in the Kairos Retreat. Kairos is a 3-day retreat that allows participants time for reflection, sharing, and prayer. Metanoia is our 2-night weekend retreat offering for underclassmen with a focus on community and building a strong faith foundation.

CAMPUS MINISTRY

To assist in the development of a Catholic faith community with Jesus as its exemplar, John Carroll provides a campus minister to organize and direct the spiritual activities of the school community. These activities include student retreats, community liturgies, penance services, community prayer, personal discipleship, and all things that allow our Catholic identity to flourish.

SERVICE HOURS

John Carroll Catholic High School is rooted in Gospel values. We believe strongly in the education of the total person. During each student's four years at John Carroll, they will be challenged to grow physically, emotionally, mentally, and spiritually. A major part of their spiritual growth happens through their service projects.

SERVICE HOUR REQUIREMENTS

Before the end of the first quarter, students in 10th-12th grade Theology classes will be assigned a reflection, the completion of which requires students to be up-to-date on their service hours. Additionally, the completion of 75 service hours is a John Carroll graduation requirement.

The first set of hours (15 hours) can be completed during or after the freshman year and is due no later than September 1st of the sophomore year. The second set of hours (30 additional hours, 45 total) must be completed and approved by September 1st of the junior year. The third set of hours (30 additional hours as the completion of 75 total hours) must be completed and approved by September 1st of the senior year.

Transfer students will be issued a prorated total number of hours based on their time of enrollment.

Fulfilling the minimum number of service hours each year is required to graduate from John Carroll Catholic High School.

GUIDELINES FOR SERVICE

A student may choose any service organization as long as the organization allows the student to fulfill the following:

1. Directly serve disadvantaged people or encourage active participation in parish/school life
2. Complete at least 30 out of 75 total hours with the same service organization

Additionally, there must be an adult supervisor on-site to verify hours (this cannot be a parent except in pre-approved circumstances).

A student may choose a service organization from the list on the John Carroll website or may find an alternative organization to work with. If a student is unsure if an unlisted organization meets the service guidelines, the student should contact the Campus Minister or faculty Service Coordinator prior to serving at that organization for service hour credit.

Students must record service hours in the TrackItForward online system or app, and the hours must be approved before they count toward total hours served.

FAQs, specific requirements, service opportunities, information for transfer students, etc. can be found on the service page of the John Carroll website.

ACADEMICS

STATEMENT OF ACADEMIC INTEGRITY

At John Carroll Catholic High School, integrity is essential to our mission. In valuing the whole person of our students in a learning environment that calls its members to be Christ-like and in striving to deepen our faith and our belief that it can bring about a more just world, the truth is fundamental. We act with honesty and incorporate Gospel values when making decisions. We speak the truth, even when it is difficult or uncomfortable. We do not tolerate dishonesty in any of our learning processes. We hold ourselves to the highest ethical and moral standards in our personal and professional behavior. We rely on trust among students, teachers, administrators, and parents as we sustain a culture based on these values. To accomplish these goals, we require and insist on the integrity of all learners.

The following **Honor Code Statement** is required to be included on semester and final exams, and can be used on any assignment or assessment throughout the year:

***"On my honor, as a John Carroll student,
I pledge to speak only the truth in all things,
and that this work is solely my own."***

GRADUATION REQUIREMENTS

In order to graduate from John Carroll Catholic High School, a student must earn a minimum of 26 academic credits, as outlined below, and fulfill the community service requirements through the John Carroll Service Program.

| | |
|--|-----------|
| English | 4.0* |
| Mathematics | 4.0* |
| Science | 4.0* |
| Social Science | 4.0* |
| Theology | 4.0* |
| Physical Education (or equivalent [^]) | 1.0 |
| Business & Technology (Career Tech) | 0.5 |
| Health | 0.5 |
| Electives | 4.0 |
| Total Credits | 26 |
| Service Hours Required | 75 |

[^]E.G., Marching Band, Athletic Training

*1.0 credit per year required

ACADEMIC COURSES OF STUDY

John Carroll Catholic High School offers a rigorous college preparatory program that equips students with skills necessary for success in college and careers. John Carroll's academic courses meet and exceed the State of Alabama's high school course of study standards. In addition, John Carroll's academic courses are aligned with the Catholic Curriculum Standards and the recommendations of the US Council of Catholic Bishops. All of our instruction and learning are guided by the Catholic intellectual tradition, which encourages students to enthusiastically seek knowledge that will inform their moral development and create positive changes in the world. John Carroll provides the following levels of study:

The Honors/AP course of study is designed to challenge students to pursue their studies at a greater depth. Courses at this level rely on the independent study, research, analysis, argumentation, and critical thinking involved with the highest level of academic work. Honors/AP courses are open to students based on academic ability, interest in subject material, and motivation of the student to excel in challenging courses.

The Advanced course of study is designed to prepare students for college level work and to develop a lifelong love of learning. Coursework emphasizes effective communication through reading, writing, and argumentation, and students are expected to develop into independent, informed, and critical thinkers over the course of their four years at John Carroll. Advanced courses are open to students who meet academic requirements.

GRADING SCALE

The primary purpose of assessment at John Carroll is to provide parents, students, and colleges with clear and meaningful feedback concerning the quality of student learning. Our numeric/alpha grading scale breakdown is as follows:

| | | |
|-----------|---------|----------|
| A+ 100-96 | A 95-92 | A- 91-90 |
| B+ 89-86 | B 85-82 | B- 81-80 |
| C+ 79-76 | C 75-72 | C- 71-70 |
| D+ 69-66 | D 65-62 | D- 61-60 |
| F 0-59 | | |

GRADE POINT AVERAGE

The grade point average is determined by dividing the quality points earned by the total credits attempted. The following chart indicates quality points for the various programs.

| | A | B | C | D |
|------------------------|----------|----------|----------|----------|
| AP | 5.0 | 4.0 | 3.0 | 2.0 |
| Honors | 4.5 | 3.5 | 2.5 | 1.5 |
| Dual enrollment | 4.5 | 3.5 | 2.5 | 1.5 |
| Advanced | 4.0 | 3.0 | 2.0 | 1.0 |

The grade point average is used to qualify students for membership in honor societies as well as for graduation awards and scholarships.

GRADE REPORTING

John Carroll issues electronic grades to parents/guardians at mid-quarter (progress reports), quarter, and semester grading periods (report cards). John Carroll records mid-quarter and quarter grades in numeric form, and semester grades as letters. The letter grade is recorded based on numeric calculations. Parents/Guardians of enrolled students are issued RenWeb usernames and passwords to access electronic grade reports. Parents/Guardians are encouraged to access the electronic grades and reports of each student periodically.

Semester grades are based on the average of the two quarter grades (40% each) and the semester exam (20%). Quarter grades are determined by averaging major tests, quizzes, projects, papers, homework, and classwork (including participation), etc; teachers detail their grading policies in their course syllabi. Students who receive a failing grade for the first semester of a year-long course can receive first semester credit based on second semester academic performance. Those students who receive an "F" as a semester grade for the first semester of a year-long course must earn a "C" or better in the second semester to receive full credit for the year.

Those students receiving an "F" for both semesters of a year-long course must repeat the course or attend summer school. If a student receives a passing grade for the first semester but fails the second semester, the student must attend summer school to make up for the second semester failure. The number of credits that can be made-up is two per year, for a maximum of six credits. Only one summer school credit can be submitted to John Carroll for each core subject retaken at summer school. All summer school credit (recovery credit) should be completed and grades submitted to John Carroll no later than 10 days from the first day of school. Should a student have more than 6 summer school credits in three years or receive 5 or more semester F's in an academic year, he/she may be ineligible to return to John Carroll pending academic review by the Administration.

Summer school credit must come from an accredited school or agency and must be submitted on an official transcript. A list of approved summer school agencies is available in the Guidance Office.

CLASS RANK

Class rank is determined by a cumulative, weighted grade point average. Grade point averages are calculated to the fourth decimal place. Class rank may be used to qualify students for scholarships and college entrance.

SEMESTER EXAMS

Semester exams will count for 20% of the semester grade.

Senior students whose final examination grade causes them to fail a course required for graduation are permitted to retake the exam for that course. This includes semester courses as well as year-long courses.

Students who are delinquent in making up their semester exam(s) must ordinarily make up the exam before the end of the teachers' contract year. If exams have not been completed by this time, students will receive a zero on the exam and receive an "F" as the semester grade.

Students who have an unexcused absence from a semester exam will receive an "F" on the exam and will be considered truant.

Please note: John Carroll keeps student semester exams for one semester only.

EXAM EXEMPTIONS

Seniors who have five or fewer absences in a class during the semester preceding the exam and who have maintained a 90 percent grade average may be exempt from the semester exam in that course, at the discretion of the teacher. The average combined from both quarters will be recorded as the semester grade. Approved college visits, school sponsored activities, and in some special situations, a pre-approved absence by the administration, do not count against exemptions.

Juniors who meet these same qualifications may be exempt from one exam each semester as well.

Exemption from exams at John Carroll is a privilege afforded to students who demonstrate academic, attendance, and disciplinary excellence. Students who are not in good academic, attendance, or disciplinary standing may be ineligible to exempt exams.

Students taking a year-long AP course must take the AP exam and also choose one of the following:

- To take the regular class semester exam in an effort to raise the semester grade
- To be exempt from the semester exam with the final grade being an average of the two quarter grades

ACADEMIC HONORS

Juniors and seniors who have a cumulative grade point average of 3.50 or above at the end of the first semester will be notified that they have met the scholarship requirements for consideration to the National Honor Society. In addition to scholarship, students are considered for membership on the basis of character, leadership, and service. Students are selected for membership by a faculty committee. Students will be given a form to fill out demonstrating how they believe they have met the requirements of character, leadership, and service. Input from the administration regarding discipline, attendance, and punctuality, as well as input from the classroom teachers regarding cooperation with school/classroom

regulations and demonstration of classroom leadership will also be considered by the selection committee. Students will be notified of selection or non-selection by the moderator. The induction ceremony will be held in the spring.

Other honor societies include the Spanish Honor Society, the French Honor Society, the Latin Honor Society, and Mu Alpha Theta.

JOHN CARROLL HONOR ROLL

In recognition of outstanding academic achievement, John Carroll awards students with exceptional grade point averages (GPA) membership to the John Carroll Honor Roll. Second Honors are accorded to students with a GPA of 3.5 to 3.9, and First Honors to those students attaining a GPA of 4.0 and above. Certificates are presented quarterly to qualifying students, and their names are posted in a public area of the school.

SCHEDULE CHANGES

Once students have completed registration and their schedules have been approved by their parents/guardians and the school, schedule changes are not ordinarily made. Class schedule changes for legitimate reasons must be made within ten school days of the beginning of each semester and may incur a \$40.00 course change fee. Students seeking a schedule change after the ten day window at the beginning of the semester should do so with the help of their counselor and must have input from the teachers affected, as well as written approval from the department chair and/or an administrator.

LEGITIMATE REASONS FOR SCHEDULE CHANGES

- Student is misplaced academically.
- Student is given an alternative elective other than those listed on the final course request form.
- Student wishes to substitute an alternative semester course.

UNACCEPTABLE REASONS FOR SCHEDULE CHANGES

- Student wishes to withdraw from a class because of negative effects on their GPA or class rank.
- Student does not get along with the teacher.
- Student does not like the class or the class is not what the student thought it would be.
- Student's schedule interferes with a job or extracurricular activity.

Students with approved withdrawals from a year-long course (only at the end of the first semester) will receive a WP (withdrawn passing) or a WF (withdrawn failing) on their report card and transcript. WP's will not count as credits attempted; however, WF's will count as credits attempted in determining grade point average and class ranking.

Immunization Requirements

Alabama State Law (Act 1269) requires that children must be immunized against diphtheria, tetanus, pertussis, measles, rubella, mumps, and varicella (unless otherwise exempted as provided by law, i.e., medical exemption, or religious exemption following diocesan policy).

Any child reporting on the first day of school without an appropriate immunization certificate will not be allowed to attend class. Appropriate certificates for enrollment, which will be available only from private physicians and the Health Department include: Certificate of Immunization (IMM-50, blue card) or Certificate of Medical Exemption (IMM- 51, white card).

If there is a problem obtaining immunization records or getting an appointment for immunizations, a temporary form may be obtained for the local health department or private medical provider. This allows the student thirty (30) days to obtain records and/or receive immunizations.

SCHOOL COUNSELING SERVICES

The primary concern of the school counseling department is the students' welfare. The school counselors attempt to assist students in every way possible to achieve the greatest degree of academic, spiritual, emotional, and social growth. Each grade level is assigned a counselor who has contact with students through formal interviews, group guidance activities, and many informal contacts throughout the year. Counselors, in conjunction with the administration, also address social and behavioral concerns.

The school counseling department administers standardized tests and interprets the results for the students. All sophomores are required to take the Practice ACT as well as the PSAT. Juniors are required to take the PSAT, which, at this grade level, is a qualifying test for programs and scholarships administered by the National Merit Corporation. Optional ACT prep classes may be offered throughout the year. Students are given access to test preparation materials and registration information for the ACT and SAT.

The counseling department includes a college counselor. A program for college advising is offered beginning with the freshman year. Classroom presentations are provided at each grade level, in addition to several evening programs throughout the year. Seniors are encouraged to schedule individual college counseling appointments with the college counselor during the year.

ACADEMIC SERVICES

The primary concern of the school counselors is to work towards the success of all students in the classroom. School counseling services are available to all students. Students in academic difficulty are seen by the school counselor every four weeks to assess areas of difficulty and work on plans for improvement. The school counselors and resource teachers also work with students with identified learning disabilities to ensure appropriate implementation of accommodations both in and out of the classroom.

TUTORING

Students who are experiencing academic difficulty are encouraged to seek help early in the course. Tutoring and extra help are available from several sources: Subject area teachers, members of the National Honor Society, and members of Mu Alpha Theta.

DRESS CODE GUIDELINES & APPEARANCE

The purpose of the John Carroll uniform is to ensure a look of unity and equality within our school community. The uniform of John Carroll is traditional and modest. Students should avoid any variation in attire that distracts from the intention of the uniform or calls undue attention to themselves. Students must present a neat, clean, and modest appearance at all times. Anything detracting from this look (e.g. unnatural hair styles/colors, and/or hair accessories, shirts un-tucked, pants worn below the waist, etc.) is considered "out of uniform." Students coming to school out of uniform without prior permission of the administration may not be permitted to attend classes. Students may arrive at school in non-uniform outerwear, but are expected to be in official school attire, as outlined below, by the 7:55 a.m. bell.

All uniforms must be from the Zoughby's Uniform Company. The administration may look for the Zoughby's Uniform label when addressing dress code infractions.

GENERAL UNIFORM GUIDELINES

Gentlemen:

- **Shirt:** The uniform shirt is a white long or short sleeve Oxford button down collar shirt or short sleeve polo shirt that bears the John Carroll logo. Uniform shirts must be tucked in at all times during the school day. A white uniform shirt must be worn under JC outerwear.
- **Pants:** The uniform pants are navy twill and must include a belt. Uniform pants are to be kept in good repair without any holes or tears and they must be of an appropriate length.
- **Shorts:** Gentlemen are permitted to wear navy twill shorts year round. The length may not be more than 4 inches above or below the knee.
- **Belt:** Belts must be solid brown, navy, or black with a modest belt buckle. No stripes, big belt buckles that aren't the standard latch type, fish/college logos, etc. are permitted
- **Tie:** The John Carroll tie is a dark green and navy striped four-in-hand tie purchased from Zoughby's Uniforms. Uniform ties may be worn only with the Oxford cloth uniform shirt. When wearing the tie, the white Oxford cloth shirt must have the collar buttoned. If a student grows, he needs to get a larger shirt or a neck extender to be able to button the top button.
- **Socks:** Gentlemen are required to wear socks with the uniform. Solid black, white, or navy **over the ankle** dress socks are permitted. Socks may have a small athletic or brand logo on the outside of the sock. Striped, decorative, pictured, and athletic socks are not allowed.
- **Shoes:** Students are required to wear brown, black, or navy dress shoes with the Mass uniform. Students may opt to wear tennis shoes with the everyday (non Mass Day) uniform, but the tennis shoes must be solid black, white, navy, or gray; a small brand logo of a different color is permissible, but should not dominate the shoe in either color or size. Shoes must be in good condition and worn appropriately.
No shoe should be worn that is faddish, extreme, or calls undue attention to oneself. Shoes must be in good condition and worn appropriately. No slippers, sandals, ballet or dance-type shoes, high-top shoes, open toe, open heel, strappy heel shoes, or boots are permitted. **UGGs, Birkenstocks, and Croc-type shoes are not permitted.**
- **Blazer:** Gentlemen are required to wear the green John Carroll blazer with the John Carroll logo on days and occasions when "Mass Day" attire is required. Blazers must fit properly, be clean and in good condition. Blazers are purchased from Zoughby's Uniform Company.
- **Sweater:** Gentlemen are permitted to wear the navy V-neck cardigan/pullover and sweater with the John Carroll logo.

Ladies:

- **Shirt:** The uniform shirt is a white long or short sleeve Oxford button-down collar shirt, or short sleeve polo shirt, or white twill $\frac{3}{4}$ sleeve blouse that bears the John Carroll logo. Uniform shirts, with the exception of the $\frac{3}{4}$ sleeve blouse (designed to be worn untucked), must be tucked in at all times during the school day. A white uniform shirt must be worn under JC outerwear.
- **Skirt/Pants/Shorts:** The uniform skirt is a blackwatch plaid pleated hipstitched skirt. Skirts should not be rolled, excessively hemmed, or otherwise shortened. Ladies may also wear the navy mid-rise flat front flare leg pants, or navy flat front stretch twill pants. All pants must be worn with a solid black, navy blue, or brown belt. Ladies are permitted to wear blackwatch plaid shorts year round. The length of shorts and skirts may not be more than 4 inches from the top of the knee. Ladies are encouraged to wear tights or athletic shorts beneath their uniform skirts. **Pajama pants are not permitted to be worn under the uniform skirt.**
- **Shoes:** Students are required to wear brown, black, or navy dress shoes with the Mass uniform. Students may opt to wear tennis shoes with the everyday (non Mass Day) uniform, but the tennis shoes must be solid black, white, navy, or gray; a small brand logo of a different color is permissible, but should not dominate the shoe in either color or size.

No shoe should be worn that is faddish, extreme, or calls undue attention to oneself. Shoes must be in good condition and worn appropriately. No slippers, sandals, ballet or dance-type shoes, high-top shoes, open toe, open heel, strappy heel shoes, or boots are permitted. **UGGs, Birkenstocks, and Croc-type shoes are not permitted.** Heel or platform shoes, if worn, may not exceed two inches in height.

- **Socks/Tights:** Ladies are allowed to wear solid black, white, or navy **over the ankle** dress socks/knee socks. Socks may have a small athletic or brand logo on the outside of the sock. Ankle socks are not allowed. Ladies may wear solid black, navy, or white tights with skirts. **Ladies may wear black or navy full or ¾ length leggings with skirts.**
- **Blazer:** Ladies are required to wear the green John Carroll blazer with the John Carroll logo on days and occasions when “Mass Day” attire is required. Blazers must fit properly, be clean and in good condition. Blazers are purchased from Zoughby's Uniform Company.
- **Sweater:** Ladies are permitted to wear the navy V-neck cardigan/pullover or sweater with the John Carroll logo.

MASS DAY ATTIRE

When Holy Mass is celebrated as a school-wide event, Mass attire is required. All students are expected to be in Mass attire for the full school day (7:55-3:05). Students not in proper Mass attire will be considered out of uniform. Mass attire consists of the regular uniform and the following requirements:

Gentlemen:

- A button-down Oxford uniform shirt with JC logo (no polo shirts); for Mass uniform events collar buttons must be buttoned
- School tie from Zoughby's Uniform, to be worn properly throughout the day
- Navy uniform pants (no shorts) with navy, black, or brown belt
- Blazer with JC logo; may be removed during class, but must be worn in the halls and around the building throughout the school day
- John Carroll sweater with logo may also be worn along with the blazer
- Brown, black, or navy dress shoes with black, white, or navy **over the ankle** dress socks

Ladies:

- White Oxford button-down collar shirt or white ¾ -sleeve blouse with JC logo (no polo shirts)
- Blackwatch plaid pleated hip stitched skirt OR navy uniform pants with black, navy, or brown belt (no shorts)
- Blazer with JC logo; may be removed during class, but must be worn in the halls and around the building throughout the school day
- John Carroll sweater with logo may also be worn along with the blazer
- Brown, black, or navy dress shoes with black, white, or navy **over the ankle** dress socks/knee socks or tights

ADDITIONAL UNIFORM REGULATIONS

- All uniforms must be in good condition, properly hemmed, appropriately sized, and not faded or torn.
- School-approved athletic and activity jackets and outerwear (spirit pack items) with the JC logo are permitted to be worn during the day on Fridays in place of uniform sweaters/jackets; these items are reserved for Fridays and are not part of the official uniform.
- Students are prohibited from wearing hats/caps during the school day.
- White turtlenecks and long sleeve undershirts may only be worn underneath the long sleeve Oxford shirts. Undergarments worn underneath the uniform shirt must not be visible through the uniform shirt.

- Blankets may not be carried or worn as part of the school uniform.
- Tattoos should not be visible during school and/or athletic events. This also includes dress down days. Tattoos must be covered at all times at all school events home and away, and during all practices and games.

ACCESSORIES

Jewelry must complement the neat, clean, and modest appearance that the uniform conveys. Items such as earrings, necklaces, rings, or watches that distract from this desired appearance will be subject to removal at the discretion of the classroom teacher or administration, and disciplinary action may follow.

Gentlemen may wear one simple necklace, no more than two rings and a watch. **Gentlemen may not wear earrings.** **Ladies'** jewelry should be simple; earrings and other piercings should be limited to the ears.

eyebrow rings, tongue rings, nose rings, or other piercings are not allowed.

Other forms of dress accessories that tend to be “faddish” in nature are unacceptable. Students are not permitted to wear belt chains, wallet chains, or any excessively bold jewelry while representing the school in any capacity, including extracurricular and athletic events on or off campus. Lapel pins worn on blazers are limited to officially approved accessories representative of John Carroll organizations only.

GROOMING

Students' hair should be a natural hair color. Gentlemen's hair should be of moderate length, which is defined as out of the eyes in front, and no longer than shoulder length at the back and sides. The Administration reserves the right of final determination.

Gentlemen may not wear nail polish.

If gentlemen have facial hair, it should be kept neatly trimmed and trimmed close to the face at all times.

SPIRIT WEAR DAYS

On Fridays and other days that may be designated by the administration, students are permitted to dress in spirit wear shirts in place of uniform shirts. Spirit wear includes official John Carroll issued items from the Spirit Pack, as well as official John Carroll athletic team shirts, fine arts department shirts, club shirts, school trip shirts, school dance shirts, John Carroll shirts passed down by siblings, and other shirts officially issued by John Carroll. Other than the spirit wear shirts, students should be in full uniform on spirit wear days. Spirit wear items may not be altered in any way.

OUT OF UNIFORM DAYS

Out of uniform days are held as a means of fundraising for the various clubs and activities at John Carroll. The following are guidelines which must be observed on these days in order to participate in an out of uniform day.

- Students may wear jeans, khakis, pants, dress shorts, joggers, or the school uniform. No athletic shorts, leggings, yoga pants, or camouflage may be worn.
- No article of clothing may be torn, cut, slit, or ragged; if jeans have manufactured holes, they should be at or below the knee.
- Athletic shoes, boots, or sandals with back straps in good condition may be worn.
- Socks may be of any color.
- Only John Carroll spirit wear shirts may be worn on out of uniform days. Exceptions for special occasions will be announced and are determined by the administration.

On out of uniform days, students will be given a hand-stamp upon coming to school for the day. Faculty and staff members will oversee the hand stamping to ensure that the out of uniform regulations are complied with. Students who wear clothing that is not in compliance with out of uniform guidelines may be asked to change clothes and/or receive disciplinary consequences.

ATTENDANCE

Absence, for any reason, removes the student from the primary learning environment and thus has a negative effect on student achievement. Therefore, students are expected to be in school and on time when school is in session, that is, when there are classes, tests, and examinations or school sponsored activities/programs/retreats/field trips. Class days are noted on the official school calendar.

GENERAL ATTENDANCE PROCEDURES

The school office may contact a student's parent/guardian to verify a student's absences and excuses. Parents should notify the school as early as possible on the day of the student's absence. Parents may contact Lynda Hayes in the front office with any questions regarding student absences. lhayes@jcchs.org or 205-940-2400.

Upon returning to school, the student must provide to the front office documentation from a parent or guardian to excuse the absence; documentation may be an email, fax, hand-written note, or phone call. The absence excuse should include the student's first & last name and the reason and date(s) of the absence(s). Failure to provide a proper excuse within 2 school days of the student's return to school will result in the student incurring an unexcused absence. In the event that a student is absent for 3 or more consecutive days, a doctor's note or a meeting with the student's parent/guardian may be required before the student is readmitted to class.

EXCUSED AND UNEXCUSED ABSENCES

The following, when accompanied by a valid notification from a parent within 2 days of the student's return, are considered acceptable reasons for absence from school and, therefore, marked as EXCUSED on the student's attendance record:

- Sickness - extended or recurring illnesses will require medical documentation
- Doctor appointments - will require documentation
- Death in the family
- Testing for a driver's license or learner's permit
- Court or legal hearings
- School sponsored trip or athletic competition/event
- Other, as approved by the administration

Students who do not have a valid excuse communicated from parents/guardians within two days of returning to school will have their absences marked as UNEXCUSED. Ordinarily, events that can be scheduled at a different time than during school, such as vacations or job interviews, would not be considered as excused absences.

Students marked as excused are allowed to make up all work missed by following the make-up work policy. It is the student's responsibility to find out what work has been missed and to complete the work in accordance with the policy.

Except in the case of a school-related or college visit absence as defined below, a student may neither attend nor participate in an athletic event, practice, or extracurricular school activity on the day of **his/her** absence without the permission of an administrator. To be considered present, a student must

attend at least 4 academic classes on 8 period days and 2 block classes on block days. Should a student be absent on a Friday (or the last day of the week), he/she may neither attend nor participate in such activities over the weekend without the permission of the administration.

SCHOOL-RELATED ABSENCES

Students who are absent from school due to participation in school-sponsored activities, such as retreats, athletics, field trips, and other activities are marked as having a school-related absence in Renweb. These absences are not part of the cumulative attendance record of the student, but all work must be made up according to the make-up work policy. School-related absences do not count against exam exemptions.

Students who participate in academic, athletic, or other extra-curricular activities outside of John Carroll that require them to miss school should request prior approval for all absences from the administration. Students in good academic, attendance, and conduct standing may be excused or receive a school-related absence designation on a case by case basis with prior approval.

COLLEGE DAY VISIT ABSENCES

In order to support thoughtful post-secondary decisions, John Carroll encourages students to research their best options by visiting colleges. Approved college day visits are marked as college visits in Renweb. These absences are not part of the cumulative attendance record of the student, but all work must be made up according to the make-up work policy. College visit absences do not count against exam exemptions.

Seniors and juniors may be approved to take 3 college day visits each school year by using the following procedures:

- A pre-planned visit is set up with the institution of the student's choice.
- A college day form is picked up in the counseling office.
- The college day form is then signed by the parent/guardian and the first page is turned in to the counseling office at least **3 days** prior to the visit.
- The second page of the form is signed by the visiting institution and presented to the front office when the student returns.
- A second visit to the same institution is allowed for academic, scholarship, or athletic interviews.
- College visits may not be approved after May 1.
- In some cases, students may be auditioning or being recruited by colleges. If students need additional visits for these purposes, they should work with the administration for prior permission.

LATE ARRIVAL/TARDINESS

The school day officially begins at 7:55 a.m. There is a warning bell at 7:45 a.m. Students who are not in their classroom at 7:55 are considered tardy and are subject to the following:

- Students arriving late to school without a written doctor's note are considered tardy/unexcused.
- Students arriving late must check in at the front office.
- **Students not in the building at 7:55 must enter the building at the front entrance only.**

EARLY DISMISSAL

Parents/Guardians are asked to not make appointments that would require the student to miss any class time or school sponsored programs/activities/retreats/field trips. If there are conditions in which no other alternative is available, the procedure for an early dismissal is as follows:

- A note, email, fax, or phone call from the parent/guardian giving the reason for the early dismissal.
- At the specified time, the student is called to the office for checkout. Students should not be released from class until the front office has called for them.
- Upon receiving permission to leave, students must sign out in the office and, if applicable, sign in upon returning.

The school administration reserves the right to refuse students' early dismissal. Students will not be allowed to check out for the sole purpose of missing Mass, assemblies, pep rallies, study halls, or other scheduled school functions unless it is determined to be an emergency.

ILLNESS

During the school day, students who are too ill to remain in class should inform their teacher of their condition and report to the front office. The front office will attempt to contact the parents/guardians, who must personally come sign the student out of school, or give permission for the student to drive home. If the parents/guardians are unavailable, the person(s) listed on the student's emergency contact list on the student's registration form will be contacted.

EXCESSIVE ABSENCES

Students are expected to attend school regularly. Students who are excessively absent will be subject to the following:

- At 7 absences per semester, whether or not full days or in particular classes, parents will be notified via mail.
- At 10 absences per semester, whether for full days or in particular classes, parents and students will be required to meet with a member of the administration.

EXCESSIVE TARDINESS/EXCESSIVE ABSENCES

Students will be issued a detention by the administration upon receiving a fourth unexcused tardy/unexcused check-in to class and/or school.

Students are considered absent from class if more than one-half of any class period is missed due to tardiness and/or early dismissal.

UNSCHEDULED PERIOD (SENIORS WITH JOBS ONLY)

If a senior student is unscheduled 8th period, that student may leave school at the end of 7th period. It is understood that any such senior leaving for this is to attend work.

Unscheduled seniors must sign out at the front office each time they leave campus at 8th period. Students must have a note from a parent/guardian on file in the front office giving permission to leave school. It is understood that on those occasions when school assemblies are held, all students will be required to attend these assemblies.

MAKE-UP WORK - EXCUSED ABSENCES / TARDIES

Students will be allowed the number of absences plus one day to make up work missed. For example, a student with one absence will make up all work within two (2) days, while a student with three (3) consecutive absences will make up all work in four (4) days.

The responsibility for make-up work rests with the student. Students should request missed assignments from the teacher, and should do so by email if the absence exceeds three (3) consecutive school days.

Students missing a semester exam due to an excused absence will be allowed to make up the exam with permission from the administration.

MAKE-UP WORK - UNEXCUSED ABSENCES/TARDIES

Class work missed (homework, minor assignments, etc.) due to an unexcused absence may not be allowed to be made up and may be recorded as a zero.

ATHLETICS

John Carroll is a member of the Alabama High School Athletic Association. The regulations and eligibility requirements of the John Carroll Athletic Department conform to those of the Alabama High School Athletic Association.

The purpose of the Athletic Department is to encourage as many students as possible to participate in one or more of the athletic sports offered by the school to advance their physical and personal development.

John Carroll participates in the following sports for boys: baseball, basketball, bowling, cross country, e-sports, football, golf, lacrosse, soccer, swimming, tennis, track and field, and wrestling.

John Carroll participates in the following sports for girls: basketball, bowling, cheerleading, cross country, dance, e-sports, flag football, soccer, softball, swimming, tennis, track and field, and volleyball.

ELIGIBILITY REQUIREMENTS

The eligibility requirements are in accordance with the Alabama High School Athletic Association as follows:

- Students entering the 10th, 11th, and 12th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units.
- Four core curriculum courses must be included in those units passed and averaged. (English, mathematics, science, and social studies are core curriculum courses. (Any combination of these courses is accepted.)
- Students must be enrolled within the first twenty (20) days of any semester in which he/she participates.
- Any student who becomes nineteen (19) prior to August 1 is ineligible to participate in interscholastic athletics during the entire school year.
- A student may compete inter-scholastically eight (8) consecutive semesters only, from the date he/she begins the first semester of the first year of any secondary school or the first semester of ninth grade at any junior high school.
- Ninth grade students are immediately eligible to compete in interscholastic athletics if they attended a Catholic partner school in their eighth grade year.
- **Incoming freshmen from other schools and transfer students from other grade levels must attend John Carroll for one year before becoming eligible for varsity sports. However, these students may be eligible to participate in junior varsity and freshman level sports (see the latest AHSAA rules for more details).**
- Before a student at John Carroll will be permitted to participate or practice in any sport, the following forms must be completed and submitted: AHSAA Physical form, NFHS Sportsmanship form), Student Release form, Parent Permission form, Concussion form, AHSAA Code of Conduct form and Birth Certificate.
- Except in the case of an educational absence, a student may not participate in athletic activities

(including practices/workouts) on the day of his absence without the permission of the Assistant Principal. To be considered present, a student must attend at least four (4) academic classes.

- August eligibility is based upon the Alabama High School Athletic Association rules for eligibility, which are based upon semester grades, not fourth quarter grades.

The following is a John Carroll requirement that will affect a student's ability to participate in school activities if they are not doing well academically:

- Any athlete who receives two (2) or more "F" progress reports will be required to attend academic tutoring, coordinated by the coach, from 7:00 a.m. until 7:45 a.m. Monday through Friday until the end of the quarter. During this time, the athlete may participate in all practices and athletic contests. Based on the first and third quarter grades and the first semester grades, any in-season athlete who has two (2) or more "F's" may not participate in athletic contests and must attend the daily required academic tutoring sessions for the next 4 ½ weeks (until the next progress report period). An ineligible athlete may attend practice if they have attended tutoring that same morning. Missing a tutoring session results in missing the practice that afternoon. In addition, at the start of an athlete's season (first playing date), any player whose most recent report card has two (two) or more "F's" may not participate in athletic contests and must attend the daily required academic tutoring sessions until the next progress report period. An athlete may become eligible to participate in athletic contests only after the athlete has had no more than one (1) "F" on a subsequent report card or progress report. If the athlete continues to have two (2) or more "F's," they will continue to be ineligible to compete and are required to continue attending the academic tutoring sessions.

ATHLETIC COMMITMENT

Athletes unable to honor their commitments to their chosen sports (including dance team and cheerleading) for any reason (grades, disenchantment, peer pressure, etc.) will be ineligible to participate in any other sport during that season. The season ends after the last scheduled contest has been played. It does not include any post-season play. For teams that have tryouts, commitment will be constituted after the last team cuts have been made and a final team roster has been posted. Athletes who are uncertain about making a commitment to a sports program are encouraged to discuss the program with the Athletic Director before they make a commitment.

DUAL SPORT PARTICIPATION

A student may not participate in two sports during the same season unless special permission has been granted by the Athletic Director.

Please see the Athletic Handbook for more detailed guidelines and regulations.

CELL PHONES/WEARABLE TECHNOLOGY

Students are **not allowed** to use cell phones or **smart watches** or wear earbuds/airpods/**headphones** during the school day. In the interest of safety and of fostering camaraderie among students, the use of cell phones and electronic devices is **strictly prohibited during lunch and during class change times in the hallways. Cell phones are also prohibited during assemblies, Mass, and other times when students should be respectful and engaged within a large group setting at school.**

Personally owned or district devices may not be used to record, transmit, or post photographs, images, or videos of a person or persons on campus during school activities and/or during school hours unless assigned or authorized by the school administration.

Students are discouraged from wearing smart electronic devices that connect to the internet or use personal Bluetooth technology during the school day; examples of such devices include, but are not limited to, activity trackers, smartwatches, and digital eyewear. If at any time wearable technology becomes a distraction during class, Mass, or assemblies, the device(s) may be taken from the student by teachers or staff, at whose discretion the device may be later returned or given to the administration to return.

Technological devices that are medically necessary due to a health condition (such as impaired hearing or a need to monitor blood sugar) may be checked whenever necessary. Parents/guardians should provide medical documentation to the school administration regarding this need so that the student's teachers may be made aware of the medical necessity of using/checking the device.

First Offense

- The teacher will retrieve the phone and turn into the front office (1 demerit will be issued). Students can pick up the phone at the end of the day

Second Offense

- The teacher will retrieve the phone and turn into the front office (2 demerits will be issued). A parent/guardian must retrieve the phone at the end of the day.

Third Offense

- The teacher will retrieve the phone and turn into the front office . A parent/guardian must retrieve the phone at the end of the day. The student will not be allowed to use bring the phone the rest of the grading period. The student will serve an automatic detention.

AFTER SCHOOL

Unless students are in a supervised activity (i.e., athletics, band, cheerleading, dance, drama, club, etc.), students remaining on campus past the scheduled dismissal time **MUST** report to and remain in the commons or the covered area in front of the school and be picked up by **4:00**. If found roaming the school or in unsupervised areas, students may be subject to disciplinary action.

CAFETERIA

The cafeteria will be open beginning at 7:15 AM for breakfast, during designated lunch periods to serve lunch, and directly after school. The cafeteria may not be open for purchases throughout the school day. Monthly menus can be found on the John Carroll website.

The following guidelines will help to ensure the rights of everyone using the cafeteria:

- Serving lines are to be orderly and no student is to break into the line ahead of another student.
- All lunch trays and garbage are to be taken to the disposal area five minutes prior to the end of the period.
- Food and drink are allowed in the commons and at the outdoor tables (weather permitting) during the lunch period. All trash must be disposed of properly before leaving the area.
- Drink containers brought from home must be plastic or metal (NO glass containers allowed).

- No food from outside vendors or restaurants may be delivered to students at the school.
- A student may not use another student's ID card when purchasing items in the cafeteria.
- Students with negative account balances may be refused purchases in the cafeteria until the account is paid in full or a prepayment is made.

Student IDs are required for all purchases in the cafeteria. Students can add money to their account by remitting payments:

- Online payments are the preferred method of payment. Fund your account online via EZSchool Apps at the following web address: <https://www.ezschoollapps.com/ParentLogin.aspx>.
- Checks made payable to John Carroll Catholic High School. The check should include the student's name and ID number. Checks placed in the gold mailbox just inside the cafeteria door by 9:00 a.m. will be applied to the student's account prior to lunch that day.
- Cash payments and purchases are accepted with the use of student ID at the designated register in the cafeteria.

EZSchool Apps are a convenient resource for families to monitor and receive cafeteria communication with regard to student account balances, purchases, and menu options.

Returning student balances will carry over to the next school year.

DANCES

Dances provide social opportunities for John Carroll students. Only John Carroll students and their approved guests are permitted to attend dances. Students who would like to request a guest attend or who are requesting to invite a non-John Carroll guest must complete the guest form for each dance and submit for approval at least one week prior to the Homecoming dance, the Queen of Hearts dance, and the Prom. If your request is approved, you will receive an email reminding you that you are responsible for ensuring your guest or the person you are hosting understands the John Carroll dress regulations and conduct expectations .

Middle school students are not permitted to attend John Carroll dances. Students should make arrangements to be picked up no later than the posted end time of the dance.

DANCE DRESS REGULATIONS

Ladies

- Dresses and gowns should be no higher than mid-thigh.
- Sides, stomach, and chest area should be covered - No sheer or see-through material can be used and no skin may show
- From the natural waist down must be covered.
- Dresses should not be overly tight or form-fitting.
- Dresses should fit in such a way as to preserve modesty.

Gentlemen

- Gentlemen should wear appropriately dressy clothing to formal school dances, including a suit or a blazer, dress pants or slacks, and dress shirt.
- Meet the grooming standards in the JC student handbook.

Students who do not follow the dress code and/or the appropriate conduct at school dances may be asked to have a parent/guardian pick them up from the dance.

DRUG TESTING

It is strictly forbidden for students to use, possess, or distribute tobacco, alcohol, or drugs on school premises, in school-owned vehicles, during any school-sponsored trips or activities, or on social media when representing JCCHS. By accepting admission to JCCHS, parents/guardians assume the responsibility for cooperating with school officials to promote healthy lifestyle choices.

John Carroll strives to maintain a safe, healthy, and productive learning environment free of substance abuse. To achieve this, JCCHS participates in a random drug testing program in partnership with an outside company. All students enrolled will be tested under the program on a random, periodic basis without prior notice, throughout the school year or may be tested when there is reasonable suspicion of substance use. Hair samples are collected from the student's head in a professional and discreet manner, placed in a tamper proof envelope, and sent to the testing laboratory.

Compliance with the drug testing program is a condition of continued enrollment at JCCHS. A failure or refusal to cooperate or participate fully in the program, or a failure or refusal to sign any required document, or to submit to a test or search, is grounds for disciplinary action. Students who test positive may be placed on probation for a determined length of time, required to complete an online drug course at the family's expense, or be subject to suspension/expulsion.

For more details and information about the drug testing program, please contact the Administration.

FIELD TRIPS

Students are strongly encouraged to have a minimum current average of C in all classes, be in good attendance standing, and good conduct standing to participate in field trips that will require them to miss school days. Students missing school days for field trips are responsible for making up work in accordance with the Make-Up Work Policy. Whenever a student is to leave school during school time for a field trip conducted by a faculty member or whenever a student travels to represent the school, either alone or with other students as a part of a team or club outside of school time, a permission form is obtained from the school and the parents/guardians of the students are required to fill in the necessary information and sign their names.

Students must follow the uniform policy / dress code of the day when going on field trips unless specific permission is granted by the administration.

IDENTIFICATION CARDS

All students are issued a student identification card at the beginning of each school year. The ID card has a barcode which allows it to be used as a debit card in the cafeteria. **A student must be able to show their ID card if asked by a teacher or staff member.** An ID lanyard will be issued to each student. Students are required to have their student ID cards when attending all school sponsored events. In the event that a student loses their ID and/or lanyard, they must purchase a new one. An ID replacement is \$2.00; a lanyard replacement is \$1.00.

LOCKERS

Each freshman will be assigned a locker. Upperclassmen may get a locker assigned by going to the front office and requesting one from Mrs. Hayes. It is the student's responsibility to see that his/her locker is kept locked and in order (inside and outside). Students who have problems with their lockers should go to the front office to report the issue. All student lockers are to be cleaned out prior to the beginning of

the second semester exams. Changing lockers without the permission of Mrs. Hayes or jamming the locker on purpose may result in disciplinary action. **John Carroll reserves the right to search lockers at any time.**

OFF-LIMITS AREAS

The following are areas of school that are off-limits to students during school hours (unless during an authorized and supervised event, competition or sporting activity):

- **Parking lots and other outside areas**
- Hallways and lockers in the mornings before the 7:45 a.m. bell and after 3:30 p.m.
- Stairwells
- Elevator without a signed permission form from the front office
- Athletic fields including the field house, gymnasium, locker rooms, etc.
- Drop-off/pick-up areas
- Faculty workroom (unless accompanied by teacher)
- Auditorium

STUDENT VEHICLES & PARKING

All student vehicles must be registered with the school each year and bear a John Carroll parking permit hang tag.

To obtain a JCHS parking permit, bring the following items to the front office:

- Completed parking permit form
- Copy of valid proof of car insurance
- Copy of the student's valid driver's license

Students must leave the parking lot immediately upon arrival at school. The gates will be open at 6:30 a.m. The Snow Drive entrance will be locked from 8:30 a.m. to 2:45 p.m. each day.

Students are permitted to drive cars to school provided the following conditions are met:

- Students must possess a valid driver's license and register their vehicle plate number and car description with the school to receive a parking hang tag. Upon receipt of the parking hang tag, it must be displayed at all times.
- All student parking is in the designated, lined parking area behind the school building. No students are to park in the front parking lot during the school day unless directed to do so by the administration.
- The school speed limit of 20 m.p.h. must be observed as well as all other rules found in the Alabama Motor Vehicle Code.
- Students driving cars or riding as passengers must enter the classroom buildings as soon as their vehicles are parked. No student is to return to his/her car at any time during a school day. Students who are in the parking area during the school day without prior administrative authorization are subject to disciplinary action.
- John Carroll assumes no responsibility for vehicle damage occurring in the school parking lots. Individuals park at their own risk.
- Violations of any of the above and/or the reckless or unauthorized use/parking of a car could result in the loss of driving/parking privileges or other disciplinary action.
- Students found parking in the areas reserved for faculty parking will lose school driving privileges.
- Students involved in an accident must report the incident to the administration and the SRO.

- **In the interest of both safety and personal responsibility, students are not allowed to go to their cars during the school day; if going to the car is necessary, a teacher or staff member should send the student to the front office with a note, and an escort will be provided to the parking lot.**

STUDENT EXPECTATIONS

John Carroll expects students to behave in a respectful way that reflects the mission, traditions, and expectations of the school. We recognize and support the parent as the primary educator of the child in the home and the teachers and staff as the primary educators in the classroom. Should disciplinary consequences be necessary, John Carroll strives to partner with families when guiding students through the discipline process.

THE DISCIPLINE PROCESS

OFFENSIVE MATERIAL / HATE SPEECH

John Carroll makes it clear that offensive behaviors/materials and hate speech of any kind are wrong and will not be tolerated. Actions or behaviors that disrespect the dignity of the human person will not be tolerated, and the responsible person or persons will be disciplined. This includes in person behavior or online/social media.

HARASSMENT / BULLYING

Harassment consists of but is not limited to obscene or lewd misconduct; threatening action, either verbal or physical; hazing; initiations; fighting or violence; abusive or profane language; and/or offensive gestures aimed at a **faculty, staff members, visitors, officials or other students**. Any form of harassment, including bullying, either in person, in writing, or through social media, can result in probation, suspension, and possibly, expulsion.

SEXUAL HARASSMENT

Sexual harassment is a form of discrimination wherein someone is treated differently because of his or her sex. Sexual harassment consists of but is not limited to behaviors, gestures, or words that are directed at a person because of his/her sex; are uninvited, unwanted, and unwelcome; cause a person to **feel uncomfortable; or create an environment that makes learning difficult**. Sexual harassment may be repeated or may be very offensive on a one-time basis. At John Carroll, proven sexual harassment results in suspension and/or expulsion. This includes in person behavior or online/social media.

CONSEQUENCES

Demerits

Any noteworthy failure to observe the general rules and regulations on the part of a student will result in a demerit. Some examples are listed below.

Examples of, but not limited to, Demerit Offenses:

- Disrespectful/argumentative behavior
- Minor classroom behavior problems
- Misuse of passes
- Tardy to school or class
- Violation of dress or grooming code
- Littering
- Improper parking lot behavior

- Failure to wear lanyard with ID card
- Use of elevator without permission
- Misuse of bathroom or out-of-class pass privileges
- Destruction of school property or personal property of someone else

Detention

Detention may be held after school, during lunch or on Saturdays. The time for after school detention is 90 minutes, lunch detention will be the length of the lunch period of that day, Saturday detention will be 120 minutes. Students may be assigned to serve detention in two ways: Detention will be assigned by a member of the administration whenever a student accrues four demerits; the Demerits will begin at zero at the beginning of each new quarter. Detention may also be assigned by an administrator or teacher as an automatic consequence for more serious disregard of school rules and regulations.

Examples of, but not limited to, Detention Offenses:

- Accrual of demerits
- Cheating/testing irregularity
- Defacing/destroying school property
- Failure to obey instructions
- Public display of affection
- Improper parking lot behavior
- Inappropriate use of technology and/or social media
- Swearing – use of profanity/obscenity
- Disruptive behavior at assemblies/Masses
- Major classroom disruption
- Disrespect to teacher, staff member, or fellow students
- Offensive material/hate speech
- Lying to faculty or staff
- Gambling
- Skipping class, homeroom, Mass, or other required school activity
- In “off-limits” areas or common areas at inappropriate times (e.g., academic wing after school hours)
- Reckless driving on or near campus
- Unauthorized entry into another student’s locker, backpack, car or personal property
- Unauthorized attendance at a school function
- Academic dishonesty

Lunch Detention

A student that has accrued 4 Demerits can be assigned Lunch Detention. Students will serve this detention during their assigned lunch period. Lunch Detention can be held every school day and will serve as an alternative to other forms of detention when applicable and acceptable. Detention will be served in a designated, supervised classroom and a specific time will be allowed for students to be able to eat lunch during this time period.

Saturday (school) Detention

Students that display a consistent disregard for school rules and decorum, or have an excessive demerit count (refer to detention scale) during a semester can be assigned to Saturday Detention (SD). SD will be 120 minutes on designated days dictated by need for session. Students will be required to dress in their school uniforms unless otherwise communicated. Communication regarding date and time will be

communicated at least 7 days prior to assignment. Failure to attend an assigned SD will result in assignment to the next 2 Saturday sessions and/or suspension.

In School Suspension

Students may be assigned an In School Suspension (ISS) for a variety of reasons, examples of which are listed below. Students will serve their ISS in isolation from the general student population during their classes and during the lunch period, and in some cases, they may complete a work-duty assignment around campus. Multiple in school suspensions can result in serving an out of school suspension. Students may complete all class work, quizzes, and tests for full credit during an ISS.

Out of School Suspension

Suspension results when a student's behavior becomes detrimental to the physical, spiritual, or academic welfare and progress of themselves or other students. The student will be sent home for a determined length of time in accordance with the violation. Reinstatement takes place only after the administration has resolved the problem at a meeting with the parents/guardians and student. Students sent home for disciplinary reasons (suspended) may not participate in or attend any school function until reinstatement has taken place.

Reinstatement takes place only after the required time has lapsed and with administrative approval.

Multiple suspensions during a school year or during a student's tenure may result in the student's expulsion. Expelled students may apply for readmission after one year has elapsed from the time of their dismissal. If such students are re-admitted, it is with the clear understanding that they are readmitted under disciplinary probation, the terms of which are determined by the administration.

Examples of, but not limited to, Suspendable Offenses:

- Inappropriate use of technology and/or social media
- Damaging another person's property (student is responsible for paying for the cost of repairs)
- Damaging/defacing school property (students are responsible for paying for the cost of repairs)
- Disrespectful to teacher, staff member or fellow student(s)
- Failure to report for disciplinary action
- Fighting/physical altercation
- Fireworks, explosives or explosive materials
- Failing drug test
- Forgery
- Hazing/harassment, including sexual/bullying
- Insubordination
- Theft/stealing
- Truancy – skipping school or leaving school without authorization
- Unauthorized access to/modification of and/or deletion of computer programs or data
- Possession or use of vaping devices, tobacco, alcohol, and/or illegal drugs at school during school functions, or during school trips
- Falsifying documents and/or electronic communications
- Weapons to include guns, knives, bladed instruments, projectiles or paint ball equipment.

Expulsion

For serious disciplinary reasons or violations of major school regulations, a student may be expelled from school after the principal has met with the student and his or her parents/guardians. If the principal decides that expulsion is warranted, a written notice of expulsion will be sent to the parents/guardians within three (3) school days after this meeting.

APPEALS PROCESS

Suspension

When it becomes necessary to suspend a student because of a disciplinary problem or a violation of a major school regulation, the appropriate school authority will notify the student and parents/guardians immediately by telephone. Following an investigation, the student and parents/guardians will be advised of the findings in a written communication. The appropriate authority will be the Assistant Principal or other member of the administration. An appeal of the decision to suspend must be made to the Principal within three (3) school days of the receipt of written notification. At his discretion, the principal may meet with the student and his or her parents/guardians. The principal's decision will be final.

APPEALS CONCERNING NON-DISCIPLINARY MATTERS

When, in the course of any part of the educational process at John Carroll, parents/guardians or students have questions or concerns which they believe have not been addressed satisfactorily, they should communicate these concerns in writing within one week to the appropriate teacher, counselor, coach, or administrator. If the parents/guardians and students are still not satisfied, they have an additional three (3) days to take the matter to the principal, who will review the concern and render a written decision within three (3) school days after hearing of the complaint.

AI POLICY

At John Carroll Catholic High School, we recognize the transformative potential of Artificial Intelligence (AI) in enhancing the educational experience. When used responsibly, AI can support learning, promote critical thinking, and facilitate the creation of original work.

Our policy aims to provide guidelines for ethical use of AI, supporting our mission, aligning with our values, and maintaining the highest standards of academic integrity.

Policy Updates and Resources

AI is a rapidly evolving field, and we are dedicated to continually refining our approach to ensure it aligns with our mission and values while safeguarding students and our community.

Definition of Generative AI

Generative AI refers to technology that can create content, including text, images, audio, and video, based on input data. Examples include tools like ChatGPT, Copilot, Gemini, and similar AI models.

Use of AI in Coursework

- **Instructor Guidance:** Instructors may prohibit, manage, or encourage the use of AI technologies depending on the course and assignment. Students should always follow their teacher's specific instructions and guidelines regarding AI usage in each class and assignment.
- **Clarification on AI usage:** When in doubt, students should never assume the acceptability of AI use in any assignment or task. They should always seek direct guidance and clarification from their instructor. This ensures that their use of AI aligns with the specific expectations and guidelines of each course.
- **AI Student Approach:** The primary goal of AI integration should be to deepen understanding and develop essential skills, rather than merely completing assignments. AI should

complement, not replace, fundamental academic abilities such as reading, analysis, comprehension, and a student's own critical thinking.

Examples of Unacceptable AI Use:

- **Unattributed Use:** Copying AI-generated content without proper citation.

Undermining Learning Objectives:

- The use of AI to bypass the intent of coursework, such as having AI complete coursework, bypass necessary steps like reading or analysis, or simply provide answers without the student actively engaging with or understanding the material, is strictly prohibited. These practices undermine the purpose of coursework and hinder the student's learning and development of critical thinking skills.
- **Unauthorized Use:** Using AI when expressly forbidden by the teacher.

Academic Integrity and AI

Students should never represent work they did not produce as their own, including work generated or materially modified by AI. Using generative AI in a way that violates an instructor's policy or completing coursework in a way not expressly permitted will be considered a violation of Academic Integrity.

Citation of AI-generated Content

Students must properly cite any AI-generated content used in their work, including text, images, videos, audio, or code. This applies whether the AI was used for final output, brainstorming, or research. Such content must be clearly indicated as AI-generated and cited in accordance with the instructor's specified style.

Citing AI Sources and Contributions:

Descriptive format (as per instructor guidelines): In a note or appendix, briefly explain how AI was used to support your work. For example: "ChatGPT was used to brainstorm initial ideas for this essay's structure."

- Citing ChatGPT in MLA format
- Citing ChatGPT using APA style

Responsibility and Accountability for AI Use

Content Responsibility

Students are responsible for any inaccurate, biased, offensive, or unethical content they submit, regardless of its origin. AI models can include incorrect information, fake citations, and inaccurate outputs. Using AI does not absolve students of responsibility for the content they submit. Therefore, students are strongly encouraged to verify and check all sources used in their work, whether those sources come from AI-generated content or traditional research methods.

Suspected Improper Use

If a teacher suspects a student submitted AI-generated content improperly, they will evaluate the case by considering factors such as the student's previous work, using AI detection tools, and checking the student's understanding. The teacher may involve a member of the Dean's Office staff for collaboration, evidence review, and decision making, as well as enforcing consequences for improper AI use when necessary.

Prohibition of Unauthorized Depictions

Students are strictly prohibited from using generative AI to create images, videos, audio clips, or other content depicting any individual or their likeness without their explicit permission.

This policy aligns with our Catholic teaching that every person is made in the image and likeness of God, deserving of dignity and respect. Additionally, apart from violating the student conduct code, creating and distributing deepfakes can result in severe legal consequences, including defamation, invasion of privacy, and potential criminal charges under state and federal laws.

Consequences for AI Policy Violations

Non-compliance with these guidelines constitutes a violation of the Academic Integrity policy and/or the student conduct code, which carries significant consequences as outlined in the student handbook. This policy will be updated regularly to reflect advancements in AI technology and best practices for its use in education. If you have any questions, please consult with your teacher or the school administration.

Updates

Please note that policies governing the use of AI models in student work must evolve to reflect advancements in the field. These policies will be updated regularly to remain effective in guiding students towards ethical and responsible use of AI technology.

TECHNOLOGY / SOCIAL MEDIA

ACCEPTABLE USE POLICY

The goal of having a technology environment is to support all educational and instructional needs of the students and the teachers of John Carroll Catholic High School. ***Use of any and all resources should be considered a privilege and not a right.***

- **Users** will include anyone, including employees, students, and guests using any of JCCHS's technology.
- **Network** is both wired and wireless networks including our Wide Area Network.
- **Equipment** includes Chromebooks, desktop computers, smartphones, smart watches, tablets, laptops, and any portable storage device.

Before a John Carroll Chromebook is issued for use at home, students and parents or guardians will sign an Acceptable Use Policy and Student User Agreement.

Monitoring

- John Carroll monitors all devices for inappropriate usage.
- [GoGuardian](#) helps protect students against harmful and inappropriate online material while keeping them scholarly and more focused when learning online
- John Carroll also reserves the right to search Internet accounts accessed with school equipment without permission if it is felt that illegal or otherwise inappropriate use of technology is occurring.
- Improper use of devices will result in loss of network/Internet privileges and other consequences deemed necessary.
- Parents/Guardians are encouraged to obtain their student's username and password in order to monitor the student's computer usage at home. If parents/guardians have any difficulties obtaining this password, they should contact the technology director via email for assistance. When the Chromebooks are taken home by the student, it is highly recommended that it will always be used in a common family location so that adult supervision can be maintained at all times.

EXAMPLES OF INAPPROPRIATE USE OF TECHNOLOGY AND RESOURCES:

This list is not all-inclusive but is intended to provide general guidance. Anything that would be considered inappropriate in paper form is also considered inappropriate in electronic form. The following are examples of inappropriate activities when using any John Carroll Catholic High School's network, email system, hardware, software, technology service, and/or Internet access:

- Using another user's password or attempting to discover another user's password
- Sharing password
- Unauthorized access of another user's files, folders, home directory, or work
- Harassing, insulting, embarrassing, or attacking others via technology resources
- Damaging any technology resources, including, but not limited to, printers, telephones, computers, computer systems, or computer networks.
- Placing irresponsible demands on limited resources such as Internet bandwidth, disk space and printing capacity
- Accessing inappropriate material from websites or attempting to bypass the Internet filter to access websites that have been blocked.
- Sending, displaying, or downloading offensive messages or pictures
- Using obscene, racist, profane, discriminatory, threatening, or inflammatory language in a document, email, etc.
- Using a digital camera, camera phone, or any other device capable of storing a still or video image to take inappropriate and/or embarrassing pictures.
- Editing or modifying digital pictures with the intent to embarrass, harass or bully
- Posting any false or damaging information about other people, the school system, or other organizations
- Using images or text from an online source without appropriate reference (i.e. plagiarism)
- Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.)

Replacement Costs for Chromebooks and Accessories

| | | | |
|---|-------|--|-------|
| Birmingham City Chromebook (complete loss): | \$600 | John Carroll Chromebook (complete loss): | \$300 |
| AC Charger: | \$30 | Sleeve: | \$15 |

Google Meets

When you enter a Google Meet, you enter an area where photography, audio, and video recording may occur. By entering, you consent to such recording media and its release, publication, exhibition, or reproduction. **However, no altering of these recordings may be done without the consent of John Carroll Catholic High School and the employee involved. Doing so will result in disciplinary action.**

Personally owned or district devices may not be used to record, transmit, or post photographs, images, or videos of a person or persons on campus during school activities and/or during school hours unless assigned or authorized by the school administration.

Technological devices that are medically necessary due to a health condition (such as impaired hearing or a need to monitor blood sugar) may be checked whenever necessary. Parents/guardians should provide medical documentation to the school administration regarding this need so that the student's teachers may be made aware of the medical necessity of using/checking the device.

SOCIAL MEDIA

We advise parents/guardians to monitor all social media sites to be sure their child remains safe and uses good judgment. Should information come to the school regarding a student sharing personal identification information and/or information concerning a student demeaning him/herself, the school will notify the parents/guardians and it will be the parents'/guardians' responsibility to act. Should a student demean the good name, reputation, or personal safety of the school, students, faculty, or community, the school will notify the parent/guardian and appropriate disciplinary action may be taken by the school.

In order to protect each and every student, as well as employees and the school itself, every student enrolled at John Carroll is expected to treat the good name and reputation of each of the above with dignity and respect. Public defamation of any of the above by a student or parent/guardian is serious whether this be done verbally, in writing, via email, or on the web and whether it is done on a school computer or not and on school time or not. Therefore, any student or parent/guardian found to be participating in any activity determined by the administration to be disrespectful or defamatory will be subject to disciplinary/responsive action by the school.

By signing the Acceptable Use Policy and the User Agreement, students and parents or guardians agree to:

- Submit their Chromebook to school authorities upon request.
- Accept monitoring of student usage of the Chromebooks at any time when requested by school personnel (teachers or administration). Students and parents need to be aware that files created using the Chromebook or stored on cloud servers are not private.
- Charge their Chromebook overnight each night to ensure that they are fully charged for classes the next day. Just as students are expected to be prepared for class by having all required materials, students will have a charged Chromebook available to them at the start of each day.
- Protect the Chromebook from damage and theft. Required precautions include the use of the protective case when transporting the Chromebook to and from classes and to and from school. **If the Chromebook is lost or stolen when outside of school grounds, it should be reported to the police immediately. Parents or guardians are financially responsible for any missing Chromebook that is not recovered in good working order by authorities.**

FINANCIAL INFORMATION

REGISTRATION

Parents/guardians must have met all previous year's financial obligations to John Carroll. In addition, they must complete a FACTS tuition payment contract, complete the school's online enrollment process, and pay the required non-refundable registration fee of \$250.00.

TUITION POLICY

Once enrollment is complete, the parent and/or guardian of the student has made a commitment to pay the entire tuition rate for the current school year. Withdrawal of a student by the family prior to the start of school or at any time during the school year does not void the financial obligation to John Carroll Catholic High School. This policy also pertains to students who are expelled. All other outstanding athletic, extracurricular, and miscellaneous fees incurred by the student must also be paid.

TUITION SUPPORT

We want to offer a Catholic education to as many families as possible. Therefore, tuition support for those in need is available to families who have chosen a Catholic secondary education for their children, but whose financial resources are such that they cannot afford the total cost of tuition.

A completed financial aid application must be submitted to FACTS Management Company by March 15th of each year in order to be considered for tuition assistance. Award letters will be distributed by May 1st. Late applicants will be accepted throughout the year based on need; however, there is no guarantee that there will be funds available. Tuition assistance is an application. The amount of financial aid awarded is determined by the Financial Aid Committee and Administrative Staff. Applications and documentation compiled through FACTS Management Company are reviewed by the Financial Aid Committee. When determining awards, the Financial Aid Committee considers income, assets, essential living expenses, family size, and the number of students at tuition charging institutions. Families requesting tuition assistance may be required to provide documentation such as: IRS form 1040, copies of W-2 forms, etc.

TUITION

John Carroll retains the services of FACTS Management Company for all payment plan options. To make modifications to your agreement, you must notify the Financial Officer **ten** business days in advance of the scheduled payment arrangement. FACTS accepts payments via ACH from checking or savings accounts, debit or credit cards. A convenience fee is assessed for debit and credit card payments.

TUITION PAYMENT OPTIONS

John Carroll offers several payment options:

- Option 1: Single Payment: Payment for the full year of tuition must be received by FACTS no later than July 31st. A late fee in the amount of \$50.00 will be assessed for payments received after this date. Should you prefer to bring your payment directly to the Business Office, be sure that you make your payment ten days in advance of your enrolled FACTS payment date.
*** A finance fee is applied to all payment plans except the single payment option ***
- Option 2: Semester Payments: Equal payments are scheduled in July & January
- Option 3: Quarterly Payments: Equal payments are scheduled in July, October, January & April
- Option 4: Eleven Monthly Payments: Equal payments scheduled July – May
- Option 5: Bi-monthly Payments: Equal payments scheduled July – May

TUITION DELINQUENCY POLICY

According to the policy of the John Carroll Board of Directors:

When tuition and/or fees become **thirty (30) days past due**, the student will be **withdrawn** from school. Reinstatement will take place only after the tuition has been paid or after an acceptable payment plan has been offered by the parents/guardians and agreed upon by school officials.

- No semester examinations or exam exemptions will be given to any student who has outstanding tuition or fees.
- No transcripts or official school records will be released, nor will students be allowed to participate in graduation, school sponsored trips, athletic practices/contests or any other school events until all financial obligations to the school are current or satisfactory arrangements have been made.

The tuition payment contract is a financial commitment to John Carroll. Failure to pay the contract in full according to the terms stated in the contract may result in third party collections.

FEES

There are additional fees that students may be required to pay throughout the school year. FACTS Management will bill for all fees. Families will receive a bill in the mail or via email (depending on the setup requested by the family at registration). Families will have to remit payment directly to FACTS for these items. For your convenience, you may set up the “auto-pay” feature to have the payments automatically paid by check, debit or credit card on the invoice due date. Debit and credit payments are assessed a convenience fee.

Finance Policy

Tuition, fees, and assessments are contracted financial obligations entered into by the parents or guardians upon the registration of their students. When a student registers at John Carroll Catholic High School, we hold a place for that student. We commit resources, plan staffing, and design programs based on the number of registered students, and thus the school depends on the timely payment of ALL financial obligations for each student. These obligations continue even if the school is required to close due to circumstances that require remote learning.

At any time, if a family discovers that they may incur a delinquency with regard to tuition and other fees, the family must contact the Financial Office and/or the Principal immediately. Past due accounts may be assessed a service charge.

Unpaid Financial Obligations

If the terms of the tuition agreement are not met and any other incurred fees are delinquent, and no specific arrangements are made for payment, the following will be withheld or denied until all financial obligations have been satisfied.

- Registration for the following school year
- Report cards & diplomas
- Access to Renweb
- Semester/final exams and AP exams
- Participation in athletics and extracurricular activities

It is the expectation of John Carroll Catholic High School that all tuition and fees be paid in full no later than May 31.

| Catholic Tuition Rates | | | | | | |
|----------------------------|-------------|--------------|-------------|------------|------------|------------|
| # of Students | Single | *Finance Fee | Semester | Quarterly | 11 Monthly | Bi-Monthly |
| 1 | \$9,320.00 | \$100.00 | \$4,710.00 | \$2,355.00 | \$856.36 | \$428.18 |
| 2 | \$15,690.00 | \$100.00 | \$7,895.00 | \$3,947.50 | \$1,434.45 | \$717.73 |
| 3 | \$19,585.00 | \$100.00 | \$9,842.50 | \$4,921.25 | \$1,789.55 | \$894.77 |
| 4 | \$20,980.00 | \$100.00 | \$10,540.00 | \$5,270.00 | \$1,916.36 | \$958.18 |
| Non-Catholic Tuition Rates | | | | | | |
| # of Students | Single | *Finance Fee | Semester | Quarterly | 11 Monthly | Bi-Monthly |
| 1 | \$11,545.00 | \$100.00 | \$5,822.50 | \$2,911.25 | \$1,058.64 | \$529.32 |
| 2 | \$19,605.00 | \$100.00 | \$9,852.50 | \$4,926.25 | \$1,791.36 | \$895.68 |
| 3 | \$27,635.00 | \$100.00 | \$13,867.50 | \$6,933.75 | \$2,521.36 | \$1,260.68 |
| 4 | \$35,680.00 | \$100.00 | \$17,890.00 | \$8,945.00 | \$3,252.73 | \$1,626.36 |

Finance fee is billed to all payment plans except the single payment option

| School Fees (not included in Tuition) | | |
|---|--------------|---|
| Admission Fee | \$75 | New Students |
| Annual School Fee | \$625 | Per Student (financed with tuition plan) |
| AP Exams | \$98 | Per Exam |
| AP Capstone Exam | \$146 | Per Exam |
| Athletic Participation Fee | \$150 | Per Athlete / Per Sport |
| Athletics & Extracurricular Individual Fees | TBD | Per Athlete / Per Sport |
| Band | \$200 | Per Student |

| | | |
|--|-------|--|
| Course Change | \$40 | Per Event |
| Course Fees | TBD | See Course Description Guide |
| Driver's Education | \$200 | Per Student |
| Registration Fee (non-refundable) | \$250 | Per Student - due @ registration *Late registration fee of \$50 after April 1st* |
| School Fees (not included in Tuition) | | |
| Returned Check | \$25 | Per Event |
| Chromebook Purchase | \$225 | Enrollment Orders - billed to FACTS account |
| Technology Fee | \$75 | Per student |
| Transcripts - Official | \$3 | Per Copy |
| Transcripts - Unofficial | \$1 | Per Copy |

Family-School Agreement

The purpose of Catholic education is the formation of young people who will be good citizens of this world—loving God and neighbor and enriching society with the leaven of the Gospel—and who will also be citizens of the world to come, thus fulfilling their destiny to become saints. This is all done in an environment of academic excellence, where students learn how to become intentional, missionary disciples of Jesus Christ, grow in virtue and holiness, share the Good News of Christ's love with others, and join in the Catholic Christian community of the school. This Family-School Agreement is intended to further these purposes. All Catholic schools in the Diocese of Birmingham are open to all students. However, we are first and foremost Catholic.

When enrolling their child(ren) in a Catholic school in the Diocese of Birmingham, parent(s) or legal guardian(s) (hereafter, “parents”) are asked to sign the Family-School Agreement. In signing the Family-School Agreement, it is understood that:

- a. All children are welcome in the Catholic schools in the Diocese of Birmingham. As part of enrollment, parents must sign the Family-School Agreement.
- b. Our schools exist to pass on the Catholic faith in its fullness to students and to form disciples of Jesus Christ. Parents and schools are partners in this mission; parents are expected to cooperate fully in it and shall supervise their children in accordance with this agreement.
- c. As partners in this mission, students and their parents are all part of the school community. As such, students and their parents agree to live their lives in a way that supports, rather than opposes, the mission of the school.

The school joyfully exercises its responsibility to teach Catholic faith and morals in all its fullness. Parents whose religious practices and beliefs run counter to church teaching might experience conflicts as we maintain mission integrity. While sincere questioning of the practices and doctrines of the Catholic faith—whether by students or their parents—in order to more deeply understand them is welcome, openly hostile or persistent defiance of Catholic truths or morality is a violation of the Family-School Agreement and may result in denial of admission or dismissal from the school.

2025-2026 Family-School Agreement

Diocese of Birmingham

As parents/guardians, we ask John Carroll Catholic High School to help us in educating and forming our child(ren). We understand and agree that our child(ren) will be taught the teachings of the Catholic Church in their fullness. Our intention is to respect and cooperate with school policies and with those providing a Catholic-based education to our child(ren) the priests, principal, teachers, parishioners, and all school personnel. We pledge our full cooperation with the school to prepare our child(ren) to be disciples of Jesus Christ. We will make every effort to supervise our child(ren) in accordance with this agreement.

Printed Name of Father/Legal Guardian

Signature:

Printed Name of Mother/Legal Guardian

Signature:

Printed Name(s) of Child(ren):

Grade:

John Carroll Catholic High School accepts your request and commitment for a Catholic education and formation for your child(ren). We acknowledge our obligation to assist you in your responsibility of educating your child(ren). We will make our best effort to form your child(ren) as disciple(s) of Jesus Christ, according to the teachings of the Catholic Church.

Principal: _____

Date: _____

Appendix B

2025 - 2026 STUDENT / PARENT HANDBOOK ACKNOWLEDGEMENT

Student's Name - First _____ Last _____

Homeroom Teacher _____ Grade _____

STUDENT HANDBOOK PARTNERSHIP AGREEMENT

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their sons/daughters. Registration and acceptance at John Carroll Catholic High School constitutes an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education. If a parent/guardian refuses to abide by the rules and regulations of John Carroll or by word or action is unsupportive of its goals or otherwise fails to meet his/her obligations under school or Diocesan policies, the administrator may require the parent/guardian to withdraw his/her child or children from John Carroll.

Additionally, parents/guardians will be held to the same standards of respect as students are with regard to their interactions with administrators, teachers, staff, and students.

SOCIAL MEDIA PARENT/GUARDIAN AGREEMENT

As a parent or guardian, I recognize that the use of the Internet comes with a corresponding responsibility to use it wisely both for myself and my child. I also recognize that sending my child to a Catholic school is a privilege that comes with the corresponding duty to act in a Christian way towards others. I therefore pledge to refrain from using the internet in any way that might disparage the school's administration or its teachers. If I have a problem with school personnel I will take my complaints directly to the school's administration and not broadcast vile, hateful or disparaging remarks about the teacher(s) or administration. Broadcasting any such vile, hateful or disparaging remarks is an indication of my intent to withdraw my child or children from the school and the principal has my permission to act accordingly.

CHROMEBOOK USER AGREEMENT

As a student user of the John Carroll Catholic computer network and recipient of a Chromebook, I acknowledge receipt of and hereby agree to comply with John Carroll Catholic Chromebook Student User Agreement and with the Acceptable Use Policy contained in John Carroll Parent/Student Handbook. I also understand that the only device allowed for use at John Carroll is a managed chromebook.

As the parent or legal guardian of the minor student, I grant permission for the student named to access networked computer services and school computer hardware. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use-setting and conveying the school's standards, procedures and rules when selecting, sharing, or exploring information and media. I acknowledge receipt of and hereby agree to comply with John Carroll Chromebook Student User Agreement and with the Acceptable Use Policy contained in John Carroll Catholic Parent/Student Handbook.

Student Name (Print) _____ Signature _____

Parent/Guardian Name (Print) _____ Signature _____

The information found in this school handbook is presented for the guidance of all of those who will use it - parents/guardians, students and faculty. This school handbook is "NOT" a legal contract and should not be construed as such. Additions, deletions or corrections may be made during the year by the administration when judged necessary for the welfare and advancement of the educational program. Such changes become effective when published.

PERMISSION FOR PHOTOGRAPHING AND VIDEOTAPING

On various occasions, your child may be photographed and/or videotaped while at John Carroll Catholic High School. These photographs and videos may be used in program planning, public relations, advertising and television or newspaper releases, and on the JCCHS website. For this reason, we request that this release be signed by a parent or legal guardian to grant permission to use your child's photograph and/or videotape. Please check one of the following:

_____ I give my permission

_____ I do NOT give my permission

Parent/Guardian Signature: _____

Date: _____

Please return signed agreements to your Homeroom Teacher.