

St. John's Jesuit Academy

Bulletin of Information

Student Handbook 2014 – 2015

5901 Airport Highway
Toledo, OH 43615
419-865-5743
www.sjjtitans.org

TABLE OF CONTENTS

| | |
|---|-------|
| Mission Statement | 3 |
| School Telephone Numbers | 4 |
| School Trademarks | 5 |
| Counseling | 6 |
| Academic Policies | 6 |
| | |
| SJJ Personal Integrity Statement | 6-7 |
| Grading System | 7 |
| SJJ Retake Policy | 8 |
| Report Cards | 8 |
| Homework | 8 |
| Academic Dismissal | 8 |
| A+ Center | 9 |
| | |
| Athletics (Philosophy) | 9-10 |
| Athletic Eligibility | 10 |
| Religious Orientation | 10 |
| Health Services | 10-11 |
| | |
| Discipline Guidelines | 11-12 |
| Catholic Diocese's Bullying Policy | 12-15 |
| SJJ Bullying Policy | 15 |
| Daily Order | 15 |
| Attendance | 15-17 |
| Transportation | 17 |
| Dress Code | 17-18 |
| Academy Commons Rules | 18 |
| Electronics & Miscellaneous | 19 |
| Disciplinary Procedures | 19-22 |
| | |
| Parent Concerns & Appeals | 22-23 |
| SJJA Social Media Policy | 23 |
| Dance Policy | 23-24 |
| Tuition and Fees | 25 |
| Financial Policies | 25-26 |
| Delinquent Tuition Guidelines | 26 |
| Financial Assistance Program | 26 |
| | |
| Admission Policies | 27 |
| Aids Policy | 27 |
| Gang Policy | 27 |
| Safe Schools Act | 27 |
| Substance Abuse Policy | 27-32 |
| | |
| IPAD Acceptable Use Policy | 33-34 |
| Computer Network and Internet Acceptance Use Policy | 34-35 |
| Student and Parental Agreement | 36 |

*The Mission Statement of
St. John's Jesuit High School & Academy*

**ST. JOHN'S JESUIT
DEVELOPS CHRISTIAN LEADERS.
AS A CATHOLIC SCHOOL IN THE
JESUIT TRADITION, WE INSPIRE
EACH STUDENT TO ACHIEVE HIS
GREATEST POTENTIAL IN A
DIVERSE, CHRIST-CENTERED
ATMOSPHERE DISTINGUISHED BY
ACADEMIC SUCCESS AND SERVICE
AS A MAN FOR OTHERS.**

IMPORTANT TELEPHONE NUMBERS - 419-865-5743

| | | |
|--|--|------------------------|
| Principal | Mr. Mike Savona | Ext. 0741 |
| Academic Asst. Principal | Mrs. Cherie Bischoff | Ext. 0764 |
| Dean of Discipline | Mr. Garrett Malone | Ext. 3466 |
| Administrative Assistant (Attendance) | Mrs. Brenda Knight | Ext. 0742 |
| General School Information | Mrs. Julie Fuzinski Mrs. Sue Matuszak | Ext. 3320 Ext. 0731 |
| A+ Director | Ms. Michele Nixon | Ext. 0715 |
| Admissions Admissions Asst. | Mr. Robert Taylor Mrs. Danielle Brossia | Ext. 0757 Ext. 0766 |
| Athletic Director | Mr. Robert Ronai | Ext. 0780 |
| Academy Athletic Director | Mr. Mike Schoen | Ext. 0788 |
| Guidance Counselor | Mrs. Megan Hujik | Ext. 0740 |
| Medical Information/ School Nurse | Mrs. Julie Zaborowski | Ext. 0747 |
| Learning Center/Enrichment | Mrs. Carrie Lepow | Ext. 3307 |
| Finances/Tuition | Mr. Neal Pike | Ext. 0751 |
| Director of External Relations | Mr. Zach Silka | Ext. 0725 |
| President | Mr. Michael Truesdell | Ext. 0702 |

SCHOOL TRADEMARKS

The SCHOOL PATRON is St. John Berchmans, a Belgian Jesuit who lived in the 17th century. His life and beliefs as a Jesuit were featured not so much by unusual, dramatic actions as by the loving practice of fidelity to God in day to day living. John's distinctive mark of sanctity lay in his appreciation of and participation in the ordinary aspects of life. He is an ideal patron, as John demonstrates that one does not have to be a star to be outstanding. Being faithful to work, being willing to involve oneself in activities, being available for others -- accomplishing all this without great fanfare is a very real way to success.

The SCHOOL SEAL is a modification of the coat of arms of the Loyola family -- the family of the founder of the Jesuits, St. Ignatius Loyola. In the 15th century the Loyola knights were identified by a coat of arms consisting of two shields. The one shield depicts a cauldron suspended by a chain between two wolves. The wolves, plentiful in the Basque hills of Spain, mark the family as Basques. The cauldron is a symbol of hospitality -- a home which welcomes all. The bands on the opposite shield stand for the Loyola brothers who fought against the invading French in 1321.

The SCHOOL COLORS are Blue and Gold and are hailed in both school songs: the Alma Mater and the Fight Song. Symbolically, the blue represents filial piety and the gold stands for integrity. Ideally, these virtues of devotion and uprightness will be evidenced in every loyal member of the St. John's Jesuit Community.

Fight Song

All Hail! Titans,
Proud and Strong
Fight On and Victory Will Come Your Way.
To You We Raise Our Song.
You've Got the Spirit to Win the Day
So Let's See Those Colors Bright,
Roll On You Titans, So Brave and Bold,
Fight, Team, With All Your Might ...
For St. John's Blue and Gold.

Alma Mater

Hail to You, O St. John's High
Cherished Moments Never Die
True to You We'll Always Be
Our Hearts Filled With Loyalty.
Praise, All Ye Titans,
Her Glory Proud and Bold,
Guide Us Onward Alma Mater
Hail the Blue and Gold.

The SCHOOL TEAM SYMBOL is the Titan selected by the first class of St. John's Jesuit High School. The Titans, often called the Elder Gods, were of enormous size and of incredible strength. The 12 Titans, who were the personifications of the powers found in nature, were supreme in the universe. By figurative application, the Titan refers to a strong, powerful person or group struggling through the restraints of physical attributes to attain goals, integrity and good for all.



GUIDANCE COUNSELING

Guidance counseling is an important component of a student's education at St. John's Jesuit Academy. Each student sees his guidance counselor quarterly, on a group or individual basis, to reflect on his academic, emotional, social, and spiritual growth. The department offers programming related to course selection, career exploration, standardized test performance, and in the college search process. Various support groups meet on a regular basis to serve the needs of specific populations of SJJ students.

GUIDANCE DEPARTMENT

Mrs. Megan Hujik Ext. 0740 Guidance Counselor
Grades 6-8

ACADEMIC POLICIES

In extraordinary circumstances the principal may approve adjustments in the accomplishment of requirements.

Students will not be permitted to drop or add a class after the class has been session for **two** weeks.

In 8th Grade, students must produce a formal research paper under the direction of their English/Science/Social Studies and Theology teacher, successfully completing the "Eighth Grade Project".

Failed courses must be made up as soon as possible after the failure occurs; students may not graduate without failures being made up. An 8th grade student who has not fulfilled the graduation requirements will not receive his diploma until he makes up his academic deficiency.

St. John's Jesuit Academy Personal Integrity Statement

As a Jesuit institution, our goal is to develop men for others, students who manifest the qualities stated in the Grad at Grad Document: Intellectually Competent, Open to Growth, Loving, Religious, and Committed to Doing Justice. St. John's Jesuit endeavors to develop Christian Leaders, young men of honor and integrity who treat themselves and others with respect. We expect students to develop a commitment to learning and a mature attitude towards academics.

Young men of character will

- **seek knowledge as well as achievement, realizing that learning continues beyond the class period or the school day**
- **realize that the process of learning is more important than the grade**
- **develop critical thinking skills**
- **earn their grades honestly through study, reading, and research**
- **expect honesty and integrity from their classmates and teachers**

We wish to foster an environment of enthusiastic learners, and thus academic dishonesty cannot be tolerated.

GRADING SYSTEM

| <u>Quarter %</u> | <u>Transcript Mark</u> | <u>GPA</u> |
|------------------|------------------------|------------|
| 99-100 | A+ | 4.3 |
| 95-98 | A | 4.0 |
| 93-94 | A- | 3.7 |
| 91-92 | B+ | 3.3 |
| 87-90 | B | 3.0 |
| 85-86 | B- | 2.7 |
| 83-84 | C+ | 2.3 |
| 79-82 | C | 2.0 |
| 77-78 | C- | 1.7 |
| 75-76 | D+ | 1.3 |
| 72-74 | D | 1.0 |
| 70-71 | D- | 0.7 |

- (1) A conditional failure can only be given at the end of the first semester in a full year course. This grade of "F+" can be removed with a second semester grade of at least a "D" in that subject. Failure to obtain this grade of "D" means that the student fails the subject for the year.
- (2) An incomplete may be assigned because of missed or incomplete assignments due to sickness or a similar emergency. Such a grade deficiency should be made up within three weeks. Incompletes not made up after the three-week period will be recorded as a failure. The Academic Assistant Principal may extend incomplete grades due to extraordinary circumstances.

St. John's Jesuit Academy

General Retake Policy

1. All students have the opportunity to retake a test. This does not include exams, papers, projects, etc. Quiz retakes are determined by the individual teacher.
2. Students must earn a ticket for the retake. The ticket is determined by the individual teacher. It may include, but is not limited to, a review packet, attending a study session, rewriting notes, etc.
3. All retake assessments will be different from the initial assessment.
4. The retake is a grade replacement for the initial grade.
5. Students are limited to one retake opportunity per test.

REPORT CARDS

All semester report cards are mailed to the parents. The first and third quarter grades are progress grades in that they do not appear on the permanent transcript. The first and second semester grades are the grades of record and do appear on the official transcript of credit for each student.

HOMEWORK

Two to three hours of study should be spent outside of class for the proper preparation of each day's lessons and exercises. Homework ordinarily consists of both written and study assignments. Students have been known to be tempted to neglect reading and study assignments once the written work is completed. Parents who are solicitous for their son's progress will see that he faithfully does his homework. Students making poor grades should spend an additional amount of time to remedy their difficulties. There are no school nights when a student does not have homework in preparation for the next day's classes.

ACADEMIC DISMISSAL

It is the policy of the school to ask a student who has three quarters of failure in one year, or a total of five quarters of failure over seven semesters, to leave St. John's Jesuit. Although this policy is generally applied, the principal may permit exceptions for sufficient reasons.

A+ PROGRAM

The A+ program supports every student at St. John's Jesuit High School & Academy to reach his full academic potential. Students are encouraged to take responsibility for their own learning in a supportive environment with a multitude of resources including small group and individual tutoring services, technological aides, study groups, review sessions, practice tests, academic counseling, and psychological testing. The A+ Academy Learning Center features Kurzweil equipped computers, printers, individual study carrels, small group seating to facilitate one-on-one tutoring and group study sessions, a quiet room, smart board and carpet for a quiet, welcoming atmosphere. The Learning Center is open to all students before school, during school and after the school day.

ATHLETICS

Philosophy

St. John's Jesuit believes it is of great importance that its students have an opportunity to respond to the challenge of physical competition in the form of athletics. Furthermore, St. John's Jesuit believes that it is most beneficial to promote athletic participation by all students. Therefore, we encourage young men to participate in a variety of sports, not limiting themselves to one or even two. The thrust of our athletic program is to promote activity by all students in as many sports as they can participate in without overextending themselves.

A second premise of the SJJ athletic program is that while winning is a desirable outcome of a game, it should not be the sole reason for playing an athletic contest. An integral part of our program is the enhancement of personal growth. We feel that many of our students have untapped physical and mental resources, and that through participation in sports, many are better able to realize their potential and therefore become better men. The SJJ coaches concern, then, is that young men may grow into stronger, more fulfilled students.

Related to the goal of personal development is the idea that athletics can and should promote results which are not necessarily directly associated with athletics. That is, we hope that our young men learn self-discipline, the importance of teamwork, and group responsibility. Coaches try to maximize opportunities that offer a young man a chance to use his athletic experience to develop attitudes and work habits which can be applied to life in general.

Because St. John's Jesuit is a Catholic school, by design its athletic program should promote Christian values within the competitive endeavor. These values, a reflection of God's creation, include moral integrity, positive leadership, and a personal respect and concern for one's teammates and coaches. These are derived not only from the nature of sports, but, in the SJJ context, are a vital part of the Christian environment and the individual athlete's response to God's call to be his best self, a follower of Christ.

Hence, the essence of the SJJ athletic program is aimed at a person-centered approach.

We are intensely interested in the development of young men not merely as athletes, but also as young men who will become good citizens in our community. Through participation in sports with the guidance of a coach, our young men should grow into well-rounded individuals who can accept challenge, understand the importance of fair, clean play, and maintain their objectivity in victory or defeat.

While the above is the ideal, we acknowledge that at times we will not measure up to our standards. These times, however, can be growth experiences for coaches and students. By using this experience, the coaches and players can develop into constantly maturing men who respond to the daily challenges of life in a positive and productive manner.

Academic Eligibility

Academic eligibility is based on quarter grades, not semester grades. The minimum grade point average that must be maintained for students participating in Academy sports is set at 1.50 with no more than one failure for the previous grading period (QUARTER grades). For fall athletes, the determining grading period is the FOURTH QUARTER of the previous school year. Ineligible students who correct their failures and regain their eligibility are eligible to play on the fifth day of the new grading period.

St. John's Jesuit retains the right each year to develop a more restrictive athletic eligibility policy than the OHSAA requires. Any changes in policy will be stated in the Bulletin of Information and published each August. A detailed explanation of OHSAA rules and regulations exists in their annual handbook and can be inspected by any student or parent. St. John's Jesuit must abide by all OHSAA regulations.

RELIGIOUS ORIENTATION

St. John's Jesuit High School & Academy, a Roman Catholic institution operated by the members of the Society of Jesus, educates students to understand and witness to the gospel of Jesus Christ. All students study theology for a full year. In various ways, the theology courses require Christian service of students. All students must also attend a retreat each year.

Participation in the Eucharist and in community prayer are essential to the formation of St. John's students. In the course of the school year, students will attend five all-community liturgies. In addition, each month the school gathers for a service focused on a scripture reading and the prayer intentions of students and faculty members. All are also welcome at the Eucharistic celebration at 7:20 a.m. During Advent and Lent, students are given the opportunity to take part in the sacrament of reconciliation at a communal penance service.

HEALTH SERVICES

One full time nurse is responsible for student health services. In the absence of a school nurse, students with emergency needs or those who take regularly scheduled medications should report to the Principal's Office.

A student entering St. John's Jesuit High School & Academy must submit written proof that he meets the immunization requirements of the State of Ohio. Failure to provide this information will result in exclusion from classes.

Generally, St. John's Jesuit discourages the use of medication at school. Over-the-counter medications should be taken at home, with the exception of acetaminophen, e.g. Tylenol. Parental permission is listed on the Emergency Medical Form. **Prescription medicine** may be administered in the health office with parental and physician permission. For health and safety reasons, students are NOT allowed to carry medications, vitamins, supplements, etc. in book bags. Students are to bring ALL medications to the health office to verify proper usage and administration. All medication must be in a pharmacy-labeled container. **No medication will be given after 3 p.m.**

ALL POLICIES FOR HEALTH SERVICES AND ALL REQUIRED HEALTH FORMS ARE AVAILABLE ON THE ST. JOHN'S JESUIT WEBSITE UNDER THE 'PARENT' TAB.

DISCIPLINE GUIDELINES

SPECIAL NOTICE TO PARENTS OR GUARDIANS

Please read this handbook carefully. Your son should read and observe the guidelines presented here. His registration at St. John's Jesuit Academy is to be considered equivalent to a statement, on his part and on the part of his parents or guardians, of willingness to comply with all of its regulations. Parents are encouraged to contact the office of the Academy Dean of Discipline for disciplinary issues, the office of the Academy Counselor for academic issues, the Principal's Office, one of your son's teachers, or his counselor to ask questions-whether they pertain to academic development or disciplinary matters. The staff of St. John's Jesuit Academy is willing to help in any way it can with the development of our students.

Philosophy

The general norm of good behavior of an SJJ student is to act in a reasonable and respectable manner toward both teachers and fellow students. He is to act in accordance with Catholic morals and principles at all times. To aid in this effort, a minimum number of general guidelines have been set down. Discipline in the school is not only directed toward order but principally toward helping you grow as an individual. You will be challenged to use the freedom you are given in a responsible manner. The school will attempt to give you more responsibility as you demonstrate an ability to use it wisely. When occasional lapses occur, you will be asked to reflect on them and ways you might use to avoid future lapses.

Since St. John's Jesuit is the school of your choice, parents and students alike should recognize that registration by a student is considered an agreement to accept and comply with these guidelines as a norm of conduct. Students represent St. John's Jesuit both on and off campus and are responsible for their actions in both places.

The school administration reserves the right to forbid a parent to have contact with any faculty, staff member, or coach if he or she has exhibited a history of offensive or abusive behavior towards any employees of St. John's Jesuit Academy. Moreover, the administration may prohibit their presence at school events or on the school campus as deemed necessary. The administration shall be the sole determiner of what constitutes "abusive" or "offensive" behavior.

CATHOLIC DIOCESE OF TOLEDO BULLYING PREVENTION POLICY AND PLAN FOR SCHOOLS

A. Bullying by Definition:

Bullying, harassment or intimidation means any of the following: Any intentional written, verbal, electronic (cyber-bullying), physical act, or any other similar behavior that a student or staff member has exhibited toward another student which:

- (1.) Causes physical or emotional harm to the target or damage to the target's property.
- (2.) Places another student in reasonable fear of harm or of damage to property.
- (3.) Creates a hostile environment at school for another student.
- (4.) Infringes on the rights of another student at school.

- (5.) Disrupts the education process or the orderly operation of a school or classroom and alters the conditions of another student's education.
- (6.) Is a form of "retaliation" meaning any form of intimidation, reprisal, or harassment directed against a student who reports any misconduct, provides information during an investigation of bullying, witnesses or has reliable information about bullying.
- (7.) Is considered electronic bullying (cyber-bullying) meaning bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, or data of any nature transmitted in whole or in part by:
 - a) Wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.
 - b) The creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.
 - c) The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

B. Bullying is Prohibited:

- (1.) On school grounds owned/ leased/used by a school or on property immediately adjacent to school grounds.
- (2.) At any school-sponsored or related activity, function or program whether on or off school grounds.
- (3.) At a location, activity, function or program that is not school-related, when there are possible ramifications for students or adults in the school.
- (4.) At a school bus stop, on a school bus or any other vehicle owned, leased or used by the school.
- (5.) Through the use of technology or electronic device owned, leased or used by a school.
- (6.) Through the use of technology or an electronic device not owned, leased or used by a school if the act or acts in question:
 - a. Create a hostile environment at school for the target.
 - b. Infringe on the rights of the target at school.
 - c. Materially and substantially disrupt the education process or the orderly operation of a school.

C. Prevention and Intervention Plan:

On or before October 1, 2012, the Principal, in consultation with teachers, staff, administrators, parents, community representatives, consistent with the requirements of this policy, as well as Ohio and federal laws, shall be responsible for overseeing the development and establishment of a prevention and intervention anti-bullying plan for their respective building.

The plan shall include the following:

- (1.) Clear procedures for reporting prohibited incidents for students, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and all other school support staff.

- (2.) A provision that reports of bullying, harassment, intimidation may be made anonymously, so that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.
- (3.) A requirement that school personnel report prohibited incidents of which they are aware to the school principal or other administrator designated by the principal.
- (4.) In cases where the aggressor or target is not a student at this school, information shall be disclosed to the principal or appropriate administrator of the public, private or charter school in which the student is enrolled.
- (5.) A requirement that the custodial parent(s) or guardian(s) of any student involved in a prohibited incident is notified.
- (6.) A procedure for documenting reported incidents, responses to incidents including steps taken to investigate reported incidents.
- (7.) A strategy for protecting a victim or other person from new or additional harassment, intimidation, or bullying, and from retaliation following a report, including a means by which a person may report an incident anonymously.
- (8.) A strategy for providing counseling or outside referral to appropriate services for aggressors, targets and family members of students as needed.
- (9.) A disciplinary procedure for any student guilty of harassment, intimidation, or bullying, that infringes on any student's rights and expressly providing for the possibility of suspension of a student found responsible for harassment, intimidation, or bullying.
- (10.) A range of disciplinary actions that may be taken against an aggressor for bullying or retaliation provided that the disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior.
- (11.) A statement and a disciplinary procedure prohibiting students from deliberately making false reports of harassment, intimidation, or bullying and for any student responsible for deliberately making a false report.
- (12.) Provisions for informing parents and guardians about the anti- bullying prevention and intervention plan of the school and shall include how parents and guardians can reinforce the curriculum at home and support the school and the dynamics of any and all forms of bullying.
- (13.) A strategy for introducing the plan to all students/families.
- (14.) A strategy to ensure a parent or legal guardian signs off confirming that the plan was read.

D. Plan Review and Updates:

The plan shall be reviewed and updated preferably every year, but at least every two years and the principal is responsible for the implementation and oversight of the anti- bullying prevention and implementation plan within the school.

E. Training:

Regular training on the plan shall be provided for staff, students, parents, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and all other school support staff.

Such anti-bullying training may include, but not be limited to:

- (1.) Developmentally appropriate strategies to prevent bullying incidents.
- (2.) Developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents.
- (3.) Information regarding the complex interaction and power differential that can take place between and among an aggressor, target and witnesses to the bullying.
- (4.) Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment.
- (5.) Information on cyber-bullying emphasizing Internet safety.

F. Publication and Notice:

The plan shall be posted on the school's website and included in student and employee handbooks.

G. Reporting:

A member of the staff shall immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the school principal or to the staff member designated in the plan as responsible for receiving such reports.

H. Minimum Required Actions:

If the principal or his/her designee determines that bullying or retaliation has occurred, he/she shall:

- (1.) Take appropriate disciplinary action as stated in the plan.
- (2.) Notify the parents or guardians of the aggressor and target and inform them of the disciplinary action and action to be taken to prevent any further acts.

If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or his/her designee informed of such incident shall contact the local law enforcement agency if he/she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

I. Policy Questions and / or Concerns:

If any staff member has questions concerning this policy, he or she is encouraged to contact the Catholic Schools Office at 419.244.6711.

School Policy - Student to Student Conflict - Harassment, Intimidation,

Intentional acts to physically or emotionally harm others are strictly prohibited. These acts may occur in person, in writing or through multimedia devices on or off of school property. Such acts should be reported to the Principal or to the student's counselor. Confidentiality is often critical in dealing with such sensitive matters. Initially, a meeting will be held between the student and their counselor, where a proper plan of action will be developed. This plan will attempt to resolve the matter. To prevent further incidents, educational meetings may be held with others involved and the discussions that take place may be documented by the counselor. The Associate Principal will be notified of repeat offenses or severe offenses, such as acts of physical harm. Patterns of harassment, intimidation, or bullying may result in disciplinary action including but not limited to suspension or expulsion.

DAILY ORDER

St. John's Jesuit High School & Academy Bell Schedule 2014-2015

| | | | | | | | | | | | | | |
|--------------|------------|------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|------------|------------|
| Start | 7:56 AM | 8:56 AM | 9:50 AM | 10:06 AM | 10:40 AM | 11:00 AM | 11:34 AM | 11:54 AM | 12:28 PM | 12:48 PM | 1:22 PM | 2:12 PM | 2:18 PM |
| Finish | 8:52 AM | 9:46 AM | 10:02 AM | 10:36 AM | 10:56 AM | 11:30 AM | 11:50 AM | 12:24 PM | 12:44 PM | 1:18 PM | 2:12 PM | 2:14 PM | 3:08 PM |
| | 1 | 2 | House | A | 3 | B | 4 | C | 5 | D | 6 and Examen | 7 | |
| 1st Lunch | Class | Class | HP | L | Class | Class | Class | Class | Class | Class | Class | Class | Class |
| 2nd Lunch | Class | Class | HP | Class | L | Class | Class | Class | Class | Class | Class | Class | Class |
| 3rd Lunch | Class | Class | HP | Class | Class | L | Class | Class | Class | Class | Class | Class | Class |
| 4th Lunch | Class | Class | HP | Class | Class | Class | Class | L | Class | Class | Class | Class | Class |

Attendance

Absences: Students are expected to be present each day for every period including homeroom. If a student must be absent, a parent or guardian is required, by law, to inform the Academy Principal's Office. The safety of our students is of utmost concern. If notification of an absence is not received by 9:00 a.m., an attempt will be made to contact the parent or guardian. Failure to provide proper notification of an absence before 9:00 a.m. on the day of the absence may result in an unexcused absence.

If an absence remains unverified, a note stating the reason for the absence, the date of the absence, with a parent or guardian signature is required upon the students return to school. Failure to present this note may result in disciplinary action.

Excused Absences:

- 1) Student Illness (if absent for 3 or more days, a written statement from medical professional is required)
- 2) Illness in the family necessitating the presence of the student.
- 3) Quarantine of the home
- 4) Death of a relative

Excused Absences Requiring Prior Approval:

- 1) Medical or dental appointment (written statement from medical professional required)
- 2) Observance of religious holidays
- 3) College visitation
- 4) Other events deemed by the Principal to be of educational or developmental value

An excused absence entitles the student to make up tests, homework, etc. at the convenience of the teacher.

Absences for reasons not listed as excused will be deemed unexcused. An unexcused absence forfeits the student's right to makeup tests, homework, etc. at the discretion of the teacher.

Excessive absences for any reason other than lengthy illness or hospital stay create a hardship for the student involved. ANY STUDENT WHO MISSES IN EXCESS OF EIGHT CLASSES IN THE FIRST SEMESTER, OR IN EXCESS OF NINE CLASSES IN THE SECOND SEMESTER, WHETHER THE ABSENCES ARE EXCUSED OR UNEXCUSED, MAY LOSE CREDIT FOR THAT PARTICULAR CLASS.

Lateness: Students are expected to be in their classrooms, including the Homeroom/1st Period, on time. Students not in their classroom by 7:56 a.m. must obtain a late pass from the Academy Principal's Office. To accommodate for the unavoidable occasions lateness, three lates are permitted per semester. Subsequent lates, regardless of reason, will be deemed unexcused and will result in disciplinary action.

Early Releases: Students are not permitted to leave the school building without properly notifying the Academy Principal's Office. If a student needs to leave early, a note from his parents is needed to excuse him. He will receive a class release slip indicating the time of departure and will be allowed to leave class at that time.

Vacations: St. John's Jesuit Academy strongly discourages the scheduling of vacations or family trips during class time. Approval for vacations will never be given when these days fall on semester or final exam days, or within ten days of the end of the school year. If a vacation absolutely has to be scheduled during class time, the parents must contact the Academy Principal at least one week beforehand before approval will be given. A student must continue to do class work during the vacation, and he will be required to take all quizzes and tests that he missed within three days of his return to school. All the work to be done must be prearranged with each individual teacher and completed within three days of his return. This is the sole responsibility of the student involved and he must fill out the assignment form which can be obtained in the Academy Principal's Office. All of these arrangements must also be confirmed with the Academy Principal.

Attendance Probation: Students that continue to have an ongoing number of absences or morning lates may be placed on attendance probation. Students that are placed on attendance probation will meet with the Academy Principal to arrange a probationary contract and set up an action plan. If the student fails to fulfill the requirements of his probationary period, or if he fails to demonstrate a drastic improvement in this attendance may face dismissal.

Transportation

Bus Regulations:

Bus drivers are in charge of their buses and riders. Unreasonable conduct on buses by any student can result in forfeiture of the right to ride. Students should carry their bus passes at all times.

DRESS CODE 2014-15

Our mission at St. John's Jesuit is to develop Christian leaders. A student's reasonable and respectable appearance is his personal responsibility. The dress code is in effect in the school building on all school days from the beginning of morning prayer until the end of eighth period. Students are expected to adhere to the spirit of the dress code, not just the letter. Slovenly appearance, even in dress code, is unacceptable. Some of the norms of reasonableness are:

- 1. Titan Card:** Students must carry their SJJ student ID at all times. The ID must be from the current school session year. IDs are allowed to be worn on the SJJ approved House lanyard. No other lanyards are allowed.
- 2. Shirt:** A white or blue button down shirt must be worn. Shirts must remain tucked in completely at all times, including while seated. Lettering from undershirts may not show through the dress shirt. Knit sport shirts, flannel shirts, rugby shirts and some printed shirts are not considered dress shirts and are not acceptable attire. In addition, turtleneck shirts and shirts with banded collars are not allowed. Students may not wear long-sleeve shirts or thermal underwear under a short sleeve dress shirt.
- 3. Tie:** Grade specific ties are to be worn every day. Ties should be of conventional length and style, and worn up high enough to cover the top button.
- 4. Pants:** Conventional khaki dress pants, in good repair must be worn and properly fitted at the waist. This excludes all jeans, of any color, cargo pants, painter's pants, or any pants with huge pockets on the front or sides, drawstring pants, pants with piping or stripes down the side and army fatigues, or any pants with rivets or hammer loops. Pants with excessively frayed bottoms are not allowed.
- 5. Belt:** Dress belts must be worn. Belts should be leather in look. Ornate decorations or large buckles will not be allowed.
- 6. Shoes:** Shoes must be conventional black or brown dress shoes that are leather or leather in look. Shoes must have a back and the sole must be BLACK or BROWN (No white soled boat shoes). Sports shoes, work boots, hiking or athletic boots, canvas shoes, sandals, moccasins, slippers, and clogs of any color are unacceptable. **SPORTS SHOES AND BOOTS MAY BE WORN TO SCHOOL, BUT STUDENTS MUST CHANGE INTO REGULAR SHOES BEFORE HOMEROOM.** Shoes must remain in good repair and socks must be worn.
- 7. Hair:** Students must keep hair, including facial hair, neatly groomed. Hair should be neat, clean, properly combed, of modest proportionate length, thickness, and style. The following is not considered acceptable: streaked, grooved, lined, shaved patterns/numbers/words, partially shaved hair, or hair of such length that it extends beyond the top of the collar or in some way obscures a student's face. Extremes in style are to be avoided. If a student dyes his hair, it is to be of only one traditional color.
- 8. Winter Wear:** During the winter months, students are encouraged to wear sweaters (cardigan, turtleneck, v-neck, or crew-neck). Half/quarter zip sweaters are not permitted. Fleece coats are not allowed to be worn during the school day with the exception of the school approved Academy fleece coat that is available in the bookstore. A dress shirt and tie must be worn underneath all permitted sweaters and sweatshirts.
- 9. Hats:** No hats or caps of any kind are to be worn in the school building. Hats must be removed upon entering the school building and be placed in the student's locker until the end of the school day.
- 10. Jewelry and Accessories:** Jewelry is not to be excessive. Earrings of any kind are not allowed, whether they are covered up or not. A single bracelet may be worn on each wrist. No head phones are to be worn during school. Head phones brought to school must be either in locker or backpack out of sight until school is dismissed.
- 11. Body Markings:** If a student has a tattoo, at no time is it to be displayed at school or while the student is participating in an extracurricular sport or activity. Nail polish and makeup of any kind is prohibited.
- 12. Dress Down:** During dress down days students must either remain in standard dress code or wear a professionally printed SJJ shirt with jeans, or dress pants. Tennis shoes are allowed instead of the usual dress shoes. Students cannot wear flip flops,

sandals, sweatpants, track pants, or any other pants other than jeans or dress pants. In warmer months the AP may allow students to wear shorts. Dress down days during spirit weeks will follow the pre-approved theme of the day.

13. Sport Coats: Sport coats are not required as part of the daily dress code, but are requested for certain events throughout the year such as Mass, dances, and other various SJJ functions.

Please note that the Academy Principal makes the final approval of items 1 to 13. Items not covered in the dress code should be considered unacceptable. Parents of students who lack the appropriate components of the dress code will be contacted during the school day and be asked to bring the appropriate item(s) to school. The student will be withheld from class and considered unexcused until he can fulfill the spirit of the dress code.

ACADEMY COMMONS RULES

1. No food or drink in commons.
2. Respectful behavior for fellow students and the property in the commons.
3. Share the games.
4. On days when it is 65 degrees or warmer and not raining the Academy Commons will be locked and students are to go outside and play.
5. All games and trash are to be picked up before students leave the Academy Commons. The Academy Commons are a privilege. That means if these rules are not met on a daily basis individual students can be punished or the Academy Commons can be locked, and the privilege will be removed.

ELECTRONICS AND MISCELLANEOUS

1. Cell phones and music players should not be visible or heard during the school day. Students violating this policy will have their device submitted to the Academy Principal's office where it will be held until the end of the day. The first offense will require the student to serve a 30 minute JUG. Repeat offenses can result in a 3 hour JUG.
2. Misuse of iPads is doing anything on the iPad during class time that the teacher has not instructed you to do. **NO GAMES WILL BE PLAYED DURING SCHOOL HOURS.** Anytime a student is caught playing a game, caught with a game in his history, or on a social media website between 7:56 a.m. and 3:08 p.m., the student's iPad will be confiscated. The confiscation of the student's iPad will result in a 3 hour JUG.
3. Social media is prohibited at school and will result in confiscation of the electronic device used to access the site. Any pictures taken of any student and posted on a social media website without the permission of the individual during school hours will result in a 3 hour JUG. Any pictures of students or faculty posted on social media with the intent of mocking the individual will result in at least a 3 hour JUG and up to suspension or expulsion.
4. CLEAR water bottles are permitted in classrooms as long as the teacher allows them. No water bottles are to be in the theater, computer labs, or science labs. Water is the only substance allowed in the water bottles. No sports drinks, pop/soda, or other beverages are allowed. Water bottles cannot exceed 24 ounces in size.
5. Food and beverages are permitted in the Carty Fox Commons only.

Disciplinary Procedures

While discipline usually denotes correction or punishment, properly understood, it refers to self-control, or to ordering one's activities toward a particular goal. Discipline at SJJ involves a student's fundamental acceptance of the school's philosophy and values, as well as proper behavior according to its rules.

Most enforcement of SJJ's philosophy and values is done within the classroom; however, some situations require the involvement of the Academy Principal.

Brother Rodriguez Respect Committee

The Brother Rodriguez Respect Committee is a committee of students who meet with other students regarding minor infractions in the Academy. Students on the committee do not get to enforce any kind of punishment, but rather they talk to the student and have them examine the situation to see what they could have done differently. They then discuss how they can correct their behavior going forward. The committee will not review any issues of a serious nature. If a student is being referred to the committee repeatedly, discipline will be handled by the Dean of Discipline or the Principal.

How the committee works:

Students are referred to the committee by either fellow classmates or a teacher. The person doing the referring fills out a sheet anonymously and describes what they saw or what the infraction was they are writing the student up for. The sheets are then dispersed to the committee members and they meet with the students to discuss the infraction.

Justice Under God (JUG)

JUGs may be assigned by the Academy Principal, Academy Dean of Discipline or by instructors.

JUGs assigned by the Dean of Discipline are served before school on Tuesdays and Thursdays unless otherwise announced. JUGs may be assigned as half hour, one hour, and 3 hour. Students should be prepared to complete a predetermined writing assignment during their JUG. 3 hour JUGs will be served on scheduled Saturday mornings at 8:00 a.m. 3 hour JUGs require a \$10 fee to cover the cost of the prefect.

JUGS will begin promptly at 7:20 a.m. in Mr. Malone's room. Half hour long JUGs will be dismissed at 7:50 a.m. Any written penalty not completed in the half hour must be completed at home. If a student is more than 5 minutes late a 3 hour JUG will be assigned unless the student has a note.

JUGS are to be served at the next JUG day after offense is reported. These JUGs are not scheduled at the convenience of the student. Missing JUGs will require further and more severe punishment unless the student has an excused absence from school.

Instructor JUGs, if served with the instructor, may be assigned for any day and any duration up to two hours. Instructors may also refer JUGs to the AP.

3 hour JUGs will be served on Saturday morning at 8:00 a.m. There is also a \$10 fee for a 3 hour JUG to cover the cost of the prefect.

If a student receives 3 JUGs in a quarter the student is put on disciplinary probation. After the quarter ends the student will be reviewed to decide if he will be removed from probation. Disciplinary probation means the student could be held out of field trips, class trips, and school related extracurriculars. If a student is held out of any kind of trip, the student must report to school the day of the trip to serve an in school suspension.

Suspension, and/or expulsion, may be incurred for any action that compromises the reputation of St. John's Jesuit High School and Academy. Students should remember that at all times they are responsible to uphold the good name of St. John's Jesuit High School and Academy. A student involved in off-campus conduct prejudicial to the reputation of the school is liable to severe disciplinary action.

Serious disciplinary situations that may merit suspension or dismissal include the following:

1. Illegal use, possession, or distribution of drugs, look alike drugs, or alcohol, or the intentional misuse of other goods such as, but not limited to, over the counter medication, either on campus, at school-related events, or in an off-campus activity that is brought to the attention of the AP through;
 - a. a faculty member or other adult in a supervisory role for the school
 - b. an officer of the legal system
 - c. a police report
 - d. a public record such as print or broadcast media
 - e. an admission by the student when confronted with information by the school administration
2. Possession of any kind of a weapon on campus or at any school-related event.
3. Gang membership or related activity.
4. Fighting (either on or off the SJJ campus) and/or the direct or indirect encouragement of a fight.
5. Destruction of property, vandalism, theft, and receiving of stolen property.
6. Possession or use of tobacco products at school or extracurricular events.
7. Insubordination or gross disrespect.
8. Possession or use of fireworks.
9. False activation of a fire alarm, bomb threats and arson.
10. Intentional misuse, tampering, destruction of computers and/or computer hardware.
11. Tampering in any way with the vending machines or phones.
12. Engaging in card games, dice, gambling or other related games of chance.
13. Vandalism or unauthorized visitation or loitering at another school.
14. Cheating or plagiarism of any type. The student will receive an automatic zero, Integrity Violation, and possible expulsion. Students may be placed on disciplinary probation based upon integrity violations.
15. Harassment or hazing of another member of the St. John's Jesuit High School community.
16. Immoral behavior and/or conduct that is detrimental to the St. John's Jesuit High School and Academy community's reputation.

In addition to the above situations, repeated violations of minor rules will result in serious disciplinary action. Students with five or more violations within a semester may be placed on disciplinary probation at the discretion of the Academy Principal.

Expulsions

Students who face the possibility of a suspension or expulsion will receive a formal letter from the Academy Principal. This letter will include a brief description of the actions that are at issue in the current matter; however, this should not be interpreted as being the only concerns that may be addressed by the Academy Principal at the expulsion meeting. This letter will be sent by certified mail or express mail to the parents or legal guardians of the student.

Suspensions

In school suspensions will be completed in an office in the Academy and will allow the student to make up academic work on his own time. The student will be required to perform work around the school and/or a written penalty. Out of school suspensions will be served at the student's home. Students issued out of school suspensions are able to make up their academic work that they missed with the ability to earn a maximum of 69% for the assignment. Full credit shall be given for projects, tests, or quizzes that encompass material from outside of the scope of the suspension.

Either type of suspension will require that the student not be able to participate in any extracurricular activities during the suspension period.

Disciplinary Probation

Students who receive a significant number of conduct violations in the course of a semester, or ten or more conduct violations within an academic school year may be placed on disciplinary probation. Students that have serious violations, such as but not limited to fighting, cheating, stealing, substance possession and/or use, etc., may also be placed on disciplinary probation at the discretion of the Academy Principal.

Students placed on disciplinary probation will meet with the Academy Principal to set up a behavioral contract. The student's contract and behavior will be reviewed after each quarter where one of three actions will take place. One, the student may be expelled from the school based on his inability to change his behavior for the better. Two, the student may continue to stay on probation for one more semester if some progress has been made, but not enough progress has been demonstrated to remove the student from probation. Three, upon demonstrating profound improvement in the student's conduct, he may be removed from probation and admitted as a student in normal standing. Students that refuse to complete disciplinary contracts will be asked to leave SJJ.

Integrity Violations

While integrity violations often include cheating and plagiarism, the scope of this process extends beyond these narrow instances. The Principal may issue additional penalties, such as 3-hour JUGs or suspensions. Students who receive more than one integrity violation during the academic year will be placed on disciplinary probation, and his teachers will be notified of his offenses.

Students who are found to have committed a major integrity violation (cheating, contributing to cheating, forgery, etc...) will be subject to the actions outlined here;

Integrity violations will cover the duration of the student's career at St. John's Jesuit.

First Offense – Zero received for work

Parents notified of violation.

Integrity meeting held

Minimum of a 3-Hour JUG assigned by the Academy Dean of Students

Second Offense – Zero received for work

Parental meeting held with the AP

Minimum of a 3-Hour JUG assigned by the Academy Dean of Students

Student placed on Disciplinary Probation

Third Offense – Zero received for work

Academy Principal recommendation for dismissal

Hazing

At St. John's Jesuit High School & Academy, "hazing" is strictly prohibited. Any student who is proven to be involved in hazing another students will be dealt with severely, up to and including possible expulsion. Hazing is defined as any act used to initiate a person into school or any organization that causes or creates a substantial risk of mental or physical harm. The administration strongly feels that organizations within the school should engage in team-building activities of a positive nature. Becoming part of a great tradition should be a positive and rewarding experience free of any painful or demeaning requirements. Any reports of hazing should be reported immediately to the Academy Dean of Discipline and/or the Academy Principal.

Parent Concerns and Appeals

Sometimes parents encounter a problem over conflicts with interpretation of school policies or with actions by school personnel. In these situations, parents should follow a step-by-step process for attempting to resolve the conflict. If a parent has a problem with a teacher they should always meet with the teacher first. If satisfaction is not received, the parent should then contact either the Academic Academy Dean of Discipline and/or the Academy Principal depending on the area of concern. In the case of athletics, the parent should first contact the coach and then the Athletic Director. If the situation remains unresolved, the parent should make an appointment to meet with the Principal, who will make the final decision.

Classroom issues: concerns about grading, assignments, discipline and other classroom related activities should, of course, first be discussed with the instructor.

If that discussion is not productive, then parents should contact their son's counselor, who frequently will act as a liaison.

The third step, if required, parents should then contact Mr. Savona and or Mr. Malone , the "AP" Associate Principal in disciplinary matters, or Mr. Savona, the Academy Principal for academic matters.

Athletic issues: concerns about team matters should first be addressed with the head coach of the team. If that initial discussion is not productive, then parents should contact Mr. Schoen, the Academy Athletic Director.

Appeals: appeals of decisions by either of the Assistant Principals or the Athletic Director should be directed to Mr. Savona, the Principal, only after parents have taken the other steps. School officials work hard to address parental concerns. In extreme cases where the resolution process does not seem to be working, the school reserves the right to require that the parent withdraw from the process.

St. John's Jesuit Academy Social Media Policy

Social Media is rapidly expanding part of our society. This technology is in heavy use by the youth including our students here in the Academy. Social media can be used for good and its possibilities are endless, but social media can also be used as a distraction in the classroom, and as a tool for bullying. It is important to talk with your sons about responsible use of social media and to make sure you are monitoring their use of social media websites. Many students do not realize that what they put on the internet is there permanently and could damage their reputation or the reputation of St. John's Jesuit.

Social Media use is strictly prohibited on school grounds. If a student is caught using social media at school the electronic device being used to access the website will be confiscated. Students will be disciplined if he is caught during school hours or if an incident is brought to the schools attention by another school's administrators or through public media. If you as a parent see inappropriate use of social media by another student we ask that you contact that student's parents to notify them of their son's indiscretion, and if needed St. John's Jesuit will handle the matter from a counseling perspective.

It is important that students understand that taking pictures of or recording of any student, teacher, or faculty member without their permission is against school policy and also is illegal. Posting any videos or pictures on the internet of any student, teacher, or faculty member is against school policy and also illegal. If a student is caught doing this it will result in suspension or expulsion.

St. John's Jesuit High School & Academy Dance Policy

SJJ dances are created for the social benefit of our students. They provide a chance for SJJ students to enjoy themselves, meet others, and safely enjoy their extracurricular time. The safety of SJJ students and the respect for others as conveyed by Men for Others, are the two primary concerns for SJJ dances.

The following contains rules and regulations that SJJ students and their guests must abide by at all SJJ dances.

Guest Policy

SJJ encourages its students to invite guests to dances. Attendees must be junior high age, and they must present current, valid Catholic school photo identifications to enter SJJ dances. Students without current, valid, school photo ID's will not be admitted to the dance. **NO EXCEPTIONS.**

Students from schools other than local Catholic Elementary and Middle Schools are required to present a guest dance permission form. SJJ students are allowed to sponsor one guest per dance and they are responsible for submitting the completed dance guest permission form to the Academy Principal's Office no later than the Wednesday prior to the dance. Dance guest permission forms will not be accepted the day of the dance. The Academy Principal has the final say in the approval of a dance guest permission form.

Dress Code

All students attending SJJ dances should be respectful of themselves and others in their behavior and dress attire. Dance moderators have the final say in the approval of student dress. Any attire that is deemed unacceptable by the dance moderators will require the student to either change his/her clothes to an appropriate outfit or to leave the dance.

Dance Etiquette

SJJ students are to demonstrate behavior that is becoming of Ignatian values and demonstrates being a Man for Others. Female guests must be treated as young ladies and deserve the full respect of SJJ students. Dances are not a place for students to fight with their dates or to break up.

Inappropriate dancing will not be tolerated. Moderators will monitor the dancing to make sure that it is acceptable. Certain dance moves, including but not limited to slam dancing, mosh pits, body surfing, grinding, will not be tolerated. Students may be warned once before being told to leave the dance. Behavior that is overly disrespectful or dangerous may warrant additional penalties beyond being removed from the dance.

Security

For the safety of our students the use and possession of alcohol, tobacco, drugs and other illicit substances is forbidden. Violators will face penalties as described in the SJJ Student Bulletin of Information.

No limos or other chauffeured vehicles are allowed for SJJ dances. Students arriving in such vehicles will not be allowed into the dance and their parents will be contacted.

All SJJ dances will have eight to 10 faculty prefects. Prefects are expected to follow the school rules and monitor student conduct and safety. All SJJ dances will have Toledo police officers for safety reasons. SJJ is not responsible for missing or stolen items.

2014– 2015

TUITION AND FEES

Pertaining to ALL students:

Tuition & Fees 6th Grade through 11th Grade

\$11,525.00

(Payable July 1, 2014)

Miscellaneous Fees:

Registration Fee (Payable @ Registration)

\$250.00

Additional Expenses:

Returned Check Fee (each check)

\$30.00

iPad Fee:

\$125.00

FINANCIAL POLICIES

1. St. John's Jesuit has a pre-paid tuition program required of all students. **Tuition and fees are payable on or before July 1.** Parents may choose either to pay in full by July 1 or to finance all or part of the total cost through the FACTS program. **All financing arrangements must be completed by July 1.** Payment may also be made using your Discover Card, Master Card or VISA. This is a continued option this year when making a tuition payment. **All tuition and fees collected by the school after July 1 will be charged an additional \$150.00 fee.** This fee is to help offset the administrative and collection costs.
2. The registration fee is a one-time **non-refundable fee**. This fee is applied to the Tuition and Fees balance. This fee is payable at the time the student registers for classes at St. John's Jesuit after acceptance Notification of withdrawal must conform to the withdrawal guidelines.
3. The Bank charges St. John's Jesuit High School for each check that is returned. Therefore, our charge of \$30.00 is to recover our cost.
4. **All financial obligations to the school must be fulfilled in a timely manner before a student is promoted to the next year.** In the case of seniors, financial obligations must be met by final exams in April, so that the senior can take final exams, complete their senior project, receive final credit for courses and attend commencement. Obligations for underclassmen must be made before final exams, so that they may take final exams. Transcripts will be sent only when all tuition and fees have been paid.
5. If a student withdraws from school for any reason, the following refund policy will be followed: Zero (0) Days attended, 100% refund (except registration fees). Withdrawal before the first week of school ends, a 50% refund will be issued for tuition only. Withdrawal after the first week and before the 1st quarter ends, a 25% refund will be issued for tuition only.

**** There will be NO refund issued after the end of the first semester, FOR ANY REASON.****

The above policy applies to the parent/guardian withdrawal of a student. If the parent/guardian removes the student because of a job transfer, the refund policy will be applied. **Notification of withdrawal from the parent/guardian for which a refund applies must be given in writing to the Registrars' Office.** Date of withdrawal notification as received by the Registrars' Office will be used to determine the refund amount. If the student is asked to leave the school after the above schedule has expired, up to one-half of the tuition amount can be refunded. In this case, date of withdrawal notification by the school will be used to determine the refund amount.

6. The following must be adhered to for a student to remain enrolled at St. John's Jesuit Academy:
- A. All previous financial obligations must be fulfilled before the next school year.
 - B. Students will not be able to take semester exams until account is current.
 - C. Official records will not be sent until all financial obligations with the school been met.
 - D. Financial aid for the next school year will not be offered to families whose previous accounts are not current.
 - E. Parents/guardians are responsible for apprising the Business Office when unforeseen financial difficulty is incurred.

DELINQUENT TUITION GUIDELINES

When payment for tuition and fees is not received by the specified due date and the account becomes delinquent, a letter will be mailed to the parent/guardian notifying them of the delinquency. The parent/guardian will have a grace period to bring the delinquent tuition and fees up to date. If a student's tuition and fees are delinquent they will not be able to take semester exams or advance to the next year and will be asked to leave St. John's Jesuit High School and Academy. The parent/guardian must keep the Chief Financial Officer informed of changes that may occur affecting their financial status.

FINANCIAL ASSISTANCE PROGRAM

Financial assistance at St. John's Jesuit consists of a direct aid grant.

To apply for financial assistance, parents must apply online @ www.sjjtitans.org. There is a fee of \$25 for this professional service. The form is then processed and returned to St. John's Jesuit indicating the level of need, so that financial aid can be awarded. Financial assistance is awarded according to need within available funding.

Applications for financial assistance must be renewed each year. Families are asked to reapply every year by February 28th.

For further information, please contact the Financial Aid/Scholarship Office at 865-5743, ext. 257 or ext. 369.

ADMISSION POLICIES

St. John's Jesuit High School & Academy accepts and admits students of any race, color, or ethnic origin to all rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. In addition, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated, desegregation.

Transfer applications are accepted beginning at the start of the second semester prior to the desired enrollment year. St. John's does not accept senior transfers unless the student is moving from out of town. Students are enrolled at SJ at the beginning of the academic year only.

AIDS POLICY

St. John's Jesuit High School & Academy students, whether enrolled or seeking enrollment, with Acquired Immune Deficiency Syndrome (AIDS), or who test HIV Positive shall be permitted to attend school in a regular classroom setting provided that the student meet specified conditions as determined by school health officials and school administrators.

GANG POLICY

Any student who participates in gang-related activity, including wearing or displaying gang symbols, will be suspended and may face expulsion. Students who refer themselves to the administration for help will be provided an opportunity that encourages wellness and reconciliation with family, school and others. In these cases, the final decision regarding any school sanctions rests with school administration.

SAFE SCHOOLS ACT

The possession of any type of firearms, weapons, dangerous or illegal objects on the school campus or at school-sponsored activities is grounds for immediate expulsion. Talk about the violent use of such weapons by a student is grounds for immediate suspension and possible expulsion.

The Safe Schools Act of 1997 states that: “whoever unlawfully assaults, strikes, threatens or menaces” any employee or student of any school shall be guilty of a misdemeanor of the first degree. Furthermore, “whoever disrupts, disturbs or interferes with any activity” conducted in a school or a school-sponsored activity shall be guilty of a misdemeanor of the first degree.

St. John's Jesuit High School provides the safest possible environment for the formational experience of our students. As such school officials have the right, indeed the responsibility, to search school property—including lockers—and personal property—including bookbags, backpacks, and clothes—if reasonable suspicion exists.

SUBSTANCE ABUSE POLICY

(See Addendum 1 for detailed substance testing procedures, consequences, and terms/definitions.)

By attending St. John's Jesuit High School & Academy, each student has committed to a 12-month drug/alcohol abuse contract. Any violation of the substance abuse policy during the course of the year will result in disciplinary action from the school. Furthermore, any violation of the drug, alcohol, tobacco or any other substances policy will cover the duration of a student's career at St. John's Jesuit, whether the career is four or seven years.

St. John's Jesuit High School & Academy provides a program based upon the needs and concerns of our community. It acknowledges that a program, in order to prevent abuse, must have elements addressing both education and assistance within its structure. St. John's Jesuit High School and Academy commits to providing assistance in the form of drug education, counseling services, support, and treatment to those who request it. Both the education and the assistance portions of the policy have the same objective: to help our students make healthy decisions.

Random substance testing by hair analysis is included in the assistance program for all students grades 8-12. The possibility of being tested provides a tool to counter the peer pressures associated with illegal drugs, giving an 'out' when St. John's Jesuit students are experiencing these pressures. This tool also provides parents/guardians the opportunity to reinforce their own message of maintaining a safe and healthy life style.

St. John's Jesuit High School & Academy commits to assisting those in need and enforcing the consequences to those who either violate our rules or fail to comply with the assistance phase of the program.

Students are further cautioned to refrain from any activities outside the school that may reflect negatively on the school. Physical presence in a situation at which alcohol or other drugs are being illegally or illicitly used or possessed by minors or unauthorized parties may be grounds for disciplinary action. Students should be aware how easily this type of situation can degenerate into a serious violation. Students are encouraged not to support these situations but rather to use positive peer pressure to host and attend group activities without use of alcohol or other drugs.

Self-Referral

Information received from students and or parents who voluntarily seek help from school authorities concerning the student's illegal or illicit substance use will be maintained in confidence and will not serve as a basis for disciplinary action. The student's counselor will be notified and will meet with the student to determine the specific needs involved. All recommendations of the counselor must be adhered to, including the possible requirement to meet with a drug prevention specialist and/or submit to substance testing. Self-referrals do not provide immunity from disciplinary action should students continue to use, possess, or distribute controlled or other illicit substances. A self-referral must occur before being discovered to be using or possessing such substances by school or law enforcement officials.

Random Testing

All students, grades 8-12, are subject to random drug testing by hair analysis. The standard 5-panel substance test detects use of cocaine, opiates, phencyclidine, amphetamines, and marijuana. Alcohol detection is also available at an additional cost and will be utilized on a random basis. Students who test positive for illegal or illicit drug usage will be provided individualized assistance for their substance usage. Rooted in *cura personalis*, a first offense of the substance testing policy is not punitive. Focus is placed on partnering with parents/guardians to guide their son toward a healthy and safe way of life. A meeting will be held with the Associate Principal to discuss probationary terms to ensure compliance towards a healthier life style.

In addition to random testing of grades 8-12, any student may be tested for reasonable suspicion as determined by the Academy Principal or the Associate Principal. In the case of reasonable suspicion of drug use, St. John's Jesuit High School and Academy will require drug testing by an independent, third party testing agency within 18 hours of the AP's request. St. John's Jesuit High School and Academy will use Occupational Care Consultants for reasonable suspicion substance tests.

All students, grades 9-12, must be able to provide a hair sample, ½ inch in length, from either their head, legs, or arms unless a medical condition prevents it. Refusal to submit to a substance test, whether random or for reasonable suspicion, shall be considered a substance abuse policy violation. Additional tests from other agencies or doctors will not replace the rulings from the first test as required by

St. John's Jesuit High School and Academy. A failure to release any test results to St. John's Jesuit High School and Academy will be considered a violation of the substance abuse policy.

A breathalyzer may also be used by the Academy Principal or the Associate Principal at random or when reasonable suspicion for alcohol exists at school or a school related activity.

Substance Violation

A student may not possess, sell, distribute, furnish, pass or be under the influence of any illegal and/or illicit substance at any event, including but not limited to athletic, academic, cultural, or social activity associated with St. John's Jesuit High School, or in an off campus setting. Students found to have done the above will be suspended for a minimum of three days and may be expelled from St. John's Jesuit High School. If the offender is permitted to continue enrollment, a meeting will be held with the Associate Principal to review probationary terms, including a mandatory extracurricular suspension.

Tobacco

Smoking, or the use or possession of any tobacco products is not allowed in school or at any school-related events including but not limited to retreats. Students who are caught either using or in possession of said products will have a choice of consequences: they may serve an out-of-school suspension, or attend a smoking clinic directed by one of the local hospitals. Tobacco use or possession is a violation of the acceptable use policy as it pertains to extracurricular participation.

REV. 7/13

ADDENDUM 1

PROCEDURE FOR RANDOM SUBSTANCE TESTING THROUGH HAIR ANALYSIS

- A. Upon enrollment, in consideration of being admitted to St. John's Jesuit High School & Academy, a parent/guardian and prospective student, grade 8-12, will sign the Student Handbook Agreement and Consent Form.
- B. The Associate Principal will provide student ID numbers for all students to the designated vendor.
- C. The Associate Principal will provide a testing date to the vendor. The vendor will provide the ID numbers of randomly selected students who are to be tested.
 - 1. Testing dates will occur at random throughout the school year.
 - 2. A significant percentage of the student body will be tested throughout the school year.
 - 3. Students remain part of the random selection group throughout the school year and may be tested more than once.
- D. Certified personnel will perform the hair collections using chain of custody procedures established by the vendor.
 - 1. The certified personnel clips a sample of hair from the student and places it in an envelope containing the students ID number. The envelope will be sealed by the certified personnel and initialed by the tested student.
 - 2. Samples will be placed in the collection bag and mailed to the vendor. No names will be recorded on the collection bag.
- E. The Associate Principal will receive test results within two weeks.

1. For negative results, parents will be notified by mail.
2. For positive results, parents will be contacted by phone.
 - i. Positive results will be sent to a Medical Review Officer (MRO) for certification. For positives indicating use of illegal or illicit substances, the MRO will automatically certify the test as positive and notify the Associate Principal. For positives indicating illicit use of legal substances, the MRO will contact a parent to determine if a physician has prescribed any medications. Requested proof of prescription medication must be provided within one week of notification by the MRO. If the prescription medication is determined to be the cause of the positive, the test shall be certified as negative. If the prescription medication was not the cause of a positive result, the test shall be certified as positive. Certified results will be provided to the Associate Principal by the MRO.
 - ii. Positive results may be contested by contacting the vendor. The vendor maintains additional samples for further testing. Consequences will be postponed until the clarifying results are presented.
3. Results are available to the student, the parents/guardians, designated counselor(s), and the appropriate administrators.

CONSEQUENCES FOR POSITIVE RANDOM TEST

1. First Positive Test

1. A meeting will be held with the parents/guardians where probationary terms will be discussed.
2. The student's school counselor will be notified.
3. The student will attend a mandatory 10 week educational substance use support program led by a St. John's Jesuit counselor.
4. An assessment will be completed by a substance abuse specialist. Continued enrollment and participation in extra-curricular activities at St. John's Jesuit is contingent on adherence to all recommendations of the specialist.
5. The student will submit to additional drug screening every 90 days for a period of 12 months or completion of high school. A fee will be assessed for all subsequent testing after a first positive test. Following the 12 month period, the student will again be eligible for random testing.

2. Second Positive Test

1. All consequences as described for a first positive test.
2. Three day in-school suspension, permitting for on or off site counseling/evaluation.
3. 14 community service hours to be completed within two weeks of notification.
4. 12 month suspension of all parking privileges and extra-curricular participation.
5. The student's disciplinary record will be reviewed by the Associate Principal, who may recommend dismissal following the current procedures in the Student Handbook.

3. Third Positive Test

1. Out-of-school suspension with a recommendation for dismissal.

CONSEQUENCES FOR SUBSTANCE VIOLATIONS

A. First Offense

1. Parent(s)/Legal Guardian(s) notification occurs.

2. Student receives a suspension (either in or out of school) of at least three days.
3. A meeting is held to establish a follow-up (A formal assessment, which is conducted at the student's expense, will be required.) Based upon the assessment, the student may be required to attend a mutually agreed upon substance abuse program.
4. The student will be suspended from attending extracurricular activities, including but not limited to dances, games, and club activities, for at least one academic quarter.
5. The student is required to comply with the recommendations established by school officials and outside professionals who are consulted.
6. The student will lose 100% of his extracurricular activities with the ability to earn up to 80% back upon a successful completion of the school's recommendations. The percentage of participation within the 80% will be decided at the discretion of the AP and will be based upon factors including, but not limited to, the seriousness of the offense, recidivism, and the student's cooperation.
 - a. A written letter will be presented to the Athletic Director and the Activities Director explaining that the affected student had a substance violation and will need to be suspended for the determined amount of time from extracurricular activities.
 - b. The Athletic Director and Activities Director will contact coaches and moderators to inform them of the violation and the extracurricular suspension.
 - c. The Athletic Director and the Activities Director will provide a written report back to the AP indicating the dates of the student's extracurricular suspension.
7. The student shall complete a 350-word essay about his experience.
8. The student shall write a letter of apology to the school, his advisor/coach, and fellow classmates.
9. The above stipulations must be completed within a two-week time period after the violation. Failure to cooperate will result in dismissal from St. John's Jesuit and Academy.
10. The student will undertake random drug tests as described above in the school's policy for the duration of his time at St. John's Jesuit High School and Academy.

B. Second Offense

1. Parent notification occurs.
2. The student will lose all participation in his sports/extracurriculars/co-curriculars for 12 months including, but not limited to, sports, dances, games, and club activities.
3. A second violation of the substance use policy may be grounds for expulsion from St. John's Jesuit High School and Academy.

C. Third Offense

A third substance violation shall result in an expulsion from St. John's Jesuit High School and Academy.

Definitions/Understandings:

SUBSTANCE: Including but not limited to illegal drugs, alcohol, tobacco, illicit use of legal substances, abuse of prescribed medications, steroids, and counterfeit substances and paraphernalia.

USE shall be defined as consumption, possession or control over an illegal or illicit substance. Possession shall be defined on the person, on the property owned, including cars and lockers, and/or used by the person.

PARAPHERNALIA: Including but not limited to items which are intended to be used for manufacturing, packaging, or consuming an illegal/illicit substance.

SCHOOL DISCRETION: This policy is intended to promote fair and consistent guidelines for student consequences of illicit substance use. The school reserves the right to make judgments concerning individual cases for the protection of the St. John's Jesuit High School and Academy community and the student.

CONSEQUENCES are progressive in relation to the nature and/or frequency of the violations. The specific consequences will depend on the severity of the offense and the circumstances.

ASSESSMENT: School officials have the right to attempt to determine whether a student is in need of treatment, therefore a professional substance use assessment may be required to determine if a substance problem exists. While no action may be taken at the time, students may be required to attend educational classes and/or professional treatment. Failure to cooperate may result in additional disciplinary action, up to and including suspension and even expulsion.

iPad Acceptable Use Policy

Providing students with an individual iPad in a 1-to-1 environment provides an opportunity to enhance each student's overall learning experience. Utilizing the iPads at St. John's Jesuit gives students the access to learn anywhere, anytime - both in classrooms and at home. This 1-to-1 personalized learning also narrows the digital divide between students and promotes responsible use of today's ever changing technologies.

All iPads remain property of St. John's Jesuit High School and Academy until the student has graduated and are subject to the same acceptable use guidelines as all other St. John's Jesuit provided electronic devices. All applications (apps), files and documents stored on the iPad are the property of St. John's Jesuit. St. John's Jesuit reserves the right to confiscate and search a student's iPad to ensure compliance with the Acceptable Use Policy. Students in violation of the Acceptable Use Policy may be subject to but not limited to; disciplinary action, repossession, overnight confiscation, removal of content. In the event of repossession or confiscation, completion of all class work remains the responsibility of the student. St. John's Jesuit is not responsible for the financial loss of any personal files that are deleted.

Student Responsibilities:

- **Caring For The iPad**
 - Students are encouraged to purchase protective covers/cases for their iPads.
 - The iPad screen is made of glass and therefore is subject to cracking and breaking if misused. Never drop nor place heavy objects (books, laptops, etc.) on top of the iPad.
 - Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad's screen.
 - Defacing of the iPad, including the SJJ ID tag, in any way is prohibited (stickers, markers, etc).
 - To extend battery life, students should always turn off and secure their iPad after work is completed.
 - Do not subject the iPad to extreme heat or cold (do not store in vehicles).
- **Safeguarding and Maintaining as an Academic Tool**
 - The iPad is required to be at school every day, fully charged. Charging at school is prohibited.
 - If an iPad is left at home or is not charged, the student remains responsible for completing all coursework as if they had use of their iPad. **Repeat offenses will require the iPad be confiscated by the Academy Dean of Discipline and 'checked out' on a daily basis.**
 - Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment, unless no other means of completion exist.
 - Syncing the iPad to iTunes should be done regularly. Doing so will safeguard all files, documents, and apps.
 - Items deleted from the iPad cannot be 'undeleted', so backing up your work is very important. Work completed on the iPad should be e-mailed to your SJJ e-mail account then saved to a flash drive or the server.
 - Preloaded apps may not be deleted and they must be updated periodically.
 - Memory space is limited. Academic content takes precedence over personal files and apps. In the case of memory space conflict, personal files/apps must be removed at the student's expense.
 - Non-educational content is for personal use only and should not be shared in any manner, audio or visual, with other students.
 - The volume is to remain on mute unless headphones are attached and/or permission is obtained from the teacher.
 - The whereabouts of the iPad should be known at all times. It is student responsibility to keep their iPad safe and secure.
 - iPads belonging to other students are not to be tampered with in any manner.
 - If an iPad is found unattended, it should be given to the nearest faculty/staff member.
- **Lost, Damaged or Stolen iPad**
 - If the iPad is lost, stolen, or damaged, the Principal's Office must be notified immediately.
 - iPads that are believed to be stolen can be tracked through Mobile Me, which the student is required to enroll in upon receiving the iPad. Lost iPads that cannot be recovered are capable of being remotely wiped. The student is responsible for the \$479 cost for replacing an iPad that is lost, stolen, or damaged.

iPad Acceptable Use Policy (cont.)

The iPad is subject to routine monitoring by teachers, administrators, and the technology staff. The St. John's Jesuit Technology Department will periodically monitor iPad wireless activity. If the acceptable use policy is violated, the iPad may be remotely locked down, wiped, and/or confiscated.

Prohibited Uses Include:

- Accessing Inappropriate Materials - All material on the iPad must adhere to the values and mission of St. John's Jesuit High School. Students must abide by the same prohibited uses as the use of lab computers and laptops. Students are not allow to send, access, upload, download, or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
 - Mobicip is the one and only browser permitted for iPad use. Downloading other browsers is not permitted. Proxy sites are also prohibited.
- Illegal Activities - Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Violating Copyrights - Students are allowed to have music and install apps on their iPad's, however the items downloaded and synced to the iPad must be in compliance with Federal copyright laws.
- Cameras - Students must use good judgment and follow the predefined St. John's Jesuit rules of conduct when using the camera. The student agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of camera's in restrooms or the locker room, regardless of intent, will be treated as a serious violation.
 - Use of the camera and microphone are strictly prohibited in the classroom and hallways unless permission is granted by a teacher.
- Misuse of Passwords/Unauthorized Access - Students must set a passcode to their iPad to prevent other students from misusing their iPad. Any student caught trying to gain access to another students accounts, files or data will be subject to disciplinary action.
- Malicious Use/Vandalism - Any attempt to destroy hardware, software or data.
- Jailbreaking – Jailbreaking is the process of which removes any limitations placed on the iPad by Apple. Once jailbroken, users are able to download additional applications, extensions and themes that are not otherwise available. Jailbreaking results in a less secure device and is strictly prohibited.
- Playing iPad games during the school day between 8:10 am and 3:06 am are prohibited and iPads will be confiscated for any violations
- iPads are not allowed to be used in any fashion during the Academy lunch period

COMPUTER, NETWORK, AND INTERNET ACCEPTABLE USE POLICY

St. John's Jesuit High School is pleased to make available to students access to the school Network and to the Internet. In order for us to be able to continue to make the computer Network and Internet access available, all students must take responsibility for appropriate and lawful use of this resource. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and staff will make reasonable efforts to supervise student use of the Network and Internet, they must have student cooperation in exercising and promoting responsible use of this resource.

Listed below are the provisions of your agreement regarding computer Network and Internet use. If any user violates this Policy and Agreement, the student's access will be denied and he may be subject to additional disciplinary action.

Student Access

A student who submits a properly signed Policy and Agreement to the school and follows the policy to which he has agreed will be permitted access to the SJJ Network and Internet. Students will be asked to sign a new Policy and

Agreement ***each year*** during which they are students at St. Johns Jesuit High School before they are given access to the Network and the Internet.

Guidelines:

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to material inappropriate for school-aged pupils. Every user must take responsibility for his use of the computer network and Internet and stay away from these sites.

- **Electronic Correspondence on SJJ computers is allowed only through your SJJ provided account and should be used for school purposes only.** ***All other correspondence is prohibited.* This includes but is not limited to: chat rooms, personal email accounts, instant messages, blogs, or any form of student computer correspondence.
- The following uses are also **prohibited**:
 - Offering for sale or use any substance which is prohibited by St. John's Jesuit Student Handbook;
 - Viewing, transmitting or downloading inappropriate materials or materials that encourage others to violate the law;
 - Intruding into the school network or the computer of others;
 - Downloading any programs or files, such as but not limited to MP3s files, onto computers or user directories, or for the purpose of saving to disks or USB memory accessories;
 - Game/music playing on SJJ computers;
 - Using Proxy servers;
 - Commercial use;
 - Students may not sell, buy or bid on anything over the Internet.
 - Student may not supply private information about you or others, including credit card numbers, social security numbers, private addresses, etc.
 - Connecting a personal laptop to the SJJ Network without permission.
- You must not disclose or share your password with others.
- Only school issued DVD/CDs can be used on SJJ computers.

Privacy

Network and Internet access is provided as a tool for your education. St. John's Jesuit reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information shall be the property of St. John's Jesuit and no user shall have any expectation of privacy regarding such materials.

Failure to Follow Policy and Breach of Agreement

The student's use of the computer network and Internet is a privilege, not a right. A user who violates this policy and breaches his Agreement, will receive a minimum of two weeks suspension from the school network. Any second offense will result in the termination of use of the computer equipment for up to the remainder of the year.

Student and Parental Agreement

Every student and parent must read and sign below:

I have read, understand and agree to abide by the terms of the St. John's Jesuit Academy Student Handbook for 2014-2015

Name (**Please print clearly**)

ID Number

Student signature

Date

Parent signature

Date