ST. JOHN'S
COLLEGE HIGH SCHOOL | Est 1851

Student-Parent Handbook
2026–2027

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Opening Minds • Unlocking Talents • Building Leaders

Dear Students and Parents,

Welcome to 2026–2027 school year. Within this Student Handbook, you will find important policies, procedures, and other helpful information. Please pay special attention to explicit requirements pertaining to uniform, attendance, and academics. I ask that you review this document closely to ensure that you are familiar with our school standards. By enrolling at St. John's, you acknowlege and agree to the policies set forth in this handbook.

Our policies are grounded in the core principles of all Lasallian schools:

- Faith in the presence of God
- Quality education
- Respect for all persons
- Building inclusive communities
- Concern for the poor and social justice

Students: Whether you are joining our community for the first time or returning for another year, we are excited to partner with you as you strive for excellence in academics, faith, service, and personal growth. This handbook is designed to help you understand the expectations and opportunities that come with being a member of our Lasallian community, and I encourage you to approach each day with integrity, kindness, and a commitment to making the most of your time at St. John's. I ask that you keep these words of St. John Baptist de La Salle in your minds and hearts this year:

The humbler people are, the more God accomplishes great things through them.

We are looking forward to a great year ahead. Live Jesus in our hearts!

Sincerely,

Ian MacInnes

Ian G. MacInnes
Principal

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SJC HIGH SCHOOL SONG

St. John's College High School Song 39

ST. JOHN'S
ADMINISTRATION
2026–2027

Mr. Kevin M. Haley ..... President

Mrs. Winnie Harbison ..... Assistant to the President

Mr. Ian G. MacInnes ..... Principal

Mrs. Karyn Zanger .....Assistant to the Principal

Mrs. Kathleen O'Connor ..... Associate Principal, Academic Affairs

Mr. Jason Smith ..... Assistant Principal of Student Safety & Conduct

Ms. Michelle Gould ..... Assistant Principal of Counseling

Mrs. Sherice Tomlin Graham ..... Business Office

Mrs. Susan Hinton ..... Senior Vice President of Enrollment and Communications

Mr. Billy Layton ..... Chief Technology Officer

Dr. Alex Mahon ..... Director of Faculty Development

Mr. Justin Molloy ..... Dean of Students

Ms. Abby Michels ..... Director of Mission and Ministry

Mr. Erin May ..... Director of Facilities

Mr. Patrick Ward ..... Athletic Dean

Mrs. Corey Kelly ..... Girls Athletic Director

Mr. Peter Ford ..... Boys Athletic Director

St. John's College High School does not discriminate based on race, sex, color, nationality, or ethnic origin in the administrationof educational policies, admission policies, hiring policies, athletic, or other school administered programs. St. John's College reserves the right to review the conduct of any student at any time and of all students on at least a yearly basis. Students whose conduct is poor, as well as students who do not contribute to the school in a positive manner, can be asked to withdraw.

The Student Handbook does not establish a contractual relationship between St. John's College High School and its students and/or their families. The Student Handbook only serves to highlight St. John's College High School's general policies, practices, and procedures for the personal benefit of students and families and cannot be construed as a legal document of any kind. Any procedure contained within the Student Handbook is strictly intended to provide all students and their families with a general framework for addressing and/or resolving various situations that may arise from time to time. St. John's College High School reserves the right to change, alter, remove, and/or amend all procedures, policies, and regulations contained within the Student Handbook at anytime, and at the sole discretion of the Administration, whenever such changes are deemed necessary, and without prior notice or cause.

ST. JOHN'S MISSION, PHILOSOPHY & STUDENT PROFILE

SCHOOL MISSION STATEMENT

Faithful to the charism of St. John Baptist de La Salle, St. John's College High School is an independent Catholic college preparatory school, whose mission is to provide a human and Christian education to young men and women from diverse socioeconomic and cultural backgrounds.

St. John's is a community of faith and zeal with dedicated Lasallian educators committed to the spiritual, academic, cultural, physical, and moral development of the students. Rooted in Christian values, the Lasallian experience at St. John's prepares young men and women for lives dedicated to leadership, achievement, and service to the community.

ST. JOHN'S EDUCATIONAL PHILOSOPHY

St. John's is a Catholic secondary school in the tradition of the De LaSalle Christian Brothers. It is a college preparatory school for young men and women, whose program includes an elective Cadet Corps Leadership Program available for all its students.

Education is primarily the responsibility of the parent; therefore, St. John's acts in a delegated, complementary way to assist students in the harmonious development of their moral, intellectual, and physical endowments. St. John's encourages all students to be responsible for their own learning.

As a college preparatory school, St. John's focuses its curriculum on substantial courses in the disciplines of English, mathematics, science, foreign language, and the social studies. As a Catholic school, St. John's requires courses in Religion and stresses the significance of traditional human and spiritual values as goals of a good education and the foundation of life. The academic demands placed on our young men and women prepare them for the demands of a rigorous college program.

PROFILE OF A ST. JOHN'S GRADUATE

St. John's College High School provides all students with the highest quality Catholic education in the distinctive Lasallian tradition. We are a dedicated community of educators committed to graduating lifelong learners who confidently demonstrate:

Faith in the Presence of God

- Understanding the value of God's presence through the charism of St. John Baptist de La Salle
- Formation in the Roman Catholic Lasallian tradition
- Appreciation of prayer and its role in a deepening relationship with God

Concern for the Poor & Social Justice

- Commitment to service within their communities, especially to the economically poor and marginalized
- Ability to make decisions based on Catholic Lasallian values
- Understanding economic, emotional, intellectual, and spiritual poverty

Excellence in Education: Advanced Achievement in College Preparatory Discipline

- Critical thinking
- Cross-disciplinary understandings
- Communication and social skills necessary to interact compassionately in a global society
- Awareness that determination leads to achievement
- Technological aptitudes necessary to succeed in academics and professional environments
- Independent thought that fosters creativity and innovation
- Skills, knowledge, and practices to achieve healthy, balanced living
- Understanding of and appreciation for the arts and humanities

Respect for All Persons

- Reverence for innate and undiminishable human dignity
- Christian spirit of faith, hope, and compassion
- Integrity and character
- Fortitude to make ethical decisions within the framework of these values
- Loving fidelity and self-sacrifice in all relationships

Participation within an Inclusive Community

- Skills for civic engagement and undiminishable human dignity
- Servant leadership
- Teamwork and sportsmanship
- Commitment to acting as ambassadors of Christ

ACADEMIC GUIDELINES

PRINCIPLES OF AN ACTIVE LEARNER

St. John's expects every student to actively engage in the educational process. Students must understand that they are responsible for their own learning. Parents, teachers, and friends may guide and direct the learning process, but real achievement in an academic endeavor is not possible if a student is not actively involved in his/her learning. In order to be successful academically, students must be actively engaged in their classes and assignments, attend class regularly, and communicate clearly and directly with teachers.

Each student is expected to be present and on time for every class except in the case of illness, a school-sponsored event, or another serious reason. Students must come to class fully prepared, ready, willing, and able to participate in the lessons of the day. Students' creative and diverse thoughts are critical in the learning process and to be shared and valued in each classroom. Furthermore, students must assist in maintaining a learning environment of respect and freedom from distraction by refraining from disruptive conduct.

ACADEMIC STANDARDS

For purposes of computation, each letter grade is assigned a numerical value according to the scale printed below. Advanced Placement and Honors courses receive a greater weight because of the increased level of difficulty.

Full Credit Courses

Grade	Quality Points
A	4.0
B+	3.5
B	3.0
C+	2.5
C	2.0
D	1.0
F	0.0

Honors and AP Courses

Grade	Quality Points
A	5.0
B+	4.5
B	4.0
C+	3.5
C	3.0
D	2.0
F	0.0

Grade Letter Equivalency

Grade	Letter
90-100%	A
85-89%	B+
80-84%	B
75-79%	C+
70-74%	C
65-69%	D
0-64%	F

CALCULATE THE GPA

GPA is used to measure a student's overall performance. To calculate your Grade Point Average (GPA), use the assigned quality points for the letter grades on your report card/transcript (e.g., A = 4, B = 3). Total your quality points and divide by the number of credits total (most courses are 1 credit, while semester based classes are .5 credits).
NOTE: You can search online for gpa calculators but be cautious as the quality points used/inserted and their calculation methods may significantly alter the results.

GRADUATION REQUIREMENTS

To obtain a diploma from St. John's College High School, students must have a minimum of 26 Carnegie Units to graduate. Graduation requirements for students who enter St. John's in grades 10 or 11 will be evaluated by the Principal.
Requirements for all students:

Religion	4 years
English	4 years
Mathematics	4 years
Science	3 years
Social Studies	3 years
Modern Language	2 years

COURSE CHANGES AND RESTRICTIONS

Students may meet with an administrator in the first six academic days of the school year (or the first six academic days of the second semester for a half credit class) to inquire about a course change. Course changes requested from parents or students for placement within a particular instructor's class will not be accommodated. Courses may not be dropped or changed after the first six academic days. Students may only attend courses for which they are currently registered. Students are not able to audit courses.

MAKE-UP ASSIGNMENTS

Students with excused absences are permitted to make up any course work and assignments missed during their within no more than one week. All make-up policies will be communicated on the course syllabus. If a student is absent, he/she is expected to communicate with their teacher and check Canvas for assignments and related materials. Students who skip class may not make up assignments.
In the case of s that last several days, parents and/or students should contact the teachers regarding missed assignments and related materials. For prolonged absences, please see Leave of Absence.

HONORS & ADVANCED PLACEMENT COURSES

Advanced level courses are offered in most disciplines. Students who wish to register for Honors or Advanced Placement classes must meet the prerequisites established in the course catalog. Please note that some academic programs may require a minimum number of AP/Honors courses (ex: De La Salle Scholars). For more information, please visit the Academics section of the website to access the specific program requirements.

Students may take the AP exams in May. Any student who does not take the exam because of an extenuating circumstance must sit for a final exam in the course. Students enrolled in Advanced Placement courses are required to continue to attend regular classes and complete graded activities as specified by the teacher.

Requirements to continue in advanced level courses vary by department and are published in the yearly course catalog.

ACADEMIC REPORTS AND GRADING

As teachers cannot always anticipate changes in a student's motivation or work habits, we ask that parents check their child's grades via PowerSchool. Not only do grades measure and report progress and achievement, but they can also aid students in determining their individual strengths and weaknesses and may also be incentives to further academic growth. Parents should contact teachers should they have questions about their child's progress.

Quarterly progress report dates are listed on the school calendar and represent midpoints for each quarter.

At the beginning of each course, teachers will inform students and parents in writing as to the method used to arrive at the quarterly grades.

As a means of evaluating each student's scholastic progress, report cards with letter grades are issued four times during each academic year. All grades are considered final 5 business days after quarterly report cards are issued. The St. John's transcript includes only the final letter grades for each course.

Report cards are issued at the end of every quarter and can be accessed via PowerSchool. Students and parents have 5 business days from the posting of report cards to initiate a conversation about a grade for Quarters 1-3. For Final grades, all questions and outreach must be done prior to 3pm on Wednesday following graduation. Parents should reach out to teachers directly for any needed clarification about the quarter and/or final grade.

GRADES are calculated as follows:

First Quarter Grade:	20%	Third Quarter Grade:	20%
Second Quarter Grade:	20%	Fourth Quarter Grade:	20%
Semester Exam:	10%	Semester Exam:	10%

The FINAL GRADE is calculated by averaging all quarter grades and both semester exam grades.

INCOMPLETE ACADEMIC GRADES

An Incomplete grade may only be given when excessive absences, illness, or other unusual circumstances warrant allowing a student additional time to fulfill coursework and must be approved by the Associate Principal for Academic Affairs. Incomplete grades are allowed to stand for a term of four weeks (or at the distribution of progress reports for the next marking period). Any work not completed by this date will be given a grade of zero, and the quarter grade will be calculated as is.

ACADEMIC SUPPORT

Students are supported at St. John's in numerous ways. One facet of our enrichment and remediation is available through the SJC Academic Support Center and academic support specialists, who provide individual and group tutoring, organizational and executive function support, and monitors progress for students. Students may be referred to academic support by a teacher or counselor, or they may seek out support on their own. In addition, the academic support specialists will assist in the Return to Learn Protocol if a student is in the Concussion Protocol and is responsible for coordinating the Peer Tutoring Program for the FAN Club (Freshman Advisory Network) students. In any case, students should first request support from their classroom teachers.

FRESHMAN ADVISORY NETWORK (FAN)

To help freshmen transition to the college preparatory atmosphere of St. John's, members of the faculty and staff meet every four weeks to review freshman progress. As a result of these evaluations, any student failing a course will be required to attend peer tutoring sessions held before school, after school or during homeroom or study hall period. At the next progress review, students who have not attained a passing grade will continue to participate in the peer tutoring sessions. Repeated absences from FAN meetings will result in the inability to participate in extracurricular activities.

RECOGNITION OF ACADEMIC ACHIEVEMENT

At the end of each quarter, SJC publishes the Roll of Academic Achievement for the following:

Achievement with Distinction: 3.6 GPA, with no grade lower than a B

While quarterly grades determine which students will be recognized, Advanced Placement and Honors courses are not included in these statistics. Students who have an Incomplete (I) at the end of the quarter are not eligible for this recognition.

The valedictorian and salutatorian are chosen by the administration from the top 3–5% of the senior class at the end of the first semester. Factors to be considered include, but are not limited to GPA, courses taken, attendance, school activities, and honors.

NATIONAL HONOR SOCIETY

St. John's operates the Archbishop Philip Hannan Chapter of the National Honor Society. Students who have a truncated 3.7 grade point average during their time at St. John's and whose attendance and discipline records are satisfactory in the judgment of the Associate Principal for Academic Affairs are invited to apply for membership during the summer prior to their junior or senior year. Candidates must demonstrate their character, leadership, and service to the satisfaction of the NHS Admissions Committee and the Principal, and maintain these high standards to continue in the organization. Students in the National Honor Society will also be required to tutor students for one semester through the Academic Support Center.

TESTING POLICIES

Semester Examinations

Each semester, one week is dedicated to the administration of exams for courses. Semester exams are significant and reflect a semester of student work. Should a proctor observe or suspect cheating, exam materials will be confiscated, and the student will report to the Assistant Principal of Student Safety & Conduct. After the exam, the proctor will meet with the Assistant Principal of Student Safety & Conduct and the Associate Principal for Academic Affairs to determine academic and disciplinary action. If confirmed, the student will receive a zero for the exam and is subject to further consequences.

Semester and Final Exam Attendance

Attendance is mandatory for all semester and final exams. The only acceptable reasons for missing an exam is illness or a death in the family**.** Students are not permitted to reschedule exams for any other reasons (travel, athletics, college visits, etc.). If a student is absent for a regularly scheduled exam, they should expect to be available to make up the exam between 8:00 a.m. - 2 p.m. during the each subsequent exam day. The Associate Principal for Academic Affairs will be in touch with specific directions.

A student may take a total of three regularly scheduled and make-up exams in one day. **Students/families are not permitted to contact teachers directly to reschedule an examination.** During exam weeks, if a student is absent for an exam, medical documentation should be submitted to attendance@stjohnschs.org before a student is permitted to sit for further exams. Parents/students should contact the Associate Principal for Academic Affairs to discuss any extenuating circumstances that prevent a student from sitting for a make-up exam.

Exams & Outstanding Tuition/Financial Obligations

Students with outstanding balances, as stipulated by the Business Office, may sit for their exams, but the exam will not be graded, and no final report card will be issued until the outstanding balance has been cleared.

Final Exam Exemptions for Seniors, Only

HALF CREDIT COURSES: Seniors with an A average are exempt from the semester exam.

FULL CREDIT COURSES: Seniors are required to take semester 1 exams. Students with an A average for the year are exempt from the final exam.

GUIDE TO ACADEMIC ACCOMMODATIONS

St. John's offers various classroom and testing accommodations for students diagnosed with specific learning differences as confirmed by a professional psychoeducational examination. **ALL accommodations are provided on an individual basis after review of the psychoeducational testing**. While St. John's is an inclusive educational environment, accommodations may not always meet the specific needs of each student in every instance. Although teachers are provided with a list of accommodations for each student, it is also essential for students to actively communicate with their teacher about specific needs, particularly regarding extra time on tests and quizzes.

Process for receiving in-class and assessment accommodations:

- Submit student's most recent psychoeducational testing (within three years) to the grade level counselor or director of the Benilde program. *St. John's does NOT accept IEPs or 504 plans.*
- The counselor/Benilde teacher will meet with students to discuss appropriate accommodations.
- The counselor/Benilde teacher will distribute a list of approved accommodations to each teacher.
- Students must actively communicate with their teachers about accommodations.

Additional important information:

- Any NEW testing (with related accommodations) must be submitted to St. John's by December 1 or May 1 to be able to be considered for accommodations on semester exams. Students who submit evaluations after the dates listed above will not receive new or additional accommodations.
- St. John's does not support accommodations requesting reduction/modification of class work, assessments, or assignments, unless a temporary medical condition, as confirmed by a physician, warrants this support.
- Students who choose NOT to use their extended time accommodation must submit a letter from their parent or guardian waiving the accommodation and CANNOT use the accommodations for any future standardized testing, including the PSAT, the SAT, the ACT, and Advanced Placement exams.

St. John's Accommodations:

- Extended Time - Time and a Half (1.5x multiplier) or Double Time (2x multiplier)
- Preferential seating
- Ability to write and/or scribe directly on tests
- Use of reader/eReader for tests (based on availability) Use of computer to type essays and written assessments
- Assistance with class notes
- Use of calculator on tests
- One exam per day (offered on Midterms and Finals)

Process for Receiving Accommodations on Standardized Tests:

If a student requires accommodations on ACT or College Board administered exams (PSAT, SAT, AP tests), they must contact the director of the Benilde Program or their grade-level counselor. For more information on specific testing programs, processes, and accommodations, please refer to the resources below:

- College Board (PSAT, AP, SAT): http://www.collegeboard.org/ssd/student/index.html
- ACT: http://www.act.org/aap/disab/

Please note, while St. John's assists with the registration process, all decisions about approval for initial or new accommodations are made by the testing agency.

For College Board Assessments:

- If a student requests College Board–approved accommodations but has not yet applied, they must first submit the testing and signed authorization form to their counselor and the Benilde director at least **eight weeks in advance** of the test date.
- For any questions about accommodation requests, or to discuss the difference between school-based and center-based testing, students should contact their counselor or the Benilde director.

For ACT:

- Students must FIRST register for the exam.
- To ensure accommodation requests are processed in time for the exam, students must register for the exam at least eight weeks in advance of the test date.

CHRISTIAN SERVICE

Each academic year, St. John's students are required to successfully complete a specific number of Christian service hours for their religion course, in addition to a reflection paper. Service beyond the required number of hours each semester may not be applied to the following year's obligation of service. Students who complete additional hours will have those hours noted on the transcript. Students may apply pre-approved summer service hours to their religion course service requirements for the next academic year.

Required hours of Christian service:

Freshmen:	10 + 5 Flex Hours
Sophomores:	20 + 5 Flex Hours
Juniors:	20 + 5 Flex Hours
Seniors:	20+ 5 Flex Hours
Total:	**90 hours**

Failure to complete the Christian service requirements or the Religion Department guidelines and regulations will lead to a final grade of Incomplete (I) in religion. Students will be given ample time to complete the service hours and those who cannot comply risk returning to St. John's the following academic year. All hours for 10th - 12th grade students must be approved by a site supervisor who cannot be a family member (even if they work for the organization). Family members may sign off on hours required for 9th grade. Flex hours must be approved by a teacher/moderator and cannot be approved by other students. All Academic Integrity policies apply to the logging of service hours.
Seniors will not receive a diploma until the service requirements have been satisfied.

FITZPATRICK LIBRARY

A quiet, open environment conducive to independent study and interactive learning, the Fitzpatrick Library is a center where the traditions and values inherent in a Lasallian education are upheld. SJC librarians collaborate with the administration and faculty to provide literary instruction and research resources to support academic and extracurricular activities. The entire school community is welcome to use the Fitzpatrick Library.

Visiting the Library:

All students may visit the library before and after school, and during their lunch or free periods. The library is not open during Community Time. Students may schedule an appointment to meet with the librarian via Canvas, the school's LMS. Any changes to Library hours will be posted on Canvas as well.

Library Hours:

Monday–Friday, 7:30 a.m.–5:00 p.m.

Hours may vary according to special schedules and events. Any changes are posted to the school calendar and learning management system.

Note: The library is a shared quiet space. All students are expected to maintain appropriate noise levels and demonstrate respect and consideration for others at all times in order to use this resource.

Library Terrace:

Weather permitting, the library terrace is open to members of the senior class only during their lunch periods and to all students after school. To access the terrace outside of the library, students must go through the stairwell outside of Cassidy Commons.

How to Access Library Resources:

The library's physical collection houses more than 12,000 books, periodicals, newspapers, academic journals, videos, and other resources. In addition, the online collection contains thousands of resources in eBooks, audiobooks, academic databases, and newspapers. St. John's students will find most of the library resources online in the school's learning management system. The site is available 24 hours a day and information can be accessed from any computer/iPad on campus or from home.

General Policies:

- The library is a shared quiet space. All students are expected to maintain appropriate noise levels and demonstrate respect and consideration for others at all times.
- All visitors must abide by school rules and policies while in the library. Food is not permitted.
- Water is permitted.
- Headphone use is allowed.
- Phones may not be used during school hours.

Circulation Policies:

- All materials must be checked out from the library with a valid student ID.
- The standard check-out period for books is two weeks (other materials may have a shorter loan period).
- Students may place holds on materials they wish to borrow.
- Students are responsible for any lost or damaged library items.

Failure to abide by these policies may result in disciplinary consequences and a loss of access to the library.

Student Printing and Copying:

There are two black-and-white printers available for student use in the library. Students can connect to the printer directly from their iPad. A digital network photocopier is available for student use. Credit for walk-up copies or network print jobs must be purchased in advance from the director of technology.

iPad Charging:

There are two iPad charging stations available for student use in the library. Students may leave their iPad on the charging station.

ACADEMIC INTEGRITY POLICY AND PROCEDURES

In our Lasallian community, the SJC faculty is committed to serving students both compassionately and firmly, and not only shape students' minds, but more importantly their hearts.

The below policy balances accountability with compassion, recognizing that some violations stem from misunderstanding while others represent deliberate dishonesty.

The academic honor pledge is used to remind students that integrity and honesty are essential to learning. It also ensures that all academic work completed by the students reflects their own effort: "I pledge on my honor to uphold academic integrity and will not give or receive any unauthorized assistance on this assignment."

Cheating:

Intentionally seeking or providing unauthorized advantages on assignments or assessments to gain credit without demonstrating actual knowledge or skills.

Some examples of cheating violations include but are not limited to:

- Providing unautorized aid on an assignment, test, quiz or receiving unauthorized help from another, including all forms of AI
- Using unauthorized student study guides, such as SparkNotes, CliffNotes or AI, unless permitted by a teacher
- Allowing another student to copy or copying another student's homework
- Using or attempting to use unautorized materials or aid on an academic assignment, quiz or test; unauthorized materials or aids include, but are not limited to iPads, computers, smart phones/watches, digital handheld devices, calculators, (when not permitted, use of AI and cheat sheets
- Looking at another student's paper, quiz, test or project
- Sharing an image/screenshot of an assignment
- Storing formulas in a calculator for a math or science test or quiz
- Asking or telling another student about the content or questions on an assessment you are thye have not yet taken

Plagiarism:

Plagiarism is the use of intellectual information created by another person without acknowledging or giving credit to the source. Proper citing of sources and quoting material created by another person will help a student avoid plagiarism. Starting their freshman year, students work with faculty members on lessons regarding plagiarism and citing sources. Resources are readily available to students to help with quoting and citing sources. For papers and projects where sources other than the student's own knowledge are used, teachers require a Works Cited page or Bibliography or Disclosure. At the discretion of the teacher, written assignments may be submitted online for plagiarism detection via Turnitin.

Some examples of plagiarism include but are not limited to:

Level 1	Level 2
• Missing 1 or 2 citations in a research paper • Citations improperly done in a research paper (i.e. use of a different style) • Inadequate paraphrasing with partial citation • Improper quote formatting	• Substantial uncited material • Copying and pasting from source without citing • Not including a Works Cited/Bibliography • Paraphrase of entire sections without citation • Submitting same work for multiple classes without permission • Submitting significant or complete work completed by another (person or internet source) • Fabricating sources or citations

Collaboration and Support

As part of the learning experience, we understand that collaboration is valuable and beneficial. However, it is imperative that students produce their own thoughts and opinions; therefore, unauthorized collaboration is prohibited. To support transparency around assignments and the support/collaboration allowed, assignments will be assigned a level. All assignments not labeled will be assumed Level 0 – RED, with no support allowed.

Level	Support Allowed	Description	Disclosure
0	Independent	This assignment must be completed entirely on your own. No assistance is allowed from AI, peers, parents, support staff, etc. At any point in the assignment. You must use your own knowledge and skills to showcase your understanding.	You may be asked to certify that all work is your own in this assignment and that work was completed without any support by writing the Honor pledge on your work.
1	Idea Generation/ Planning	Support may be used for developing ideas, brainstorming or planning out your assignment. This support may look like a discussion with a peer/parent/support staff or using AI to generate ideas). However, the final work submitted must be entirely your own.	You must include a brief description of who or what helped you during your brainstorming and planning process. If AI is used, a link to the chat that supported you will be required in the description. Ex. "I discussed ideas with my tutor about how to support my argument with three main points. We came up with ___, ___, and ___."
2	Editing and Feedback	Feedback or editing suggestions may be obtained (e.g., grammar corrections, clarity suggestions) from AI tools, writing centers, parents, tutors, or peers. No new content or ideas can be added for you. The final submitted work must reflect your original ideas.	You must disclose all sources of feedback (e.g., "Peer reviewed my draft," "Used Grammarly for grammar suggestions"). In addition, the feedback acquired may be requested (be it a link(s) to the chat(s) if AI was used or a copy of the document that was feedbacked).
3	Collaborative	Parts of the task may be completed with support, as specified by the teacher (e.g., group assignment, outlining with a tutor, AI-generated summary to analyze). You must still demonstrate personal engagement, reflection, and learning as outlined in the assignment.	All outside contributions must be clearly explained and cited. If AI is used, link(s) must be provided.
4	Full Support with Oversight	You may use any form of support (generative AI, tutoring, editing, collaboration) to complete your work as long as it aligns with academic integrity guidelines. You are responsible for reviewing, understanding, and editing all work before submission.	Full citations and explanations required for all support used. If AI or other sources generated content, include link(s).

Academic Integrity Consequences

If a student violates the academic integrity guidelines, the teacher will notify both the parents/guardians and the administration. All offenses will be added to the student's academic record.

Students may be subject to the following consequences:

- Earning a 0% (F) on the assignment
- Administrative, Wednesday or Saturday Detention
- Student Dismissal from Class
- Academic Probation
- Suspension
- Dismissal from the School

ACADEMIC FAILURES

The Board of Trustees has determined that any student who fails the equivalent of **three or more credits** in any academic year will not be permitted to return to St. John's. In addition, any senior who fails the equivalent of three or more credits is not allowed to participate in the graduation ceremony and will not receive a diploma from St. John's.

An underclassman who fails courses totaling **fewer than three academic credits** must arrange to make up those failures at St. John's summer school. If St. John's is not offering the course the family with work with the Summer School staff to find another summer program approved by the Associate Principal for Academic Affairs. Seniors who fail courses totaling fewer than three academic credits may participate in the graduation exercise but will not be awarded a diploma until those failures have been rectified. All failing grades are noted on the official transcript. Students who receive a D in any course are strongly encouraged, although not required, to attend St. John's summer school. Any student failing any summer school make-up course may not return to St. John's for the following year.

ATTENDANCE POLICY & PROCEDURES

Regular school and class attendance is critical for academic success and an essential part of the educational philosophy at St. John's. Our goal is to ensure that every student attend school each day on time. Daily presence in school has a substantial impact on a student's academic success. The normal school day runs from 8:10am until 2:20pm, and students are required to be on campus for the entirety of the school day. Students may not leave for lunch or free periods. Parents, please do your best to schedule all appointments outside of school hours. Please see below for the proper protocols surrounding attendance procedures.

EXCUSED ABSENCES

For an absence to be excused, a student's parent or guardian must send an email to our attendance coordinator prior to the absence, or within 1 business day following the absence. Upon receipt of appropriate notification and documentation, the attendance coordinator will update absences as excused. Failure to submit required notification and documentation within one (1) business day will result in the absence remaining unexcused. The email address is attendance@stjohnschs.org.

All medical appointments require documentation. Documentation may be emailed or handed to our attendance coordinator within one (1) business day.

It is the student's responsibility to connect with their teachers to make up all missing work related to excused absences. Failure to adhere to the agreed upon makeup work schedule will result in loss of credit on assignments.

Regular attendance is essential for academic success. Students are permitted a maximum of six (6) absences per course, per semester. An absence is defined as missing more than half of a class period, whether excused or unexcused. Please see the Attendance Intervention and Probation section of this handbook for more information.

Excuse emails / notes must include the following:

1. Student's name (first and last)
2. Student's grade
3. Name and relationship of person submitting the note
4. Reason for absence; and
5. Specific date(s) the student was or will be out of school

*Notes that fail to meet the requirements will not be considered.

EARLY DISMISSALS

Guardians must submit early dismissal request to attendance@stjohnschs.org prior to the school day or by 9am on the day your child has to leave the building. This step will give the attendance coordinator and administrative assistants time to process the request quickly. The student can show their early dismissal pass (sent via email) to their teacher. All students with early dismissals need to check-out with the front office before leaving campus.

If a student becomes ill while in school, the student must notify the teacher and report to the nurse's suite. The nurse will assess the student and contact the parent or guardian if the student has to leave the building due to an illness. The nurse will notify the attendance counselor to excuse the student. Students may not contact parents directly from class.

REQUIRED DOCUMENTATION

A parent or guardian's written note is sufficient to document any absence of up to three (3) consecutive days. If a student is absent for four (4) consecutive days, further documentation is necessary.

- Medical or dental absences: Written explanation of the student's absence must be submitted by a doctor or staff of a relevant agency on official doctor/dentist office letterhead and signed by a relevant official.
- Quarantine documentation required for five (5) or more days of consecutive absence.

Students must be in school by 11:00 a.m. to participate in sports / extracurricular activities happening that day.

UNEXCUSED ABSENCE

An unexcused absence occurs under two circumstances:

- We do not receive word from a parent/guardian that the student will miss school
- A student fails to show up for an individual class during the school day

*Skipping class / leaving campus during the school day is never allowed. Consequences are assigned as outlined in the disciplinary procedures section.

TARDY TO SCHOOL / CLASS

Late to School: Any student arriving to school after 8:10 a.m. should report directly to the Attendance Coordinator to sign-in and receive a pass to class. Students without a pass from the Attendance Coordinator will not be admitted to class.

Each quarter, students will be excused for being tardy to school three (3) times for reasons such as:

- Car issues
- Traffic
- Inclement weather

After three (3) excused tardies, all subsequent late arrivals will be automatically marked as tardy unexcused. Each unexcused tardy results in an automatic detention. Any unserved detentions will result in additional consequences including, but not limited to, Wednesday or Saturday detention, denial of participation in athletic and extracurricular activities, or in-school suspension. If a student has an excessive amount of tardiness, the student may be placed on attendance probation.

MAKEUP WORK

Teachers will not allow students to make up, classwork or homework missed due to unexcused absences or unexcused tardies. Teachers set the expectation in their syllabi for makeup work protocols.

ATTENDANCE INTERVENTION & PROBATION

To effectively intervene when an identified pattern of unexcused absences, tardiness or early departures occur, the Student Safety & Conduct team, in partnership with school counselors, will pursue the following:

Three (3) Unexcused Absences in a day	Nightly robo call / email / text to family
Four (4) absences in a class / semester	Communication from the school reminding about the policy
Six (6) absences in a class/semester	Meeting with Student Safety & Conduct to issue Attendance Probation Contract
Thirteen (13) absences per year	Meeting with the Principal and Assistant Principal of Student Safety & Conduct

Students who have six (6) absences in a class, per semester, will be placed on attendance probation. Six absences is approximately 15% of the class time for the semester. Those students on probation must show significant improvement in their attendance or they may lose privileges such as ability to participate in extracurriculars or sports events. The Student Safety & Conduct team will conduct periodic status reviews and students with satisfactory improvement to their attendance may be removed from attendance probation at the discretion of the Assistant Principal of Student Safety & Conduct.

A student with thirteen (13) absences or continued excessive tardies will be required to meet with the Principal and Assistant Principal of Student Safety & Conduct. They may receive an Incomplete in the course and may be required to participate in a summer program assigned at the discretion of the Associate Principal for Academic Affairs to successfully complete the course(s). If in special circumstances, the student can complete work and remain in good academic standing in class during the school year, the administration may exempt the student from the summer program. Students that demonstrate continued non-compliance with school attendance policies after intervention may be dismissed from St. John's without the option to return.

TEACHER ABSENCES

In the case of a teacher absence, all students should report to class and check Canvas for announcements and assignments. If nothing is posted on Canvas, please send one student from the class to the Main Office to check in.

COUNSELING & STUDENT SUPPORT

COUNSELING SERVICES

The St. John's Counseling Program strives to integrate a student's spiritual, intellectual, social, emotional, and physical development. The school's counseling efforts are focused on student growth in three major areas:

- Academic achievement
- Career and college decision-making
- Personal, social, and spiritual development

To achieve these goals, SJC counselors:

- Assist students in planning and evaluating academic programs to: become more successful in course work, develop as independent learners, and improve time management skills
- Facilitate student meetings for additional support in achieving academic success
- Advocate student experiences and exposure to broaden academic knowledge, success, career- and college-awareness, personal goals, and social skills
- Consult with parents, teachers, and administrators to enhance interaction with students
- Assist students in acquiring decision-making skills to help make appropriate educational, career, personal, and spiritual choices
- Monitor student progress toward achievement of academic, career, college, personal, and social success.
- Provide short-term individual and small-group counseling
- Work with students to help identify and manage symptoms of internal and external stress
- Participate in the planning and evaluation of standardized testing as follows:
    - Sophomores and juniors: PSAT
    - Juniors and seniors: SAT and ACT tests

COUNSELOR ASSIGNMENTS

School counselors are assigned to students by grade level. College Counselors are assigned by alphabet.

Assistant Principal of Counseling: Michelle Gould

Administrative Assistant:	Sister Anne Mary Smith, IHM
Class of 2030 Counselor	Teryn Gilmore
Class of 2029 Counselor	Steve Schwartz, Director
Class of 2028 Counselor	Tori Steed
Class of 2027 Counselor	Rachel Bowers

Director of College Counseling: Christine Burnette
Associate Director of College Counseling: Caleb Fowler
Associate Director of College Counseling: Gaby Hernandez
Associate Director of College Counseling: Dawn Edwards

COUNSELOR APPOINTMENTS

Students are welcome to make an appointment with their assigned school or college counselor (for juniors and seniors) through their Class Canvas page or email.

CONFIDENTIALITY

Confidentiality is practiced in the Counseling Center according to the ethical standards of the American School Counselors Association which states: "The professional school counselor keeps information confidential unless disclosure is required to prevent clear and imminent danger to the student or others or when legal requirements demand that confidential information be revealed." Counselors will consult with other professionals when the validity of an exception is in question.

TRANSCRIPTS & STUDENT RECORDS

All requests for transcripts begin with making a transcript request. Seniors should request college transcripts through SCOIR. When requesting transcripts for colleges, scholarships, or the NCAA Eligibility Center, a FERPA form, signed by a parent or guardian, must be on file with the counselor. Transcripts are $3.00 per transcript for freshmen, sophomores, and juniors. Please allow three weeks for processing. Student records are purged four (4) years after graduation.

STUDENT LIFE GUIDELINES

GENERAL BEHAVIOR EXPECTATIONS

St. John's philosophy holds that all students should live according to high moral standards and a commitment to integrity. As a Catholic school in the Lasallian tradition, St. John's expects students to conduct themselves with respect for themselves, others, and the values of the school community, both on and off campus. Conduct unbecoming a student includes any behavior that is inconsistent with the school's mission, values, or reputation, or that adversely affects the safety, well-being, dignity, or educational environment of the school community. All students are expected to act with personal integrity and school pride in everything they do. Student behavior and discipline is a critical factor in maintaining a safe environment for both students and faculty. Students should avoid any behavior that interferes with his/her own performance in class or distracts other students. In the interest of enforcing school rules and regulations, parents are expected to support and cooperate with school policies.

UNIFORM & GROOMING POLICY

St. John's College High School strives to enrich each student's cultural, physical, and social development by emphasizing inclusion and respect for the individual. These policies also encourage students to present a positive and respectful self-image. While on campus, students should have a neat, clean, and well-groomed appearance at all times. This includes the full uniform & grooming policy. If a student or family has a question about the uniform or grooming policy, please contact a member of the Student Safety & Conduct team for clarification.

UNIFORM

Men:

- Flynn O'Hara long or short oxford dress shirt
- SJC white polo (fall/spring only)
- Flynn O'Hara navy blue slacks
- Solid black or brown belt
- SJC grey sweater
- SJC black or grey fleece
- Solid blue, black, or white crew socks
- Solid white long/short sleeve t-shirt (no graphics or lettering)
- School tie

Women:

- Flynn O'Hara long or short oxford dress shirt
- SJC white polo (fall/spring only)
- Flynn O'Hara navy blue slacks
- Solid black or brown belt
- SJC grey sweater
- Fingertip-length or longer red and grey plaid skirt (winter only)
- Fingertip-length or longer light grey skirt (fall/spring only)
    - Black biker shorts must be worn under clothes so that undergarments are not visible
- SJC black or grey fleece
- Solid black or white SJC crew socks
- Solid black tights/leggings
- Solid white long/short sleeve t-shirt (no graphics or lettering)
- Headbands
- White turtleneck (under oxford only)

Students are permitted to wear Sperry Topsiders in color Sahara, G.H. Bass & Co. Buck shoe in Buckingham, or low-top sneakers that are white, black, grey or any combination of only those colors.

No student is permitted to have any visible piercings (e.g., eyebrow, nose, tongue, etc.), except for single-ear piercing for women and clear spacers. Bandages, adhesive coverings, or similar items may not be used to conceal prohibited piercings. Visible tattoos are not permitted and must be covered during the school day and while participating in any school- sponsored activity or event.

Violation of these uniform requirements will result in detention.

The Cadet Corps has additional uniform and grooming requirements for certain days and special events. For more information, contact Mark Erwin, director of the Cadet Corps Leadership Program, at merwin@stjohnschs.org.

Haircuts/Hairstyles:

All haircuts and hairstyles should be neat and clean. Non-natural hair colors (e.g., bright red, blue, pink, purple, orange, etc.), spiked hair, mohawks, symbols, or words are not permitted. Hair styles such as braids, locs, twists, and other similar styles are permissible, but should be neatly presented. For men, hair should not cover the eyes or ears and should be no longer than collar length.

Facial Hair:

Male students should be clean-shaven, except for a neatly trimmed mustache. Beards and goatees are not permitted, with the exception of those diagnosed with folliculitis (a note from a licensed dermatologist is required to receive the shaving exemption).

Students that violate St. John's grooming policies may be subject to disciplinary action at the discretion of the Assistant Principal of Student Safety & Conduct.

UNIFORM AND GROOMING ENFORCEMENT POLICY

Any student in violation of the uniform policy, as determined by Assistant Principal of Student Safety & Conduct, may be sent home and subject to additional disciplinary action and confiscation.

When arriving to class, any student in violation of the uniform policy is considered unprepared for class and may be sent to the Student Safety & Conduct office. Continuous uniform violations may lead to a formal review of the student's status at St. John's College High School. Please note that outerwear is not permitted to be worn inside the building.

Any student in need of a uniform accommodation must present a note signed by a parent or guardian to the Student Safety & Conduct office upon arrival at school. A note does not immediately excuse the violation, and a student may still receive administrative detention. If students need a piece of the uniform prior to the school day (8:10am), they may visit the Office of Student Safety & Conduct to check out needed items.

DISCIPLINARY PROCEDURES

The disciplinary procedures provide the structure for maintaining a safe, caring, and the orderly environment that ultimately promotes student success. The primary responsibility for maintaining discipline lies with the Assistant Principal of Student Safety and Conduct. In the absence of the Assistant Principal of Student Safety & Conduct, deans are charged with authority.

St. John's College High School does not disclose disciplinary records to academic institutions, including colleges and universities. Disciplinary infractions, including detentions, probation, suspension, and expulsion records remain confidential.

The Principal, Assistant Principal of Student Safety & Conduct, and Associate Principal for Academic Affairs reserve the right to impose any disciplinary /academic action. The administration reserves the right to question a student without parental notification while investigating any potential discipline matters.

TYPES OF DETENTION

Teacher Detention:

Teachers are encouraged to assign student detention for any disruptive behavior.

Administrative Detention:

Administrative detentions are assigned by the Student Safety & Conduct Team for any behavior or conduct deemed inappropriate. Typically, but not exclusively, administrative detention is assigned for the following:

- Tardiness (oversleeping, missing the bus, car trouble, or staying at home for any unexcused reason)
- Uniform violations
- Chewing gum
- Classroom disturbance
- Littering on campus or in the surrounding neighborhood
- Parking or driving violations on or around campus
- Failure to return required documents signed by a parent at a required time
- Using a cell phone or other electronic device during the school day
- Failure to follow any school procedures or policies

All administrative detentions must be served within two school days of being issued. Administrative detention notifications are delivered to students electronically. It is the responsibility of the student to ensure they check their SJC email account daily.

Students are ineligible to participate in extra-curricular activities (e.g., athletic event, practice, workouts, performances, competitions, club meetings, school dances, etc.) until their detention is served. In addition, any detention that is not served within that time frame will be elevated to a Wednesday detention, and the student will remain ineligible for participation in all extracurricular activities until the detention is served. Administrative detentions are held twice a day. Morning detention, located in room 100A, begins at 7:15 a.m. and ends at 7:55 a.m. Afternoon detention, located in room 100A, begins at 2:30 p.m. and ends at 3:10 p.m. Transportation is the responsibility of the student or parent/guardian.

Detention Protocol:

- Three (3) administrative detentions within a quarter will result in Wednesday detention.
- Subsequent detentions will result in administrative detentions until a student reaches six (6) for the quarter.
- After six (6) administrative detentions, a Saturday detention will be assigned.
- Subsequent detentions within a quarter will result in Saturday detention.
- After ten (10) detentions within a quarter, a student will be suspended.

Wednesday Detention:

Wednesday detention is assigned by the Assistant Principal of Student Safety & Conduct and the dean of students for any misconduct deemed more serious, for students who receive three (3) detentions within a quarter, or for excessive detentions for the same offense. Wednesday detentions begin at 2:30 p.m. and end at 4:00 p.m., are scheduled at the convenience of the school, and take precedence over any personal plans, extracurricular activities, and athletic practices/competition. If a student is unable to attend a Wednesday detention due to illness or a family emergency, parent notification and any appropriate medical documentation must be provided to the Student Safety & Conduct office. Failure to attend a scheduled Wednesday detention will result in a Saturday detention.

Saturday Detention:

Misconduct of a more serious nature that does not warrant suspension or probation may result in a Saturday detention as assigned by the Assistant Principal of Student Safety & Conduct or the dean of students. This includes skipping class. Any student caught skipping class will be assigned a Saturday detention. Transportation is the responsibility of the student or parent/guardian. Saturday detentions are scheduled at the convenience of the school, and take precedence over any personal plans, extracurricular activities, and athletic practices/competition. If a student is unable to attend a Saturday detention due to illness or a family emergency, parent notification and any appropriate medical documentation must be provided to the Student Safety & Conduct office. Failure to attend a scheduled Saturday detention will result in suspension.

If behavior or infractions become habitual, consequences may be increased at the discretion of the Assistant Principal of Student Safety & Conduct or the Principal.

DISCIPLINARY PROBATION

A student may be placed on disciplinary probation for serious or repeated misconduct. Probation may be assigned when a student fails to improve after prior interventions by the Assistant Principal of Student Safety & Conduct or commits a serious violation of school policy.

Disciplinary probation is a formal notice to parents that the student is at risk of dismissal from St. John's. During the probationary period, the student must demonstrate significant and sustained improvement in behavior. Students placed on probation will receive a probation letter outlining the terms and expectations. At the discretion of the Assistant Principal of Student Safety & Conduct, the student may not be permitted to participate in certain school activities or events.

Any violation of probation may result in a recommendation for dismissal by the Assistant Principal of Student Safety & Conduct or immediate dismissal by the Principal.

DISMISSAL

St. John’s reserves the right to dismiss any student whose values conflict with those of St. John’s as outlined in this handbook. The Principal may deem any inappropriate behavior as a dismissible offense including, but not limited to, the following:

- Excessive absences or tardiness
- Repeated conduct that is not consistent with good order or discipline
- Disrespectful behavior toward a teacher or other staff member
- Poor conduct
- A failure to positively contribute to school morale
- Willful destruction of school property
- Violation of St. John’s Technology Policy
- Stealing
- Fighting at school or in the local community
- Harassment as outlined in the *Student Handbook*
- Any action that in the judgment of the school seriously endangers the safety and well-being of others (e.g.,bringing weapons to school, starting fires, or reckless driving on campus)
- The sale, possession, or use of alcohol, drugs, or drug paraphernalia
- Excessive detentions
- Seriously damaging the good reputation of St. John’s in the eyes of the community, which includes disparaging actions or comments made by parents/guardians at school events, in the community, or in any form of media

Throughout the school year, the Principal and the Assistant Principal of Student Safety & Conduct will meet with any student whose continued enrollment at St. John's is in question. This may result from the student's or family's general conduct, repeated non-compliance with school policies, and/or a demonstrated lack of respect for the institution and its mission.

Only the student and the parent(s)/guardian(s) listed in the PowerSchool Student Information System may attend the dismissal hearing with the Principal and the Assistant Principal of Student Safety & Conduct.

At the conclusion of the dismissal meeting, families may be given two options: appeal or voluntary withdrawal. In some instances, no options will be available and the student will be dismissed.

VOLUNTARY WITHDRAWAL

In many cases, parents/guardians may voluntarily withdraw a student at any time within 48 hours of a decision made by the Principal leading to a student’s dismissal. Voluntary withdrawal forfeits a student’s right to appeal to the President.

APPEAL

Any dismissal from St. John’s may be appealed in writing to the President of St. John’s within 48 hours of the decision. Once the appeal is initiated, the student forfeits the right to voluntarily withdraw from the school. To initiate the appeal, families should send an email to the Executive Assistant to the President. The President withholds the right to deny any appeal requests. All failed appeals will reflect on the student’s record as a dismissal.

Students who have been through the dismissal process are prohibited from returning to campus or attending any school-sponsored event until their class graduates. In some cases, this restriction may extend beyond that timeframe.

INTERPRETATION OF DISCIPLINARY POLICY

In the event of a conflict concerning the rules of St. John’s, the Principal, Associate Principal for Academic Affairs, and Assistant Principal of Student Safety & Conduct reserve the right to clarify and make all interpretations.

HALLWAY PASSES

Students must have a pass (physical or electronic) when in the hallways during the school day. Any student found in violation of this rule may be sent to the Assistant Principal of Student Safety & Conduct. Students may not eat or drink in the school corridors and are expected to pick up after themselves and place litter in the receptacles located in all hallways. Students may not hang out in the hallways during the school day - please find a designated space to go.

LOCKERS & PERSONAL BELONGINGS

St. John's students are allowed to use school lockers to safeguard their belongings during the school year for academic purposes only. Lockers are provided to ninth and tenth graders. Eleventh and twelfth graders may request a locker from the Student Safety & Conduct office, and are provided on a first-come first-served basis. Athletic lockers are provided for athletic purposes only and cannot be visited during the school day. All lockers are the property of St. John's and may be opened at any time by St. John's administration.

St. John's is not responsible for locker contents and recommends that nothing of great value be left in the lockers. All lockers must be locked and secured. All freshmen will receive a school regulation lock at orientation. Additional combination locks must be purchased in St. John's school store. Only those combination locks purchased in the school store may be used on a student's locker. The Student Safety & Conduct office reserves the right to cut off any non-regulation lock. Students should not leave personal belongings unsecured and/or unattended at any time during the school day. Sharing lockers with other students is prohibited.

Students may visit their lockers before or after school and during the five-minute change-of-period time. Lockers must be kept orderly and their exteriors blank, except for temporary birthday and/or school-sponsored sporting event decorations, which must be removed after the event. Students are responsible for damage and/or repair to their locker as the result of physical abuse or defacing.

Any items remaining in a student's locker after the last day of final semester exams are considered abandoned and will be removed and discarded at the discretion of the Student Safety & Conduct Office.

INSPECTION OF PERSONAL BELONGINGS

St. John's provides lockers for the safekeeping of students' books and other personal property while on school premises. Student lockers, bags, personal electronic devices, SJC issued devices and other personal items are subject to inspection at any time at the discretion of the Principal or the Assistant Principal of Student Safety & Conduct. In addition, any school administrator may search any student's vehicle located on campus in conjunction with an investigation into any potential violations of school policy.

PERSONAL INJURY INCURRED ON CAMPUS

All personal injuries incurred on campus should be reported immediately to the Student Safety & Conduct office. Under no circumstances should an ill or injured student leave campus without notifying the Student Safety & Conduct office or the Main Office.

CAFETERIA

The cafeteria is open daily, Monday–Friday from 7:00 a.m. to 5:00 p.m., except for the period after lunch which is used for cleanup. These hours may vary according to the school schedule. Food and drink may be consumed in the cafeteria or the library terrace only. No food or drink may leave the cafeteria, except water contained in a clear bottle.

Students are expected to show consideration for others by cleaning up after themselves when they are finished eating. Excessive noise and innapropriate physical contact in the cafeteria and in the area immediately outside the cafeteria doors are considered inappropriate behaviors. Students who do not follow the instructions of the supervising faculty and staff working in the cafeteria will be assigned an administrative detention or some other appropriate action at the discretion of the dean of students.

After eating lunch, students must stay in the cafeteria or within the patio area. Students may not go to the classroom wings, hallways, stairwells, or the main lobby without permission from a proctor.

Students are prohibited from ordering and/or receiving food delivery services to the campus during the school day. Any student found in violation of this policy will face disciplinary action and the food will be confiscated. If a student does not have lunch and does not have access to a lunch account, they should find an administrator for assistance.

To help maintain a clean campus, students are encouraged to bring a reusable water bottle for use throughout the school day. Water refill stations are available throughout campus. Students may not bring beverages purchased from coffee shops or other commercial establishments (e.g., Starbucks, Dunkin', cafés), energy drinks (e.g., Red Bull, Monster, Celsius), or similar drinks onto campus.

ELECTRONIC DEVICES

Students are not permitted to use cell phones during the school day. They must be stored in a locker or backpack.

Cell phones, speakers, headphones, smart glasses, personal laptops and technology not issued by SJC may not be seen or heard at any time during the school day and should be placed out of sight in a locker or backpack prior to the 8:05 a.m. bell. Any student who uses a cell phone or unauthorized electronic device during the school day without permission will face disciplinary consequences.

Headphones and airpods may be used during the school day in designated areas which include the library, the cafeteria, and the Mission and Ministry Office. Headphones that are seen, heard, or used in the hallways and other unauthorized areas will be confiscated and consequences will be assigned following the below policy.

Consequences for Headphone Use During School: The headphones will be confiscated and the student will be assigned an administrative detention. Continuous violations will result in a loss of headphone privileges and further consequences, as determined by the Assistant Principal of Safety and Conduct.

Smart watches may be worn during the school day but are not to be used or seen during exams or other assessments. **Smart watches may not be worn in the Test Center at any time.** Any device that is actively used in an academic setting is subject to confiscation, and the student is subject to academic or disciplinary action at the teacher's discretion.

Consequences for Cell Phone Use During School:

- **First Offense**: The student's cell phone will be confiscated and the student will be assigned an Administrative Detention. The student must then turn in their cell phone to the Student Safety & Conduct Office for 4 weeks. They must turn it in by 8:05am and then can pick it up at 2:20pm (or whenever they are dismissed for the day).

- **Second Offense**: The student's cell phone will be confiscated and the student will be assigned a Wednesday Detention. The student must then turn in their cell phone to the Student Safety & Conduct Office for the remainder of the year. They must turn it in by 8:05am and then can pick it up at 2:20pm (or whenever they are dismissed for the day).

Electronic devices are brought to school at the student's own risk. St. John's is not responsible for damage or theft.

When deemed necessary, the administration has the right to search a student's electronic device for content, which includes but is not limited to, call list, applications, phone logs, text messages, and photos.

PRESENCE ON CAMPUS DURING THE SCHOOL DAY

St. John's campus is open daily for students between the hours of 6:30 a.m. and 5:00 p.m. The main lobby outside the Main Office and the De La Salle Chapel are designated for student pick-up and drop-off only. Students are prohibited from loitering in this area during the school day. At 3:15 p.m., any student remaining in the main lobby and chapel areas will be redirected to the library or Cassidy Commons, which are both open until 5:00 p.m.

Students are not permitted to leave campus for any reason during the school day unless they have an early dismissal or approval from the Assistant Principal of Student Safety & Conduct. Violation of this policy will result in an automatic suspension.

VISITORS

All parents and visitors must report to the receptionist in the Main Office upon entering the building. At no time are parents permitted to visit their child's classrooms or other parts of the building without permission from the Main Office.

VEHICLES, PARKING & REGISTRATION

At St. John's, students are permitted to drive to and from school and to park on campus during school hours with a parking sticker. Motorized bikes must be properly registered, per state laws (please note that all off-roading vehicles, including dirt bikes, are strictly prohibited in DC). Parking passes may be obtained from Assistant Principal of Student Safety & Conduct. Student drivers are required to park in the rear lot off Oregon Avenue. Students are not permitted to park in the front lot (27th Street entrance without prior permission from the administration. Students may not occupy or visit their vehicles at any time during the school day. Car speeds may not exceed 10 mph on campus. Any violation may result in detention and possible loss of parking privileges. If a student must access their vehicle, they must first receive permission from a member of the administration.

Personal e-bikes must be secured and parked in the designated areas on campus and may not be brought indoors. Any non-personal transportation may not be left on campus. This includes rented scooters and bikes.

ON & OFF CAMPUS BEHAVIOR EXPECTATIONS

Students in public, especially while in school uniform, are often well known and highly regarded by many people in the community at large. Therefore, students are responsible for monitoring their personal conduct and appearance. Unbecoming behavior in public areas or on private property reflects negatively on both the St. John's student body and the St. John's community. As a Christian community, obscene, vulgar, immoral or indecent language, writings, pictures, signs, or acts will not be tolerated. Misconduct of any nature may result in disciplinary action.

At athletic events, students are expected to always conduct themselves in a sportsman-like manner. This means that students are to treat players, coaches, officials, and all fans with courtesy and respect. The use of profanity will not be tolerated. Any violation of these guidelines will result in removal from the event and may result in further disciplinary action. Certain egregious forms of misconduct may also lead to dismissal.

Dances and school-sponsored social events are viewed as an opportunity for students to socialize in a supervised and safe environment. Student behavior and manner of dress should reflect the Catholic, Christian values that recognize the dignity and self-worth of all people. Unless otherwise advertised, dances are only open to students of St. John's and their guests. All school rules and regulations remain in effect during dances and school-sponsored events. Students will maintain acceptable conduct and respect for peers. Students and guests who behave inappropriately or in a manner inconsistent with these regulations will be asked to leave and may be excluded from future social events. St. John's students are responsible for the conduct of their guests; should a guest be asked to leave a St. John's event; the St. John's student must also leave the event. Conversely, if a St. John's student is required to leave an event, their guest must also leave.

BULLYING POLICY

Definition of Bullying

At St. John's College High School, bullying is defined as any severe, pervasive, or persistent act or conduct, whether physical, electronic, or verbal, which:

- May be based on a person s actual or perceived race, color, ethnicity, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, intellectual ability, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, place of residence or business, or any other distinguishing characteristic, or on a youth's association with a person, or group with any person, with one or more of the actual or perceived foregoing characteristics; and
- Shall be reasonably predicted to:
    - Place a student in reasonable fear of physical harm to his or her person or property;
    - Cause a substantial detrimental effect on the student's physical or mental health;
    - Substantially interfere with the student's academic performance or attendance; or
    - Substantially interfere with the student's ability to participate in or benefit from school activities or services; or
    - Materially disrupts the education process or the orderly operation of a school.

Bullying also occurs when a student or group of students organize a campaign against another student or when a student or group of students maliciously spread rumors about another student.

Cyberbullying occurs when a student is bullied, harassed, humiliated, threatened, embarrassed, or targeted in any way by another person through the Internet, cell phone, text, instant messaging, or any other form of digital technology. Examples of cyberbullying include, but are not limited to:

- Contacting someone who has requested no further contact with the sender;
- Threats;
- Sexual remarks;
- Hate speech;
- Disclosure of personal data;
- Assuming false identity, especially to defame or ridicule;
- Posting, manipulating or generating (AI) photos of others.

Reporting

St. John's expects all staff members and volunteers to report incidents of bullying or retaliation they witness or of which they are made aware. Staff members should immediately report all such incidents to a member of the team, who will create a documented report of a bullying incident. Youth, parents, guardians, and community members are encouraged by St. John's to report any incidents of bullying they witness or those of which they become aware. Reports of bullying may be made to any member of the Student Safety & Conduct team.

Reports of bullying by youth, parents, guardians and community members may be made anonymously, but disciplinary action cannot be taken by St. John's solely on the basis of an anonymous report, though such a report may trigger an investigation that will provide actionable information. All oral reports received as part of this process will be transcribed into writing and included in St. John's discipline database.

Response

Prior to the investigation of an incident, the Office of Student Life will take steps to ensure the safety of the alleged victim referenced in a reported bullying incident. These steps will be designed to restore a sense of safety to the victim and to protect them from further incidents if necessary. Examples of such steps taken include designating a staff member to serve as that alleged victim's safe. person, altering the alleged bully/bullies' seating or schedule to reduce access to the alleged victim or creating a safety plan in consultation with the alleged victim. Once an investigation is concluded, further steps will be taken as needed to assure the continued safety of the victim from additional incidents of bullying or retaliation, including consequences up to dismissal.

Once a report of bullying has been received, the following groups will be notified as needed by St. John's, so long as, in the absence of legal imperative, the parent or guardian's written consent is obtained prior to notification.

- **Parents and guardians:** St. John's will notify the parents or guardians of victims, bullies, and if appropriate, witnesses to an incident of bullying behavior about the nature of the incident and the procedures and steps in place for responding to it. St. John's will determine if parents or guardians should be informed prior to or after the investigation of an incident.
- **Law enforcement agencies:** If St. John's determines that the reported incident may involve criminal activity or the basis for criminal charges, information about the incident must be conveyed to the appropriate law enforcement authorities. As part of making this determination St. John's administration may wish to consult with either a law enforcement officer or legal counsel. Law enforcement shall only be contacted if all other available remedies have been exhausted.

St. John's will notify these groups of incidents of bullying only to the extent allowed by law. Notification will be undertaken solely to ensure that services are provided to victims and bullies and to protect victims from further or sustained victimization. St. John's will make every effort to protect the confidentiality of those who report bullying incidents.

The Student Safety & Conduct team is responsible for investigating reports of bullying and can be reached at 202-363-2316. The Student Safety & Conduct office will provide confidentiality as much as possible to relevant parties as part of the investigation and inform all relevant parties that retaliation for reporting acts of bullying is prohibited.

In investigating an incident of bullying, the Student Safety & Conduct office will seek to ensure that the reported incident is one of victimization, a sign of bullying, rather than of conflict. Thus, when investigating a reported incident, the Student Safety & Conduct team will attempt to determine, through interviewing the victim, what mechanisms the victim had and has access to for halting the incident that occurred and preventing future such instances. If the victim reports a few or no mechanisms for ending the incident or constructively dealing with future instances, that information will serve as compelling, though not conclusive evidence that the reported incident was an incident of bullying.

The Assistant Principal of Student Safety & Conduct is charged with making determinations as to whether a reported incident constitutes a case of bullying. These determinations will be made in consideration of the totality of the facts and the circumstances surrounding the incident. If the Assistant Principal of Student Safety & Conduct determines that an incident of bullying has occurred, they will take the necessary response steps to prevent the recurrence of an incident and restore the safety of a victim.

Consequences

If the investigation results in a finding that a student has committed persistent acts of bullying that have contributed substantially to a hostile environment for any member or group of members of the St. John's community (students, teachers, staff, coaches, etc.), they will be subject to the full range of disciplinary consequences up to and including dismissal. The St. John's administration is the sole judge in all situations and for all consequences.

HARASSMENT POLICY

Harassment runs contrary to the mission and philosophy of St. John's: "St. John's cherishes its diversity as it strives to educate each student to accept that all persons are created in God's image and are unique expressions of the divine." This statement acknowledges each person's innate and inestimable value as created by God and in God's image and reflects the notion that all people are uniquely endowed with fundamental God-given human rights. Consistent with these principles, no racist, sexist, homophobic expression, behavior, or abusive language will be tolerated at St. John's.

St. John's is ever watchful for conditions that create or lead to a hostile or offensive school environment and will treat all allegations of harassment seriously. Any allegations of harassment will be reviewed promptly, confidentially, and thoroughly by the Assistant Principal of Student Safety & Conduct, and violations will be resolved to reflect the school's educational and developmental mission. Any serious violation against the dignity of another and any repetition of flagrant expression may result in disciplinary action up to and including dismissal.

Students must conduct themselves in a manner that contributes to a positive school environment avoiding any activity that may be considered discriminatory, intimidating, or harassing. When a student is told that he/she is perceived as engaging in discriminatory, intimidating, harassing, or unwelcome conduct, that person must cease that conduct immediately.

Should a student be the object of behavior that is offensive or unwelcome, he/she should tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the individual must report the harassment to their class dean.

Definition of Harassment

Harassment occurs when an individual is subjected to any emotional, physical, or environmental hostility or intimidation based on an individual's race, creed, color, national origin, physical disability, gender, or sexual orientation. Harassment includes, but is not limited to, any of the following behaviors:

- Verbal harassment
- Derogatory comments or jokes
- Threatening language
- Unwanted physical contact
- Deliberate impeding and/or blocking of physical movement
- Intimidating interference with normal work or movement
- Derogatory, demeaning, or inflammatory posters, cartoons, words, drawings, or gestures
- Unwelcome sexual requests, propositions, or advances of any kind
- Sexually degrading language describing an individual
- Sexually suggestive objects or pictures
- Inappropriate or sexually related jokes
- Reprisals or implied threads of reprisals following a negative response to sexual advances
- Any other behavior of any kind that creates an intimidating, hostile, or offensive educational environment

Filing a Harassment Claim

To file a harassment claim, students should first report the matter to a member of the Student Life team or a trusted adult who will refer the student to the Student Safety & Conduct office. The claim will be investigated thoroughly and confidentially. If deemed appropriate, the accused may be suspended pending further investigation. At the conclusion of the investigation, the dean of students will consult with the Assistant Principal of Student Safety & Conduct and decide whether further disciplinary action related to the nature, context, and seriousness of the harassment is warranted up to and including dismissal.

Substantiated acts of harassment will result in disciplinary action up to and including dismissal. Students found to have alleged false claims will also be subject to disciplinary action up to and including dismissal.

ILLEGAL SUBSTANCE POLICY

The use of alcohol or other illegal drugs contradicts the mission of St. John's. Therefore, any possession, use, sale, and/or distribution of any quantity of alcohol or other illegal drugs/paraphernalia, will be handled with great seriousness and care. In determining what is best for the student and the school, the administration will consider all the relevant facts and circumstances surrounding any incident brought to its attention.

Any student who is discovered or reasonably suspected of possessing, using, selling, and/or distributing alcohol or other illegal drugs, as well as any student who is in possession of what may be construed as drug paraphernalia, will face a disciplinary process which could ultimately result in penalties up to and including dismissal. This disciplinary process will consider the totality of the event, context, and consequences of the offense.

As part of an investigation or as a condition for remaining at St. John's in cases where dismissal is not the outcome, a student may be required to obtain, at his/her parent's expense, a drug assessment at a school-approved facility. In such circumstances, continued enrollment will be contingent upon completing the assessment and recommended follow-up care.

Students who violate the illegal substance policy while concurrently involved in a school activity (e.g., school retreat, athletic event, club trip, etc., may face consequences from his/her moderator or coach that is in addition to the penalty assigned by the Assistant Principal of Student Safety & Conduct.

Any student who comes forward to a teacher or counselor, of his/her own initiative and volition with an alcohol or drug problem, will be met with pastoral care. Such a student will be directed towards an assessment, counseling, and/or rehabilitation program that will enable him/her to overcome his/her abuse or misuse of drugs and/or alcohol. Any cost associated with assessment or treatment will be borne solely by the family of the student.

HATE SPEECH POLICY

As a Lasallian school, St. John's College High School strives to instill respect for all persons and to create an inclusive community. As such, the School expressly condemns and forbids the use of hate speech by any student during school hours, during school-sponsored events, outside of school hours including school breaks and summer vacation, and off-campus at all times. Hate speech that occurs online, in text messages and social media posts, and in audio or video recordings of any kind will also be under the jurisdiction of St. John's College High School and will be addressed according to this policy. This policy is intended to complement, but not replace, any other School policies regarding the prohibition of discrimination, harassment and retaliation, including but not limited to those policies contained in the Employee Handbook and the Student Handbook.

Definition of Hate Speech

St. John's defines hate speech as any form of expression or conduct (verbal, written, graphic, or physical) that denigrates, disrespects, or misrepresents an individual because of their race, color, national origin, citizenship, religion, sex, sexual orientation, gender identity, age, disability, or veteran's status. Expressions of racism, bias, or bigotry are included in this definition. The expression in question has the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating, or hostile environment that limits an individual's ability to study or otherwise participate in the School community.

Examples of incidents of hate speech include, but are not limited to, the following:

- Using derogatory terms or derogatory language, including but not limited to racial slurs
- Making comments that are insensitive or demonstrate that the offender holds a prejudicial bias
- Events or activities that encourage people to wear costumes and act out in way that reinforce stereotypes and create a campus climate that is hostile to racial and ethnic groups;
- Pejorative comments or stereotypes about a protected class of people, *i.e.* females, religious minorities, racial minority groups, or people with disabilities
- Making sexual comments, jokes or gestures; displaying sexually inappropriate images
- Intentionally using incorrect pronouns, having knowledge of an individual's preferred pronouns
- A physical attack or property damage, where the attack or damage was done because of the offender's bias
- Ridiculing another's language or accent

Reporting Incidents of Hate Speech

In order to ensure the safety and security of our community, all individuals who experience incidents of hate speech, whether by being subjected to hate speech or witnessing it, are encouraged to report the incident to the Assistant Principal of Student Safety & Conduct or a Dean of Students.

When reporting incidents of hate speech, be sure to provide the following:

- A description of the incident and your involvement (*i.e.* did you experience hate speech, or did you witness it), including the approximate date, time and location of the incident;
- The names of any other individuals involved in the incident, and a description of how they were involved;
- The types of prohibited behavior believed to be involved in the incident. For example, if someone intentionally used the improper pronouns, despite having actual knowledge of another's preferred pronouns, indicate that it was believed it to be gender bias. If someone uses a racial slur, indicate that it was believed to be racial bias.

Response

In the event that a student has used hate speech in any form or has been accused of using hate speech in any form, the Assistant Principal of Student Safety & Conduct and Deans of Students, in collaboration with the Principal, will conduct an investigation including reviewing evidence and interviewing witnesses. Different incidents may call for different response and resolution strategies.

Students accused of hate speech online must cooperate with the investigation and provide the School with all information and evidence that the School requests. Failure to cooperate with an investigation may result in discipline, up to and including the student's dismissal from St. John's College High School. The administration may involve others to help determine whether the speech acts in question are objectionable to the targeted group.

Consequences
A student who is found to have committed an act or acts of hate speech will face the full range of disciplinary consequences up to and including dismissal. If the investigation results in a finding that a student has committed a single severe act of hate speech or persistent acts of hate speech that have contributed substantially to a hostile environment for any member or group of members of the St. John's community (students, teachers, staff, coaches, etc., they will be subject to the full range of disciplinary consequences up to and including dismissal. The St. John's administration is the sole judge in all situations and for all consequences.

ADMINISTRATIVE PRACTICES & PROCEDURES

CHANGE OF ADDRESS

Any change of physical address, email address, or telephone number must be reported immediately to the Main Office.

EMERGENCY PROCEDURES

Should an unforeseen emergency force the closure of the school, students will be directed to designated areas on campus. Students must remain on campus until they are released to the custody of their parents. In the event of an emergency, students may only leave campus after the entire St. John's student body has convened at their designated areas and attendance has been satisfactorily completed. If phone lines or cell phones are operational, parent permission to leave campus may be given to the Student Safety & Conduct office or Principal.

FIELD TRIPS

General Policy:
St. John's College High School sponsors educational trips to enhance the academic and spiritual aspects of students' learning. These trips are a vital supplement to the St. John's curriculum.

Field trips are a privilege, not a right. A student may be denied participation on field trips based on academic standing, attendance, prior disciplinary issues, or if the trip will compromise the student's progress in other classes. Likewise, the Assistant Principal of Student Safety & Conduct may withhold a student from a field trip if a student is on probation or if the student's behavior might disrupt the activity. All students are expected to notify their teachers in advance of each field trip and to make appropriate arrangements for any missed work and assessments.

Required Forms:
Teachers leading St. John's field trips will provide the required School-Sponsored Program Agreement Form to participating students, which must be completed by a parent/guardian. Students must then present the form to the sponsoring teacher or moderator by the assigned deadline.

Field Trip Attire:
Students are expected to wear the St. John's uniform on field trips, unless otherwise noted. Any student out of school uniform will not be permitted to participate in the field trip unless the student presents a medical excuse from a doctor or the school nurse, or if the supervising teacher has granted specific allowances.

Special Rules for Overnight Trips:
All participants must take note and adhere to the following:

- The Medical Release and School Sponsored Overnight Trip Agreement must be completed by a parent/guardian and returned to the appropriate contact person prior to departure.
- The Principal reserves the right to remove any student from a trip or prevent them from attending for academic, discipline, attendance, or financial reasons at any time.
- If at any time during the trip a student is found to be in violation of St. John's code of conduct, the student may be returned home immediately at the financial expense of his/her parents/guardians.

- St. John's is NOT responsible for deposits or principle amounts from the trip that are paid when a student withdraws or is removed from a school trip.

EMERGENCY DRILLS

Students must acquaint themselves with the emergency drill instructions posted in each classroom. During any emergency drill, students must follow all procedures and instructions given by faculty/staff. Any misconduct or horseplay during an emergency drill will NOT be tolerated. Pulling the fire alarms for non-emergency purposes is strictly forbidden and is a federal offense. Any student found setting off the fire alarms will be subject to serious disciplinary action.

HEALTH SERVICES

General Health Policy:

St. John's seeks to facilitate a safe and healthy learning environment for its students. Our school-based Health Office provides services daily between the hours of 8:00 a.m. and 3:15 p.m. during the school year. Students may visit the Health Office during the school day by obtaining a Health Office pass from their teacher. If the Health Office is closed, students should report to the Main Office.

Upon enrollment, parents are asked to create a Magnus Health account and provide current contact phone numbers, including cell phone numbers and alternate emergency contact information for those individuals allowed to pick up their child in the event of an illness or emergency. The Emergency Medical Treatment Permission Form must be completed annually for every child in school and will be kept on file in Magnus Health. All students must also complete a Health/Immunization Record upon entry to school.

It is expected that children with active symptoms (fever, vomiting, diarrhea, etc.) will remain at home. Students who become ill during the school day should report to the Health Office and be seen by the school nurse, who will contact the parent/guardian if necessary. Please note that school policy requires that the parent or authorized individual pick up an ill child within one hour of being contacted by the nurse. Students are NOT permitted to call parents/guardians on their own without first seeing the nurse.

Any child with a rash, lice, or who exhibits other highly contagious conditions/symptoms will not be allowed in school until evaluated by his/her physician. If a physician has verified that a child has a communicable disease, the parent should notify the school nurse immediately so that necessary advisement regarding exposure can be distributed to others and any mandated reporting can be made to the DC Health Department. The Health Office can be reached at 202-363-2316, ext. 1050.

Distribution of Medication:

When possible, parents should administer all medications at home. If necessary, medication may be administered by the school nurse only with the written permission of both the parent and the prescribing physician. The appropriate Distribution of Medication Form must be submitted in Magnus Health and is effective for one school year. The form must be re-submitted annually. Students are not permitted to carry or dispense any medication (even over-the-counter medicines) while on school property. In order to ensure student safety and meet state legal standards, this policy will be strictly enforced. In the case of an accident or an injury at school, first-aid will be administered followed by parent and EMS contact as appropriate.

Immunizations:

The District of Columbia requires that every school maintain up-to-date immunization records. All children in grades 9–12 are expected to comply with this law and maintain current immunization status in order to attend school. After the initial immunization records are received and are on file, it is the responsibility of the parents to notify the school of additional immunizations throughout the school year.

INCLEMENT WEATHER

In cases of inclement weather, St. John's will follow the school closing policy of Montgomery County. Students and parents should check St. John's website, SJC social media platforms, and/or listen to radio station WTOP for announcements.
Please do not call the school.

For late starts, regardless of the county's starting time, St. John's will follow the **Late Start Schedule** in which classes begin at 10:10 a.m.

For early dismissals due to inclement weather, St. John's will have the discretion to determine whether students may leave school early. This decision is NOT based on the policies of Montgomery County or that of any other county or school.

PHOTOGRAPHS, VIDEOS, ETC.

Students may appear in St. John's related photographs, videos, and on the school website without recompense or royalty. Parents who do not want their child to appear in such media must contact the Student Safety & Conduct office in writing. Students may not photograph, record, or post images or video of faculty or staff without the explicit permission of the individual being recorded and, where applicable, school administration. Violations may result in disciplinary action as outlined in the Student Conduct Code. This policy does not apply to school-sanctioned photography or media coverage of official events.

TECHNOLOGY

As part of its Lasallian identity, St. John's holds the virtue of educating students for the world into which they will enter after graduation. Every St. John's student must use school technology including, but not limited to, iPads, desktops, or laptops within the parameters given by the administration and faculty and as defined by St. John's Acceptable Use Policy. **Students are asked to sign, and are held accountable to, the St. John's Acceptable Use Policy when they accept use of their iPad.**

SOCIAL MEDIA GUIDLINES

St. John's provides students with educational technology resources that support their learning experience and prepare them for the world in which they will thrive. Students must also make the important decision to use these resources, as well as their personal devices, appropriately. Sharing personal information via social media is one area in which students should learn and embrace appropriate behavior. St. John's also sets the following expectations and guidelines for both personal and school-owned devices, as they concern the safety and security of St. John's students. These guidelines have been separated into three groups—**Student Academic Experience**, **Respect for Self and Others**, and **Student Privacy**:

Student Academic Experience:

- All students are expected to encourage positive and constructive discussions when using communicative or collaborative technology.
- St. John's makes every reasonable effort to ensure online student safety and security but is not responsible for any harm or damages that result from misuse of social media technologies.
- St. John's encourages teachers, students, staff, and other school community members to use social networking/media to connect positively with others, share educational resources, create/curate educational content, and enhance the classroom experience. While social networking is valuable, there are risks you should keep in mind when using these tools:
    - Students should recognize that in addition to valuable online content, there is unverified, incorrect, and inappropriate content as well. Users should use trusted sources when conducting research via the Internet.
    - Respect brand, trademark, copyright information, and/or images of the school. Students must understand that when posting online they not only represent themselves, but also St. John's, especially when using images that associate them as St. John's students. Any inappropriate postings containing St. John's likeness/logo will be met with disciplinary action.

Respect for Self and Others:

- Students are expected to follow the same rules for good behavior and respectful conduct both online and offline, treating others in a respectful, positive, and considerate manner.
- Students should not post anything online that they would not want parents, teachers, or future colleges or employers to see.
- If students see a message, comment, image, or anything else of concern, they should bring it to the attention of a parent/guardian or school official immediately.
- Students should not keep inappropriate or explicit material on any personal or school devices.
- Students may not photograph, record, or post images or video of faculty or staff without the explicit permission of the individual being recorded and, where applicable, school administration. Violations may result in disciplinary action as outlined in the Student Conduct Code. This policy does not apply to school-sanctioned photography or media coverage of official events.
- Cyberbullying of any kind will not be tolerated.

- Any interaction between/among students through social media or messaging platforms, should be positive in nature and should not include disparaging, hostile, or harmful commentary between/among students. If you would use similar language in person, never do so online.
- Engaging in these behaviors or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime.

Student Privacy:

- Always respect the privacy of others.
- Use good judgment when posting online. Assume, regardless of privacy settings, that what you share could become public. Do not publish, post, or release information that is in any way considered confidential.
- Do not post pictures of others without their permission.
- Be sure to follow the terms and conditions of social media sites.

These guidelines and expectations are not exhaustive, and the school reserves the right to address situations and issue consequences in the most effective way to sustain the safety and security of the entire community. The most important factor in positive digital citizenship is using proper judgment. If any student makes the decision to act outside of these guidelines and recommendations, he/she risks disciplinary action that could include dismissal from St. John's. The administration reserves the right to require the completion of an online digital citizenship course, at the cost of the family, that will help the student to better understand positive and appropriate use of a device/platform.

SPECIAL PROGRAMS & EXTRACURRICULAR ACTIVITIES

CADET CORPS LEADERSHIP PROGRAM (CCLP)

The CCLP is an academic and cocurricular program that builds leadership skills, cultivates community, and engages students in their passions. The four pillars of the Cadet Corps – **leadership**, **cadet culture**, **character**, and **health & wellness** are designed to engage and develop the whole person. This comprehensive approach helps cadets achieve balance and depth in their overall development, allowing them to become more effective leaders.

Our curriculum provides students with a strong foundation in the principles and concepts of leadership. The program provides cadets with the opportunity to put those lessons into practice through Cadet Corps activities. This values-based leadership program is grounded in our Lasallian mission and focused on the importance of both leadership and service.

For more information, contact Mark Erwin, director of the Cadet Corps Leadership Program, at merwin@stjohnschs.org.

ENTREPRENEURIAL CENTER FOR INNOVATION & SOCIAL IMPACT

The Entrepreneurial Center for Innovation and Social Impact affords students the opportunity to learn skills in the areas of leadership of self and others, effective communication, innovative processes, social entrepreneurship, the design thinking process, and an understanding of business management, marketing, and economics. Students will be exposed to these topics over the course of their four years at St. John's. They will also have access to expert speakers, presentations, and field experiences.

Students who are involved in the center focus on leadership, creativity, innovation, and the entrepreneurial process. Each year of the program builds on the previous year, allowing students to move through a leadership curriculum comprised of several experiences, including a seminar series, start-up business experience, Christian service reflection, and the Capstone Project during senior year.

ATHLETICS & EXTRACURRICULAR ACTIVITIES

Athletics and extracurricular activities are an integral part of the entire educational program at St. John's College High School and are necessary for the full development and maturation of the student. St. John's has a history of athletic excellence, and we are very proud of this outstanding tradition. We want our teams to work hard, show true sportsmanship, and be the best that they can be.

All St. John's coaches are teachers first, and coaches second. They exhibit all the attributes and personal qualities that the profession demands and serve as role models. Team members will reflect the ability, behavior, actions, and attitudes of the coach.

The participation in athletics at St. John's promotes enjoyment, good health, moral values, self-discipline, development of physical skills, emotional maturity, a sense of cooperation, and a spirit of competition.

Athletic Programs:

Novice (N), Junior Varsity (JV), Varsity (V), Varsity Grey (VG), Varsity Scarlet (VS), Co-Ed (CE), Girls (G), Boys (B)

Fall	Winter	Spring
Crew (V, N) Cross-Country (V, CE) Equestrian (JV, V, CE) Field Hockey (JV, V, G) Football (VS, VG, JV) Soccer (F, JV, V, B, G) Tennis (V, G) Volleyball (F, JV, V, G)	Basketball (VS, VG, JV) Ice Hockey (VS, VG) Indoor Track & Field (V, CE) Swim & Dive (V, CE) Wrestling (V)	Baseball (JV, V) Crew (V, CE) Fast-Pitch Softball (JV, V) Golf (V) Lacrosse (JV, V, B, G) Rugby (JV, V, B) Tennis (V, B) Spring Track (V, CE)

If a student is interested in playing a sport at St. John's, please contact the program's head coach. Tryout and off-season workout schedules can be found on https://www.stjohnschs.org/athletics/athletics-program.

CLUBS & ACTIVITIES

St. John's offers a variety of clubs and acitivites each year. Some examples of past year's clubs include:

"TBD..." (Tenor & Bass ensemble)
African Student Association
Ambassador Club
Amigos De Las Americas
Aoidos Polyhymnia (Treble Choir)
Art Club
Asian American & Pacific Islanders Club
Best Buddies
Bio Olympiad
Black Student Union
Book Club
Booster Club
Brazilian Portuguese Club
Cadets For A Cure
Cadets in Movement
Cards for Care
Chamber Choir
Chamber Music Club
Chess Club
Clay Club
Color a Smile Club
Comp Sci Club
Competition Jazz Band
Eco Club/SHRED
Entrepreneurship & Innovation Club
Ethiopian/ Eritrean Student Association Club
Families for Families
Fantasy Sports Club
Film Club
Finance & Investment Club
Find YOUR Passion
Flag Football Club
French Club
Gardening Club
German Club
Girl Up Club
Greek/Philosophy Club
Guitar Club
H.E.R. (Her Essence Radiates) Club
Hearts in Hands
Her UNITY
Homemade For Hope
In Light
nternational Club
It's Academic (Quiz Bowl)
K Pop Club
Lasallian Youth
Latin Club
Latino Student Union
Lego Club
Leukemia and Lymphoma Society Club
Literary Magazine
Love For Our Elders
Model UN
Morgan's Message
Music Ministry
Penny's Flight
Pre-Med Club
Project Pink Tax
Psychology Club
Readability
Regimental Band
San Miguel Translation Club
SJC E-Sports
SJC Glee (Choreography Club)
SJC Robotics/Mech Cadets
SJCYG (St. John's Christian Youth Group)
Ski Club
Spanish Club
Speed Cubing Cadets
Student Government Association
Student Identity Alliance
Swing Band
The Sabre
Theatre
UNICEF Club
United for Children
Women in STEM
Yarn Club
Yearbook

Participation in various clubs and organizations may be dependent on student's disciplinary record, attendance and grades. Contact the Director of Student Activities with questions about participation in these activities.

REGULAR BELL SCHEDULE

TIME	SCARLET		GREY	
8:10-9:10 am	Period 1		Period 1	
9:15-10:00 am	Community		Community	
10:05-11:05 am	Period 2		Period 2	
11:10-12:10 am	Period 3	11th Grade Lunch	Period 3	11th Grade Lunch
		12th Grade Lunch		12th Grade Lunch
12:15-1:15 pm	Period 4	9th Grade Lunch	Period 4	9th Grade Lunch
		10th Grade Lunch		10th Grade Lunch
1:20-2:20 pm	Period 5		Period 5	

LATE START BELL SCHEDULE

TIME	PERIOD	
10:10-10:50 am	Period 1	
10:55-11:05 am	Community	
10:05-11:05 am	Period 2	
11:55-12:55 pm	Period 3	11th Grade Lunch
		12th Grade Lunch
1:00-2:00 pm	Period 4	9th Grade Lunch
		10th Grade Lunch
2:05 - 2:45 pm	Period 5	

PEP RALLY BELL SCHEDULE

TIME	PERIOD	
8:10-9:10 am	Period 1	
9:15-9:25 am	Community	
9:30-10:30 am	Period 2	
10:35 am-11:35 pm	Period 3	11th Grade Lunch
		12th Grade Lunch
11:40-12:40 pm	Period 4	9th Grade Lunch
		10th Grade Lunch
12:45-1:45 pm	Period 5	
1:50-2:35 pm	Pep Rally	

SCHOOL WIDE LITURGY/ASSEMBLY BELL SCHEDULE

TIME	PERIOD	
8:10-9:00 am	Period 1	
9:05-9:15 am	Community	
9:20-10:45 am	Liturgy	
10:45-11:35 am	Period 2	
11:40 am-12:40 pm	Period 3	11th Grade Lunch
		12th Grade Lunch
12:45-1:45 pm	Period 4	9th Grade Lunch
		10th Grade Lunch
1:50-2:40 pm	Period 5	

ST. JOHN'S COLLEGE HIGH SCHOOL SONG

Come whatever kind of weather,
When the old gang gets together,
That's the time to think of days gone by.
Chase your cares and blues away,
Let's be happy for today,
In our hearts this song will never die.

Oh! St. John's,
We're rooting for you,
Oh! St. John's,
Why can't you see?
Everyone is rooting for you
To cheer you on to victory!
Rah! Rah!

To the Gray and to the Scarlet,
We will pledge our loyalty.
And may the years add more fame
To that Grand Old Name,
Oh! St. John's, dear St. John's!