

St. John's Jesuit High School

Student Handbook 2018 – 2019



5901 Airport Highway

Toledo, OH 43615

419-865-5743

www.sjjtitans.org

TABLE OF CONTENTS

Mission Statement	3
The Graduate at Graduation	
SJJ History and Tradition	4
Important Telephone Numbers	5
Student-Parent-School Communication	5
Part I. Student Formation	6
Guidelines for required service	
Part II. Academics	7
Academic Policies	
Graduation Requirements	
Personal Integrity	
Grading System	
Unsatisfactory Academic Performance	
Academic Probation	
Academic Dismissal	
Parent Concerns and Appeals	
Course Requests, Approvals, and Changes	
Part III. Student Attendance and Discipline	13
Dress Code	
Discipline Guidelines	
Attendance	
Dance Policy	
Safe Schools Act	
Substance Abuse Policy	
Part IV. Student Support Services	22
Guidance Counseling	
College Counseling	
A+ Learning Center	
Health Services	
Transportation	
Technology	
Electronics & Miscellaneous	
iPad Acceptable Use Policy	
Computer, Network and Internet Acceptable Use	
Part V. Extracurricular Activities	29
Athletics (Philosophy & Eligibility)	
Other Extracurricular Activities	
National Honors Society Membership	
Part VI. Tuition and Financial Policies	32
Tuition and Fees	
Financial Policies	
Delinquent Tuition Guidelines	
Tuition Assistance Program	
Admissions Policy	
Addendum 1: Substance Abuse Testing	35

Mission Statement

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.

The Graduate at Graduation

To achieve our mission, we form young men so that our graduates will exhibit the following characteristics upon graduation. Jesuit schools worldwide refer to these as the Grad-at-Grad.

Open to Growth

The Jesuit high school student at the time of graduation has matured as a person - emotionally, intellectually, physically, socially, religiously - to a level that reflects intentional responsibility for his own growth. He is beginning to reach out in his development, seeking opportunities to stretch his mind, imagination, feelings and religious consciousness. He is becoming a lifelong learner.

Intellectually Competent

By graduation the Jesuit high school student will exhibit a mastery of those academic requirements for advanced forms of education. He will have developed strong critical thinking, communication, and collaborative skills and sound study habits. The student sees the need for intellectual integrity in his personal quest for religious truth and in his response to issues of social justice.

Religious

By graduation, the Jesuit high school student will have a basic knowledge of the major doctrines and practices of the Catholic Church. He relies on this knowledge as the basis for strong moral and ethical judgements. He is an active participant in his own faith journey. He has examined his own religious beliefs and is eager to build on his relationship with God in an ever deepening and personal way.

Loving

By the time of graduation, the Jesuit high school student believes that he is truly loved by God. The graduate sees loving relationships with others as the foundation of a Christian life. He has a healthy love of self, rooted in deep self respect and confidence in his own gifts and talents. This love of self enables the graduate to move towards true and meaningful love of others. He heeds the call to demonstrate love through service and dedication to others.

Committed to Doing Justice

The Jesuit high school student at graduation is keenly aware of injustice and prejudice and gives himself to service for others because he believes in the dignity and equality of all people. He works for and with the impoverished, the unfairly treated, and those who are without representation. As a leader, he speaks out and takes action to effect change. He understands that some of life's most worthwhile endeavors are neither easy nor comfortable.

AMDG

Ad majorem Dei gloriam

"For the Greater Glory of God"

SJJ History and Tradition

The SCHOOL PATRON is St. John Berchmans, a Belgian Jesuit who lived in the seventeenth 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 the new St. John's. The Titans, often called the Elder Gods, were of enormous size and of incredible strength. The twelve 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.



IMPORTANT TELEPHONE NUMBERS - 419-865-5743

President	Michael Savona '75	Ext. 0702
Vice-President (COO)	Chris Knight	Ext. 0702
Administrator of Academics	Beth Hyder	Ext. 0731
Administrator of Student Affairs	Spencer Root	Ext. 0731
Administrator of Pastoral Ministries and Outreach	Phil Skeldon	Ext. 0731
Attendance	(attendance@sjtitans.org or 419-214-3300)	
Main Office	Julie Fuzinski, Registrar Sue Matuszak	Ext. 0775 Ext. 0731
Admissions	Robert Taylor, Director	Ext. 0757
Athletics	Robert Ronai, Director	Ext. 0780
School Nurse	Julie Zaborowski	Ext. 0774
Finances/Tuition	Christie Schroeder	Ext. 0750

STUDENT-PARENT-SCHOOL COMMUNICATION

As a college preparatory school, St. John's Jesuit prioritizes the student as the first advocate for his own learning. Therefore, self-advocacy is a skill we teach, model, and foster in students. In most cases, if a student has a concern, the student should initiate communication with the teacher, coach, or club moderator involved. If the matter is unresolved, the student should communicate with his counselor, who is his advocate. If the issue is still unresolved, the student and his parents should communicate with the teacher/Department Chair, counselor, coach, or club moderator. If the matter remains unresolved, then the student and his parents should communicate with the appropriate administrator, as follows:

Academic Concerns:	Beth Hyder, Administrator of Academics	bhyder@sjtitans.org
Pastoral Concerns:	Phil Skeldon, Administrator of Pastoral Ministries	pskeldon@sjtitans.org
Athletic Concerns:	Robert Ronai, Athletic Director	rronai@sjtitans.org
Discipline Concerns:	Spencer Root, Administrator of Student Affairs	sroot@sjtitans.org
Student Life Concerns:	Spencer Root, Administrator of Student Affairs	sroot@sjtitans.org

PART 1: STUDENT FORMATION

St. John's Jesuit High School, a Roman Catholic institution operated by the members of the Society of Jesus, educates students to understand and bear 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 St. John's Jesuit retreat each year.

Participation at 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 community liturgies. All are also welcome at the Eucharist celebrated 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.

RULES AND GUIDELINES FOR REQUIRED SERVICE

Our Pastoral Ministry Department, through all of their efforts, strive to encourage St. John's Jesuit students to understand that they are called to serve the less fortunate and marginalized of our world, as Christ did. The Mission Statement of St. John's Jesuit reads as follows: Each student achieves his greatest potential in a diverse, Christ-centered atmosphere distinguished by proven academic success and a commitment to serve as a man for others. The phrase "man for others" comes from an address given by the former Father General of the Jesuits, Pedro Arrupe, S.J. to the "Tenth International Congress of Jesuit Alumni of Europe," in Valencia Spain in 1973. In the address Fr. Arrupe, S.J. said "Today our prime educational objective must be to form men-for-others; men who will live not for themselves but for God and his Christ - for the God-man who lived and died for all the world; men who cannot even conceive of love of God which does not include love for the least of their neighbors; men completely convinced that love of God which does not issue in justice for others is a farce." To reach their greatest potential, St. John's Jesuit students must use their talents, gifts and minds in service. In this light and guidance the Christian Service and Theology Departments have established the following rules/guidelines in relation to Freshman, Sophomore, and Junior year required service.

- Service is to be done during the school year when students are in their theology classes.
- Labre can be used toward service hours but one time only (typically a Labre experience is 4hrs).
- Students need to serve other humans who are in some way less fortunate (emotionally, physically, economically) than they are. Working with animals is permitted only when it involves service to humans (i.e. physical therapy for special needs individuals with horses or working with people with disabilities who need the assistance of guide dogs).
- Coaching is okay if it meets the criteria in the point above. (i.e. working with people who are, in some way, less fortunate than they are).
- Students are encouraged to serve outside of their comfort zones, so serving in their parish or church or elementary school is highly discouraged.
- Service for required hours has to be completed outside of St. John's Jesuit (i.e. peer tutoring would not count for service hours).
- Service cannot involve immediate family members.

RULES AND GUIDELINES FOR REQUIRED SERVICE
continued

- In order to fulfill the required service hours, the student may serve at no more than two agencies in a particular year. One agency is actually preferred so that students build relationships with the people they serve, instead of serving at multiple agencies just to get the hours completed and never truly building relationships.
- Juniors may fulfill their service requirements through the Christian Service Program which involves committing to serve on a weekly basis for an entire semester. This is done through the Christian Service Department.

SERVICE REQUIREMENTS: Our goal in the Theology and Christian Service Departments is to have service requirements which assist in developing a positive attitude toward service. We believe that the manageable service hour requirements listed below, combined with the rule/guidelines listed above, help to create young men who truly enjoy service and make it part of their everyday lives.

Freshmen: 10 hours

Sophomores: 15 hours

Juniors: 20 hours

PART II. ACADEMICS

GRADUATION REQUIREMENTS

In order to graduate, a student must have successfully completed the St. John's Jesuit course of studies, which includes state-mandated courses and additional courses and programs required by the school in accordance with our mission. Graduation is not based solely on credits; St. John's Jesuit is designedly a four-year program and diplomas are not granted before that time.

Academic Requirements: Students must take a minimum of six classes in each semester. Included in the course of studies are the following credit requirements:

Theology	4.0	Fine Arts	1.0
English	4.0	Computer Applications ⁵	.50
Mathematics ¹	4.0	Personal Finance	.25
World Language ²	3.0	Health	.50
Science ³	3.0	Physical Education	.50
Social Studies ⁴	3.0	(potential waiver for students in Band or Athletics)	
		Public Speaking ⁵	.50

¹ Must include Algebra 2 or its equivalent

² Must be 2 years of the same language

³ Biology, Chemistry, and Physics

⁴ Must include world history (0.5), U.S. History (1.0), and American Government (0.5)

⁵ Class of 2019

Senior Paper and Senior Project Requirements: In senior year, students must produce and earn a passing grade on the Senior Paper under the direction of the English 12, Honors English 12, or AP Literature teacher. They must also successfully complete the Senior Project, as determined by the Senior Project Director and the final hearing committee.

Retreat Requirements: All students must complete one St. John's Jesuit retreat every year.

In extraordinary circumstances the Administrator of Academics may approve adjustments in the accomplishment of these graduation requirements.

PERSONAL INTEGRITY

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 (i.e. cheating and plagiarism) cannot be tolerated.

CHEATING is described as but is not limited to copying another's work with or without their knowledge, providing one's work to another, falsifying a grade, and taking credit for an assignment that was not completed.

PLAGIARISM is described as but is not limited to using direct quotes or select phrases without properly citing the source and using basic paragraph or sentence structure of another's work.

Student Integrity Committee

The Student Integrity Committee is composed of student representatives from the junior and senior classes. These students have been nominated by their teachers, and selected for their character. The committee meets routinely throughout the year. The purpose of the committee is to meet with students that have failed to fulfill the ideals of truth and honesty as is expected from a student of St. John's Jesuit. While integrity violations often include cheating and plagiarism, the scope of this process extends beyond these narrow instances.

The committee will receive an integrity violation report from the appropriate teacher, then interview the student and make recommendations to the student, and prepare a report for the Administrator of Student Affairs. The ASA may issue additional penalties, such as 3-hour JUGs or suspensions. Students that receive more than one integrity violation during the academic year will be placed on disciplinary probation.

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

First Offense – Zero received for work. Parents notified of violation. Integrity meeting held. Penalty assessed by the instructor.

Second Offense – Zero received for work. Parental meeting held with the ASA or his designee. Integrity meeting held. Minimum of a 3-Hour JUG assigned.

Third Offense – Zero received for work. Suspension and possible ASA recommendation for dismissal.

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

GRADING SYSTEM

<u>Quarter %</u>	<u>Letter Grade</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

Grades of C- or higher in AP Courses will receive a 1.0 weight.
Thus, a “B” will receive a weighted GPA of 4.0.

Grades of C- or higher in Honors Courses will receive a .5 weight.
Thus, a “B” will receive a weighted GPA of 3.5.

UNSATISFACTORY ACADEMIC PERFORMANCE

Failures

(1). **Failures:** Freshmen, sophomores, and juniors who earn a failure during the academic year must recover the credit (semester or full-year). **All failures must be recovered before a student returns in August.** Students may not return to St. John’s Jesuit unless the failure is recovered prior to the beginning of the next school year. A senior who earns a failure will not receive his diploma or have his final transcript released until the credit is recovered (semester or full-year). Seniors must earn a passing semester grade in ALL classes, whether or not a course is necessary to meet graduation requirements.

(2). **Conditional Failures:** For a student who fails the first semester of a full year course, a conditional failing grade of “FC” will be assigned UNLESS the teacher, Department Chair, and Administrator of Academics conclude that the student has not warranted a conditional failure due to the number of missing assignments and lack of effort (lack of engagement in class, untimely make-up of missing assessments, and/or failure to seek support from the teacher or A+ Learning Center tutors). For a conditional failure, if the student earns a passing grade of at least a 70% “D-” in the second semester, the conditional failure is changed to a “D-” on the student’s transcript. If the student earns a grade below a 70% D- in the second semester, then the conditional failure converts to an “F,” and the student must recover credit for both semesters.

(3). **Credit Recovery:** Credits lost through failures must be recovered through successful completion of an approved credit recovery course. These courses require approval of the Administrator of Academics and may include an SJJ summer course, an online course from an approved provider, or one-on-one instruction as approved by the Department Chair and Administrator of Academics.

(4). **Failures and Transcripts:** Failures remain on a student's transcript even after the credit is recovered. Upon successful completion of credit recovery, the grade for the recovery course is added to the student's transcript but is not included in calculating the grade point average.

Incompletes

An Incomplete may be assigned for a quarter, exam, or semester because of missed or incomplete assignments due to extenuating events like a prolonged illness or a personal emergency. Such a grade deficiency must be made up within **three weeks**. **Incompletes not made up after the three-week period will be recorded as a failure.** The Administrator of Academics may extend this deadline due to extraordinary circumstances. The student and teacher will develop a plan that identifies the requisite work to be completed and the timeline for completion and any assessments. This will be recorded on an *Incomplete Report*.

ACADEMIC PROBATION

It is the policy of the school to place students on academic probation if their cumulative grade point average falls below a 2.1, if they have multiple quarter failures, and/or if they have a substantial decline in academic performance that warrants additional monitoring and support as determined by the Administrator of Academics. A student placed on academic probation and his parents must sign an academic probation contract. The student's academic standing and contract compliance will be reviewed after each quarter where one of three actions will take place:

- (1) the student is academically dismissed from the school based on contract noncompliance,
- (2) the student continues on probation based on notable progress, or
- (3) the student is removed from probation and attains normal standing based on a sustained improvement in academic performance.

ACADEMIC DISMISSAL

A student may be considered for academic dismissal if they fail to improve after being placed on academic probation, fail to meet the requirements of the probation contract, fail to recover a failed credit prior to the beginning of the academic year, have three or more failures in a semester (whether the student is on probation or not), have four or more failures in their academic career, or have multiple semesters with less than a 2.0 grade point average.

APPEALS

A student who has been dismissed by either the Administrator of Academics or the Administrator of Student Affairs has the right to meet with the Dismissal Review Board. This faculty and staff-based board serves in the role of due process for students. Parents/guardians must request in writing a review by the Board within 48 hours of the notification of the dismissal.

Dismissal Review Board Meeting Procedure: The time, date, and place of the meeting by the Dismissal Review Board will be determined by faculty/staff availability. The student is allowed to select one faculty or staff member to attend the hearing as his advocate. The student may have his parents or legal

guardians present at the meeting. Owing to the private nature of this meeting, no other individuals will be allowed to attend. The Administrator of Academics (the Administrator of Student Affairs for cases involving attendance or discipline) or a designee will present information to the Board regarding the decision to dismiss. The student and parents/legal guardians will then have the opportunity to respond. The Board may question the student and his advocate. The Board will make a recommendation to the other two members of the Administrative Leadership Team (Administrator of Student Affairs, Administrator of Pastoral Ministries and Outreach, Administrator of Academics) to uphold the decision or overturn the dismissal on appeal. The Administrators will report their decision to the student and his parents/guardians by email followed by a mailed letter. The decision of the Administrators may be appealed in writing by the student to the Vice-President within 24 hours of notification. The decision of the Vice-President shall be final.

School administrators 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 parents withdraw from the process.

COURSE REQUESTS, APPROVALS, AND DROP/ADDS

Course Requests: Freshman, sophomores, and juniors complete course registrations during the third quarter. Students are guided by their four-year plan and by teachers, guidance counselors, the college counselor, and department chairs. Course registrations forms must be signed by the student's parent/guardians.

Honors and AP Courses: Students must acquire teacher approval for placement into Honors and AP courses. Each department has criteria for placement into these courses; these requirements are published in the Course Catalog. Criteria may include performance in the current course, in previous courses, and/or on a placement test. Teachers may defer approvals until the end of the semester to better assess a student's readiness for an Honors or AP course. It is the student's responsibility to obtain the necessary approval from the teacher at the end of the year. If a student shows academic distress in the second semester of a course, a teacher or Department Chair may also withdraw a course approval. The student and his parents will be notified, and the counselor will change the student's course requests. Appeals of course placements should be made to the Department Chair.

Change of Course: Students will not be permitted to drop or add a class after the class has been in session for **TWO** weeks. Counselor or teacher-initiated changes of course may be approved by the Administrator of Academics after this deadline if it is found that a student lacked the necessary prerequisite(s), was misplaced due to an administrative error, or is grossly misplaced based on a strong current performance in a regular course.

STUDENT TRANSCRIPTS

Quarter and semester grades are posted on PowerSchool. 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.

HONOR ROLL

At the end of each quarter honors are awarded to students who have done superior work. Class honors go to students who earn a perfect grade point average of 4.2. First honors go to students with grade-point averages of 3.50 to 4.199 inclusive; second honors to those with grade point averages from 3.00 to 3.499 inclusive. Grades for quarters 1 and 3 and Semester 1 and 2 are used to compute averages.

HOMEWORK

From 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 to master course content and skills.

PART III. STUDENT ATTENDANCE AND DISCIPLINE

DISCIPLINE GUIDELINES

Registration at St. John's Jesuit High School 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 follow the process for Parent Concerns and Appeals. The staff of St. John's Jesuit High School is willing to help in any way it can with the development of our students.

Philosophy

The general norm of good behavior of a student at St. John's 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. He will be challenged to use the freedom he is given in a responsible manner. The school will attempt to give him more responsibility as he demonstrates an ability to use it wisely. When occasional lapses occur, he will be asked to reflect on them and ways he 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. 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.

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 Main Office (Attendance number is 419-214-3300.) The safety of our students is of utmost concern. 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. Students must be present for at least half of their classes if they wish to attend or participate in any extracurricular activities.

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 student's 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 upon return)
- 2) Observance of religious holidays
- 3) College visitation
- 4) Other events deemed by the AP to be of educational or developmental value

Approval may be obtained by completing a Planned Absence Form located in the Main Office. This form requires a parental note, teacher signatures, Administrator of Student Affairs approval and must be completed no less than one week prior to the absence.

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 make-up tests, homework, etc. at the discretion of the teacher. JUGs and/or service hours may be assigned for unexcused absences.

Excessive absences for any reason create a hardship for the student involved. Any student who misses in excess of eight classes in a single semester, whether the absences are excused or unexcused, may lose credit on the dates of additional absences. The student may be placed on attendance probation, which will specify the terms for continued enrollment.

Tardiness: Students not in their classroom by the start of morning prayer must email attendance@sjtitans.org and their current teacher upon arrival. To accommodate for the unavoidable occasions of tardiness, three tardies are permitted per semester. All subsequent tardies, other than verified medical appointments, 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 Main Office or the Nurse's Office. In the case of an illness, the nurse will notify a parent directly. If a parent requires for their student to leave early, a note/phone call/email from his parent/guardian is needed to excuse him. He will receive an email from the Main Office indicating the time of departure and will be allowed to leave class at that time. He may exit the building through the main entry only. Failure to follow this procedure will result in disciplinary action.

Vacations: St. John's Jesuit 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 an extended absence has to be scheduled during class time, a parent must contact the Main Office at least one week prior to the absences. All school work to be done must be prearranged with each individual teacher and completed within three days of his return. It may also be necessary for some work, quizzes and tests to be completed prior to the absences at the discretion of each teacher.

College Visitations: Juniors & Seniors are permitted three college visitation days. Pre-approved college visit days will be counted as excused absences. The stipulations are 1) they must be before April 15th and 2) they must be approved by the College Counselor and the Administrator of Student Affairs at least one week beforehand. Though excused, these days are considered absences on the attendance record.

Attendance Probation: Students that continue to have an ongoing number of absences or tardies may be placed on attendance probation. Students that are placed on attendance probation will meet with the Administrator of Student Affairs 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 reasonable improvement in his attendance, he may be dismissed from St. John's Jesuit.

DRESS CODE 2018-2019

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 the final class 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 current SJJ student ID at all times.

2. Shirt: A dress shirt must be buttoned to the top button. 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, flannels, Hawaiian, rugby and some printed shirts are not considered dress shirts. Long-sleeve shirts are not permitted under short sleeve dress shirts.

SJJ Polo: On the final class day of each week, a professionally printed SJJ polo is permitted in place of the conventional dress shirt. Polos must remain tucked in. Long sleeved t-shirts or thermal shirts may be worn under the polo.

Winter Wear: Students are encouraged to wear sweaters (cardigan, turtleneck, v-neck, or crew-neck) or a lightweight hoodless SJJ jacket/pullover (navy blue, gold, white, or gray, with a small SJJ logo on the chest or sleeve). Dress code approved jackets/pullovers are permitted for daily wear. A dress shirt and tie must be visible underneath all permitted sweaters, jackets and pullovers. Long sleeve t-shirts, thermal shirts, and non-SJJ fleeces are not permitted.

Senior Wear: Seniors have the special privilege of wearing a pre-approved senior fleece/sweatshirt during the school day. This fleece/sweatshirt must be approved by the AP.

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.

3. Tie: Conventional tie or a bowtie must be worn. Ties should be of conventional length and style, and worn up high enough to cover the top button. Clip-ons of any kind are not permitted.

4. Pants and Belt: Conventional, solid colored dress pants in good repair must be worn with a dress belt. This excludes all jeans, any pants with large pockets on the front or sides, drawstring pants, pants with elastic ankles, or any pants with rivets. Pant bottoms should be straight or cuffed and cover the ankle. Belts should be leather in look. Cloth belts and belts with ornate decorations or large buckles are not to be worn.

5. Shoes and Socks: Shoes must be conventional black or brown dress shoes that are leather in look. The sole and sides must be a shade of black or brown. Sports shoes, work boots, hiking or athletic boots, canvas shoes, sandals, moccasins, slippers, and clogs of any color are unacceptable. Shoes must remain in good repair and socks must be worn high enough to cover the ankle.

6. Hair and Facial Hair: Students must keep hair, including facial hair, neatly groomed. Hair should be neat, clean, and properly combed. The following is not considered acceptable: partially shaved hair, shaved lines or patterns, ponytails or tying the hair up in any way. Hair cannot extend beyond the collar or in some way obscure 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.

7. Jewelry, Accessories, Etc: Jewelry and other accessories are not to be excessive. A lanyard may be worn around the neck and cannot hang from a pocket. Earrings of any kind are not allowed. Headphones may be worn in classrooms at a teacher's discretion and in the Carty Fox Commons but cannot be worn in any way while in the hallway. 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.

8. Dress Down: During dress down days, students must either remain in standard dress code or wear a professionally printed SJJ shirt with jeans, dress pants, khaki shorts or dress shorts. Tennis shoes are allowed. Dress down days during spirit weeks will follow the pre-approved theme of the day.

Please note that the Administrator of Student Affairs makes the final approval of items 1 to 8. Items not covered in the dress code should be considered unacceptable. For violations that are deemed disruptive or correctable, the student will be withheld from class and considered unexcused until he can fulfill the spirit of the dress code.

ELECTRONICS AND MISCELLANEOUS

1. Personal electronic devices are permitted for personal use only in the Carty Fox Commons and the Senior Patio. The iPad is the only acceptable electronic device in all other areas of the school unless a counselor or teachers determines a different device is educationally beneficial. Personal electronic devices such as cell phones and music players should not be visible or heard during the school day in any area other than the Carty Fox Commons and Senior Patio. Students violating this policy will have their device submitted to the Main Office where it will be held until the end of the day.

2. 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.

3. Food and beverages are permitted in the Carty Fox Commons only.

DISCIPLINE 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 Administrator of Student Affairs.

Misconduct

Based upon a classroom violation the student may be asked to report to the Main Office to complete a Misconduct Report. Misconduct Reports ask for accounts from both the student and the teacher. A decision will be made as to whether the student should receive a disciplinary penalty, and if so, what type. Students that fail to report for a misconduct at the request of a teacher will automatically be issued a 3-Hour JUG or suspension.

Justice Under God (JUG)

JUGs may be assigned by the Administrator of Student Affairs or by instructors. Instructor JUGs, if served with the instructor, may be assigned for any day and any duration up to two hours.

JUGs assigned through the Main Office may be served after school Monday through Friday in room 105 unless otherwise announced. JUGs may be assigned as half hour or one hour. Students should be prepared to complete a predetermined writing assignment during their JUG.

30 Minute JUG – 3:15PM-3:45PM

60 Minute JUG – 3:15PM-4:15PM

All JUGs must be served by the date identified at the time of issuance. Failure to serve a JUG by the deadline will result in more severe disciplinary action.

To accommodate more serious infractions or multiple infractions, 3-hour JUGs will be offered on announced days, including weekends. Students may be assigned a 3-hour JUG for failing to attend class, misuse of school electronics such as the iPad, a failure to complete a JUG, etc. Students will be notified of their 3-hour JUG in writing and a letter will be emailed to the parent/guardian. A \$10 fine is also assessed with each 3-hour JUG. Students are expected to report for the entire duration of the 3-hour JUG. Students that fail to report to the 3-hour JUG will be issued a suspension.

Problems of a Special Nature

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, including alcohol and nicotine, look alike drugs, 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 Administrator of Student Affairs.
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 St. John's 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. Vandalism of any kind.
11. Unauthorized visitation or loitering at another school.
12. 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.
13. Harassment, intimidation, or hazing of another member of the St. John's Jesuit High School community.
14. Immoral behavior and/or conduct that is detrimental to the St. John's Jesuit High School and Academy community's reputation including; publication, transmission or use of images, text, emails or social networking sites that promote/condone violence, hate or illegal activities.

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 Administrator of Student Affairs.

Searches

St. John's Jesuit High School provides the safest possible environment for the formational experience of our students. As such, school administrators have the right, indeed the responsibility, to search school property - including persons, backpacks, clothes, classrooms, vehicles, and the like - if reasonable suspicion exists that a student has possession of; a weapon, stolen items, illegal/illicit substances or paraphernalia.

Student to Student Conflict - Harassment, Intimidation, Bullying

Intentional acts to physically or emotionally harm others is 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 Assistant Principal for Student Affairs 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 Administrator of Student Affairs 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.

Hazing

At St. John's Jesuit High School, "hazing" is strictly prohibited. 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 Administrator of Student Affairs and/or the Athletic Director. Any student

who is proven to be involved in hazing will be dealt with severely, up to and including possible expulsion.

Suspensions

In-school-suspensions will be completed in the Main Office 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 performed at a local service organization such as Seagate Food Bank or Cherry Street Missions. Students are expected to serve seven hours of service for each day of their out of school suspension. It is the responsibility of the student and his parents/ legal guardians to make these arrangements and transportation. Written verification that the student performed the work from the SJJ approved volunteer agency must be submitted to the Main Office prior to the suspended student's return to class. 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. For suspensions occurring on a Friday and continuing into Monday, weekend participation in extracurricular activities is prohibited.

Disciplinary Probation

Students that receive a significant number of conduct violations in the course of a semester 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 Administrator of Student Affairs.

Students placed on disciplinary probation will meet with the Administrator of Student Affairs 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. 1) The student may be dismissed from the school based on his inability to change his behavior for the better. 2) 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. 3) 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.

APPEALS

Appeals of suspension issued by the Administrator of Student Affairs may be directed to the Administrator of Pastoral Ministries and Outreach or the Administrator of Academics. Refer to Parent Concerns and Appeals for appeals of dismissal.

ST. JOHN'S JESUIT HIGH SCHOOL 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. Guests attending the high school dances must be a highschool student and those attending academy dances must be of junior high age. Students from St. John's Jesuit High School and Academy, St. Ursula Academy, Notre Dame Academy and St. Francis de Sales High School must present current, valid, school photo identifications to enter SJJ dances. SJJ students are allowed to sponsor one guest per dance from a school not previously listed. Students without current, valid, school photo ID's will not be admitted to the dance.

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. 'Face your date' dancing will be enforced and moderators will monitor all dancing to ensure acceptability.

Security

Faculty/staff prefects will be present at all SJJ dances. Prefects are expected to enforce the school rules and monitor student conduct and safety. All dances will have Toledo police officers for safety reasons.

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.

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.

SUBSTANCE ABUSE POLICY

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

By attending St. John's Jesuit High School and 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 and 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 lifestyle.

St. John's Jesuit High School and 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 Administrator of Student Affairs to discuss probationary terms to ensure compliance towards a healthier lifestyle.

In addition to random testing of grades 8-12, any student may be tested for reasonable suspicion as determined by the Academy Counselor or the Administrator of Student Affairs . 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 *USHealthworks* 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 Administrator of Student Affairs 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 Assistant Principal for Student Affairs to review probationary terms, including a mandatory extracurricular suspension.

Nicotine

Smoking, vaping or the use or possession of any nicotine 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 serve an in-school suspension and attend a smoking clinic directed by one of the local hospitals.

Nicotine use or possession is a violation of the acceptable use policy as it pertains to extracurricular participation.

PART IV. STUDENT SUPPORT SERVICES

GUIDANCE COUNSELING

Guidance counseling is an important component of a student's education at St. John's Jesuit High School. At a minimum, each student sees his guidance counselor quarterly, on a group or individual basis, to reflect on his academic, emotional, social, and spiritual growth and his progress toward Grad-at-Grad. Counselors also provide crisis management and support. The department offers programming related to study skills, course selection, career exploration, standardized test performance, and the college search process. Various support groups meet on a regular basis to serve the needs of specific populations of SJJ students.

<i>Mr. Todd Black</i>	Ext. 0724	Chair, Counseling Department Guidance Counselor for O, S - Z
<i>Ms. Jill Lipinski</i>	Ext. 0746	Guidance Counselor for D – H, P
<i>Mr. Mussa Orra</i>	Ext. 0794	Guidance Counselor for A – C, Q & R

Standardized Testing

Guidance counselors coordinate and manage most of the standardized tests students take.

All Freshmen take the Pre-ACT.

All sophomores and juniors take the Preliminary Scholastic Aptitude Test (PSAT) which assess students' verbal and math abilities. This test provides an opportunity to practice for the Scholastic Aptitude Test (SAT) and the American College Test (ACT) used by colleges to help determine admission. The PSAT predicts future SAT and ACT scores. Juniors' PSAT performance is evaluated for entrance to the National Merit Scholarship competition. Results of the PSAT are returned directly to the students. Follow-up meetings with guidance counselors afford students the opportunity to assess the significance of their scores.

The SAT and the ACT are used in college admissions. Taking these tests typically for the first time during the spring of the junior year, students gain insight into their strengths and weaknesses in order to remediate and improve their scores before possibly retaking the tests in the fall of their senior year. Information related to remediation materials and area programs is available from guidance counselors. St. John's Jesuit High School identification number for both the ACT and SAT is **365054**.

COLLEGE COUNSELING

College Counseling guides students through the college planning and selection process. The winter of a student's Sophomore year, the official college process launches with the *Sophomore Seminar: Platform for College Planning*. Junior and Senior programming includes *College Kick-off*, *Application Boot Camp*, *Financial Aid Night*, and *Parents as College Coaches*. The end result is a young man who finds the college that is the right fit for him and scholarships in many cases to make it more affordable.

Mrs. Keri Struckholz Ext. 0789 Director of College Counseling

Mrs. Inga Wood Ext. 0776 Administrative Assistant

A+ LEARNING CENTER

The A+ Learning Center provides a comprehensive support system for all students to reach their full academic potential. Current A+ staff includes a director, two intervention specialists, a psychologist, an ESL teacher, a research specialist and academic tutors. The A+ Learning Center is open Monday through Thursday from 7:30-4:15 p.m. and on Friday from 7:30-3:15 p.m. Students may drop in or make an appointment. Services include professional tutoring, peer tutoring, study groups, study skills instruction, exam review, specialized instruction, psycho-educational testing, and minor accommodations. St. John's Jesuit is a Jon Peterson Special Needs Scholarship provider.

Mrs. Michele Nixon Ext. 0715 Director of Learning Support Services

Mrs. Sharon Barnett Ext. 0799 School Psychologist

HEALTH SERVICES

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.

All freshman and new students are screened for hearing and vision. Teacher/nurse and parent/nurse conferences are encouraged concerning illness and special needs. Care plans are located on the school website. Health counseling is available with the ultimate goal that the student will accept lifelong responsibility for his personal health. To assist in caring for each student, information from students' emergency medical forms may be viewable on PowerSchool by school personnel.

Mrs. Julie Zaborowski Ext. 0747 School Nurse

In the absence of the school nurse, students with emergency needs or those who take regularly scheduled medications should report to the Main Office.

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 to administer Tylenol and grant permission to have an epipen and inhaler in a book bag.

By completing appropriate Health Forms, **prescription medicine** may be administered in the health office. Forms are located in the Parent tab at sjjtians.org. For health and safety reasons, students are NOT allowed to carry medications, vitamins, supplements, etc. in book bags, with the exception of inhalers or an epipen for emergency use. A second epipen should be kept in the health unit also. Parents are to bring ALL medications to the health office to verify proper dosage and administration. All medication must be in a pharmacy-labeled container. **No medication will be given after 3 p.m.** If your son forgets his morning medication, it cannot be dropped off in a bag to be administered. The parent should report to the health office and the parent would have to administer the medication.

On field trips and retreats, medications such as inhalers and epipens should be sent with the students and teachers should be made aware of these health conditions prior to the trip.

All policies for health services and all required health forms are available on the St. John's Jesuit website under the 'For Parents' link.

TRANSPORTATION

Automobiles

Driving to school and parking in the St John's lot is a privilege limited to those students who purchase a parking permit. Drivers must register their cars with the Business Office by completing a form and \$150 payment online thru FACTS. Students must email a copy of their driver's license and vehicle registration to the Business Office as directed in the form. If a student must drive an unregistered vehicle, they must report to the Business Office immediately upon arrival. Owners of an unregistered vehicle may be assessed a fine or may be towed at the owner's expense.

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.

After School Supervision

Transportation arrangements should be made so that all students are picked up before 3:30. Students waiting after 3:30, whether for a ride or for practice to begin, must remain in the Carty Fox Commons. Access to all other areas of the school require faculty/staff supervision.

TECHNOLOGY

iPad Acceptable Use Policy

An individual iPad in a 1-to-1 environment provides an opportunity to enhance each students 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 are subject to the same acceptable use guidelines as all other St. John's Jesuit provided electronic devices. All applications (apps), files and documents purchased by St. John's and stored on the iPad remain the property of St. John's Jesuit until graduation. 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, overnight confiscation, removal of content. In the event of 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

Safeguarding and Maintaining as an Academic Tool

- The iPad is required to be at school every day, fully charged.
- Students are encouraged to purchase protective covers/cases for their iPads.
- 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.
- Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment unless no other means of completion exist.
- Items deleted from the iPad cannot be 'undeleted', so backing up your work is very important. Syncing the iPad to iTunes should be done regularly. Doing so will safeguard all files, documents, and apps.
- Your SJJ e-mail must be connected to the preloaded iPad e-mail app.
- 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.
- Gaming and/or the use of social media during class time, including study hall, is strictly prohibited. Violators will receive a minimum of a 3-Hour JUG.
- 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.
- The utilization of a VPN or other means to circumvent school security measures is strictly prohibited.

Lost, Damaged or Stolen iPad

- If the iPad is lost, stolen, or damaged, the Main Office must be notified immediately.
- All iPads must be passcode protected by the user.
- 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 cost of replacing an iPad that is lost, stolen, or damaged.
- 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 allowed to send, access, upload, download, or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

Illegal Activities - Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.

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 student's accounts, files or data will be subject to disciplinary action.

Malicious Use/Vandalism - Any attempt to destroy hardware, software or data.

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.

Student Access

A student who submits a properly signed Student Handbook Agreement and Consent Form 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 Agreement and Consent Form ***each year*** during which they are students at St. John's Jesuit High School before they are given access to the Network and the Internet. Students are to only access Wi-Fi from the SJJSTUDENT network or SJJPUBLIC network. Virtual Private Networks (VPNs) are strictly prohibited.

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.

The following uses are 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 account 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
 - Only access Wi-Fi from the SJJSTUDENT network or SJJPUBLIC network
 - 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 result in disciplinary action.

PART V. STUDENT LIFE AND EXTRACURRICULAR ACTIVITIES

ATHLETICS

Philosophy

St. John's 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 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 St. John's 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 St. John's 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 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 St. John's 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 athletic program at St. John's 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 varsity sports (all levels - freshman, jv, and varsity) 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 must abide by all OHSAA (Ohio High School Athletic Association) rules and regulations. Summer school does not correct fourth quarter failures.

St. John's 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 must abide by all OHSAA regulations.

Residence

By OHSAA regulations, students whose parents or legal guardians reside in Michigan are ineligible to participate in sports. There are a few exceptions to this rule. The information about them is available from the athletic department.

“Simultaneous” Participation in Sports

OHSAA rules strictly prohibit simultaneous participation on high school teams and non-school sponsored teams. This prohibition includes tryouts, practices or tournaments.

OTHER EXTRACURRICULAR ACTIVITIES

Academic Eligibility

For a student to be eligible to participate in extracurricular activities, he must achieve a minimum grade point average of 1.50 with no more than one failure for the previous grading period (QUARTER grades). Academic eligibility is based on quarter grades, not semester grades. For fall activities, 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 participate on the fifth day of the new grading period. Summer school does not correct fourth quarter failures.

NATIONAL HONOR SOCIETY

The membership selection guidelines for the SJJ National Honor Society are set by the national organization with the instruction that the local chapters establish their own specific guidelines or requirements when they establish their chapters. In 1979, when the Pedro Arrupe Chapter was established, the requirements for membership were established to honor those students who exemplified the qualities of a "Man for Others" as defined in the mission statement of St. John's Jesuit.

MEMBERSHIP SELECTION POLICIES FOR THE SJJ NATIONAL HONOR SOCIETY

1. A list of juniors and seniors who have a 3.6 G.P.A. or higher will be compiled. These students will be notified and invited to complete an application for the National Honor Society. **All submissions for admission in the National Honor Society will be submitted to the Main Office by the end of the school day specified on the application.**
2. The National Honor Society Faculty Review Board (NHS Moderator and five faculty members) will review the candidates and their applications and make the selections for the National Honor Society.
3. Selection will be based on the following: *Scholarship, Leadership, Activities, Service and Character*. Additional information is provided on the SJJ website.

PART VI. TUITION AND FINANCIAL POLICIES

TUITION AND FEES

Pertaining to ALL students:

Tuition	\$12,150.00
Composite Fee	\$ 1,485.00
Senior Fees	\$ 450.00
(Payable July 1, 2018)	

Miscellaneous Fees:

Registration Fee (Payable @ Registration)	\$250.00
--	----------

Additional Fees:

Parking Fee (per year)	\$150.00
Returned Check/NSF Fee (each occurrence)	\$30.00

FINANCIAL POLICIES

1. St. John's Jesuit has a prepaid 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, MasterCard 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. All student billing is done through FACTS and all families are required to have a valid FACTS account.
3. Any requests for changes in Payment Plan due dates must be made via email 3-4 business days prior to the due date to cschroeder@sjtitans.org Confirmation of this change will occur thru automated email from FACTS. It is the responsibility of the parent to ensure email requests are received in time to the Business Office. Any late email requests are not the responsibility of the Business Office.
4. 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.
5. 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. If an electronic payment through FACTS is returned for non-sufficient funds (NSF), then FACTS will charge \$30.00 to recover their cost.
6. **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. Transcripts will be sent only when all tuition and fees have been paid.

7. 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.
8. The following must be adhered to for a student to remain enrolled at St. John's Jesuit High School.
 - 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 notifying the Business Office when unforeseen financial difficulty is incurred.

NOTE* As of the end of the first quarter, no portion of the tuition and fees, whether paid or still outstanding, will be refunded or cancelled, regardless of subsequent absence, withdrawal or dismissal of the student. St. John's Jesuit must make commitments to hire personnel and must incur expenditures for the academic year based on entry into the enrollment contract and these commitments and expenditures are not affected by any withdrawal or separation from St. John's Jesuit.*

Notification of withdrawal from the parent/guardian for which a refund applies must be given in writing to the Registrar's Office. Date of withdrawal notification as received by the Registrar's Office will be used to determine any refund amount.

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. **A student with delinquent tuition who is unable to sit for semester or final exams will be issued a grade of "Incomplete" for the exam and the semester since he has not completed the requisite work to receive credit for the semester.** The parent/guardian must keep the Chief Financial Officer informed of changes that may occur affecting their financial status.

TUITION ASSISTANCE PROGRAM

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

To apply for tuition assistance, parents must apply online with FACTS, which can be accessed through our website www.sjtitans.org. There is a fee of \$30 for this professional service. The form is then processed and returned to St. John's Jesuit indicating the level of need, so that tuition assistance can be awarded. Tuition assistance is awarded according to need within available funding.

Applications for tuition assistance must be renewed each year. Families that are renewing must complete the application with current tax return information. Families are asked to reapply every year by April 15th. Families that are applying for tuition assistance for the first time are asked to complete the application by February 28th.

For further information, please contact the Christie Schroeder in Tuition Assistance/Student Billing at cschroeder@sjtitans.org.

ADMISSION POLICIES

St. John's Jesuit High School 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/extra-curricular 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.

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, a parent/guardian and prospective student, grade 8-12, will sign the Student Handbook Agreement and Consent Form.
- B. The Administrator of Student Affairs will provide student ID numbers for all students to the designated vendor.
- C. The Administrator of Student Affairs 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 student's 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 Administrator of Student Affairs 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 Assistant Principal for Student Affairs. 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 Assistant Principal for Student Affairs 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 Administrator of Student Affairs, 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.