



This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZP CODE _____

PHONE _____

STUDENT NO. _____

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ST. JOHN THE BAPTIST D.H.S.
1170 MONTAUK HIGHWAY
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(631) 587-8000

www.stjohnthebaptistdhs.net

STUDENT HANDBOOK
CODE OF CONDUCT

Principal Ms. Nan Doherty	Ext 112	Chaplain Fr. Robert Ketcham	Ext 116
Assistant Principal Mr. Matthew Artigas	Ext 117	Campus Ministry Mr. Richard Costa	Ext 116
Assistant Principal Mr. Patrick Harris	Ext 113	Social Worker Sr. Elizabeth McGarvey	Ext 188
Assistant Principal Mrs. Claire Gohn	Ext 122	Guidance Office Mr. Donald Kachuba	Ext 123
Dean of Students	Ext 122	Admissions Office Attendance office	Ext 113 Ext 175
Business Office Mr. Michael Kennedy	Ext 120	Tuition Office	Ext 134

For an appointment with a faculty member or an administrator, please call during school hours (7:45 AM - 3:30 PM).

It is extremely important that the school records be kept up-to-date, therefore any changes in address, telephone numbers or work phone numbers must be sent in writing to the Registrar. To report your child absent from school, please call the attendance office at (631) 587-8000 ext.124 between the hours of 7:30 AM and 9:00 AM.

Please read this Student Handbook and the Academic Code of Honesty and **sign the contract located at the end of the book.** This contract is a confirmation that you and your student have read and understood the policies and regulations as stated in this handbook.

The administration reserves the right to change regulations as may be deemed advisable. Such changes are effective for all students from the date stated in the official announcement of the change.

MISSION STATEMENT

In the spirit of St. John the Baptist, prophet and herald, we, a diocesan college preparatory school, educate a mosaic of young people of diverse abilities and backgrounds in an environment of mutual respect and compassion. We prepare them for higher education, instill in them the skills and desire necessary to continuously learn, and adapt in our rapidly changing world, to serve their communities with conviction and grace, and embrace lives rich in faith and gentleness.

ACADEMICS

It is expected that students seeking admission to St. John the Baptist Diocesan High School have successfully completed all eighth grade requirements and have attained a diploma from a certified elementary school.

BELL SCHEDULES

	Regular Schedule		Noon Dismissal		2 Hour Delay Opening
Advisory	7:50-8:03		7:50-8:03		9:50-10:03
A Period	8:06-8:46		8:06-8:27		10:06-10:30
B Period	8:49-9:29		8:30-8:51		10:33-11:00
C Period	9:32-10:12		8:54-9:15		11:03-11:30
D Period	10:16-10:56		9:19-9:40		11:33-12:00
E Period	11:00-11:40		9:44-10:05		12:03-12:30
F Period	11:44-12:24		10:09-10:30		12:34-1:01
G Period	12:28-1:08		10:34-10:55		1:05-1:32
H Period	1:11-1:51		10:59-11:20		1:35-2:02
I Period	1:54-2:34		11:23-11:44		2:05-2:32
Announcements	2:34-2:36		11:44-11:46		2:32-2:36

HOMEWORK

Homework is an integral part of a student's academic life and a key factor to his/her success at St. John the Baptist D.H.S. In general, students will be assigned at least 20 minutes of homework each night in each subject. Written homework is not the only assignment that must be done with diligence reflecting a seriousness of academic purpose. Students must review their class notes, do library research, prepare for long-range projects and reports, as well as reading and reviewing textbook material. Assignments should be recorded in the "Student Planner" and must be executed with diligence and care.

Written work is to be done in a neat and orderly fashion following the classroom teacher's guidelines and will be graded for content, as well as format, mechanics, grammar, etc. Each teacher will provide a rubric for written essays, papers and projects. A percentage of each grade will be assigned to proper grammar and mechanics of writing. The following proofreading marks will be used in the grading process by teachers.

Here is the explanation of the codes for your reference



The official school MLA heading for all assignments is as follows: Student Name: _____
 Teacher Name: _____
 Course Title: _____
 Date of Submission: _____

PROOFREADING MARKS

	capitalize	They fished in lake <u>ta</u> ho <u>e</u> .
	make it lowercase	Five <u>s</u> tudents missed the <u>B</u> us.
	spelling mistake	The day was cloudy and cold <u>sp.</u>
	add a period	Tomorrow is a holiday <u>.</u>
	delete (remove)	Kim knew the the answer.
	add a word	Six <u>pups</u> were in the litter
	add a comma	He ate peas, corn and squash.
	reverse words or letter	An otter swam in the bed kelp.
	add an apostrophe	The child's bike was red.
	add quotation marks	Why can't I go? she cried.
	make a space	He read two books.
	close a space	Her favorite game is soft ball
	begin a new paragraph	We had fun. Next we went to

All work must be submitted using the MLA format and header. Students who fail to complete homework may be required to remain after school to complete assignments. All students are required to complete summer reading assignments and fulfill written responsibilities in this regard. In keeping with our Academic Honor Code, students are expected to individually complete their homework. Assignments must be completed in compliance with our Academic Honor Code.

RESEARCH PROJECTS

Research at S.J.B. is defined as: a complex task that involves selecting a topic, developing a thesis statement or hypothesis, identifying key questions to be answered, developing and following a research strategy that answers those questions, and creating a final product that requires synthesizing what has been learned.

FAILURES

The passing grade for all courses is 70%. **No student may return in September with any failures from the previous school year. Any student who fails a course must attend summer school to receive course credit. Any student who fails a Regents Examination in June must retake it in August, or at the next available date that the test is given by the State. Any student who fails more than two (2) courses for the year may be required to transfer from St. John's.**

CREDIT REQUIREMENTS AND STUDENT SCHEDULES

Freshmen who have successfully attained at least six (6) units will be considered as members of the sophomore class. Sophomores must attain at least thirteen (13) units for junior class status. Juniors should have attained at least twenty (20) units to be considered members of the senior class. (A unit is earned by the successful completion of a course.)

It is required that students in grades 9 and 10 carry 7 1/2 units of major academic work, students in grade 11 and 12 must carry 7 units. Students may not take courses at any other institution while attending St. John the Baptist D.H.S.

Placement in Honors, AP, College and School Program courses are at the sole discretion of Administration. For further information regarding criteria for course levels, ranking in class and weighting, please consult the Course Description Booklet.

Although it is possible that students may have attained sufficient academic credits prior to senior year, physical and psychological maturity, as well as academic achievements are considerations for graduation. St. John's offers a full four year program, including a broad range of advanced courses and senior year electives. Therefore, no student is permitted to graduate before completing four years of high school.

Students have been programmed according to ability and interest by teachers, department chairpersons and guidance counselors and student schedules have been approved by parents. **THEREFORE, NO COURSE MAY BE DROPPED OR CHANGED.** Schedules are distributed in **Advisory** on the first day of class. Any course changes necessitated by failing a course, or by attending summer school, will have been made prior to this date. Students who have been forced out of requested courses will be assigned an alternate course. No student may be over scheduled. Every student must have a lunch period. **The school reserves the right to change a student's schedule if an Administrator deems it is in the best interest of the school to do so.**

Specified senior courses may be taken for college credit. A \$325.00* fee must then be paid per course, per semester, for St. John's University courses. A \$200.00* fee must be paid per course, per year, for Molloy courses. No student may take more than three such courses per semester. An SAT score of 1000 (min. 500 English) and teacher recommendation are required.

*These fees are what the colleges charge and are subject to change each year.

GRADUATION

"Public graduation" is a privilege earned by the successful completion of four years of academic study and acceptable student behavior. The Administration reserves the right to withhold public graduation from any student whose behavior is uncooperative, whose appearance is not in compliance with the dress code and grooming guidelines, or whose tuition is not paid in full. A student who transfers into St. John the Baptist in junior year cannot be considered eligible for awards at graduation. Any student eligible for Valedictorian/Salutatorian awards must be in attendance at St. John's a minimum of (6) semesters. The GPA is determined after the 3rd quarter of senior year.

ACADEMIC ELIGIBILITY POLICY

These academic standards are for participation in all student activities and athletics.

Any student who wishes to participate in any activity or sport must maintain 75% cumulative average each quarter with the additional stipulations:

1. Students will be ineligible if they fail **more than one course** in a quarter.
2. Students will be ineligible if they fail **any course** for the year.

A student will become ineligible at the end of a quarter when grades (unweighted) are submitted and students, coaches and moderators are notified. The student is then unable to practice, play, scrimmage or attend meetings until evaluation of the next quarter's grades indicate that they are eligible. This means that the student must sit out the **entire quarter***, even if that means being unable to participate in an entire season. However, students will be able to participate in tryouts for a new team/activity while they are ineligible, but cannot begin to practice until the next quarter's grades are reviewed.

A student who fails a core course at the end of a year must pass the course in summer school in order to be eligible for activities and athletics in September. (The Administration has the right to establish additional criteria for those students who are certified as Learning Disabled, after consultation with their teachers/counselors).

****Mid-Quarter***

Reconsideration:

Students who have worked to improve their academic status can apply, at the middle of the quarter, to be reinstated to their activities and removed from academic ineligibility. They can obtain the necessary form from the general office before the mid- quarter. They will be notified by the Assistant Principal of the decision **after** mid-quarter Progress Reports are submitted and reviewed.

ACADEMIC AWARDS

St. John the Baptist D.H.S. subscribes to the belief that outstanding student achievement, in any and all areas of curriculum, deserves public recognition. The purpose of these awards is to provide such recognition in the hope that quality achievement may be encouraged and sustained.

1. **Honor Roll:**
 - a. **Summa Cum Laude** **quarterly weighted average of 100 or higher**
 - b. **Magna Cum Laude** **quarterly weighted average of 95-100**
 - c. **Cum Laude** **quarterly weighted average of 90-95**

A student who is on home study is not eligible for Honor Roll status

2. **Honors Convocation:** An annual awards ceremony held for parents and their students in the fall. A student's status is based on the weighted average, which includes quarterly average as well as mid- term, final exam and Regents grades.
3. **Honor Society Induction:** The National Honor Society and other Academic Honor Societies recognize the sustained academic excellence of eligible students at a yearly induction ceremony for students and their parents. Students are required to submit the appropriate application and recommendations by the deadline for faculty review and nomination to occur.
4. **Graduation Awards:** These are presented for top honors in each academic discipline for four (4) years and for a variety of special achievements. The Valedictorian/Salutatorian awards are determined by a student's GPA after the 3rd quarter of their senior year.

HONOR SOCIETIES

Students in all of the S.J.B. Honor Societies must have consistently exhibited good scholarship, character and cooperation in all S.J.B. activities. In order to be accepted into any of the honor societies, students must also maintain a good attendance and discipline record, both prior to and after acceptance into any honor society. Failure to do so will result in denial or removal from the society. All qualified applicants will be screened through the Student Services Office by the honor society moderator. Excessive school absences (inclusive of home study, lateness and tardiness) will be considered unacceptable for acceptance into any S.J.B. honor society.

Students are to complete the required applications and submit any required fees/dues by the deadlines to the moderators. The mandatory Induction Ceremony is held in the spring only. Contact the respective moderators or department chairpersons for additional info/questions. (For specific grade requirements, see the chart that follows).

THE NATIONAL HONOR SOCIETY

The purpose of the National Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of American secondary schools. Election to the society is nationally recognized as the highest honor to be bestowed on a high school student. Requirements for election to the National Honor Society are:

1. **Scholarship:** Maintenance of a cumulative weighted academic average of 93.5%. (The first (5) semesters at S.J.B.)
2. **Leadership:** Some of the qualifications of leadership include; promotion of school activities, demonstration of positive behavior, resourcefulness in making suggestions, setting tone and leading by example.
3. **Character:** The student of character upholds principles of morality and ethics, cooperates by complying with school regulations, and shows courtesy, concern and respect for others. Detentions and/or suspensions from school are deemed serious and can result in removal from the honor society.
4. **Service:** The student who serves is willing to uphold scholarship and maintain a loyal school attitude, be a participant in some outside activity or volunteer service, and assist visitors, teachers and other students. (For application - a minimum of 30 hours of service is required. At least 5 of these hours must be at S.J.B. From spring of junior year through September of senior year, 30 additional hours are required and another 60 hours are to be completed during senior year.)
5. Each scholastically eligible junior will receive a nomination form in Feb/March for membership and must submit the completed form and the required letter(s) of recommendation to the moderator of the NHS.
6. The names of the candidates are submitted to the entire faculty for their confidential evaluation and comments. After these preliminary steps have been completed each candidate is evaluated and either accepted or rejected by the vote of the faculty council composed of the chapter advisor, administration and volunteer representatives from other disciplines. The deliberations of the council are confidential. The principal reserves the right to approve all decisions re: the selection and dismissal of applicants to NHS. Upon the principal's approval the decision of the council is final.

The students not elected to membership in their junior year can be eligible for reconsideration in September of their senior year. They are to contact the moderators of NHS for details. Students who are honored by election should view membership in the National Honor Society as the beginning of new responsibilities as well as a reward for past achievement, and are aware that they can be dismissed from the society if they fail to maintain their scholastic standing or if their conduct or attendance no longer exemplifies the principles on which they were chosen. Any National Honor Society member may be suspended or dismissed if their conduct is not in conformity with the high standards of the St. John's Chapter of the National Honor Society.

Members in good standing are permitted to wear honor hoods at graduation. Members of the National Honor Society endeavor to be of service to the school community through tutoring other students, organizing the annual Teacher Recognition Day and Blood Drives and in any other areas in which their assistance is requested or needed.

Students and parents should bear in mind that students do not apply for membership in the National Honor Society, but rather, they are elected. Membership is not a right but a privilege that is granted on the consideration of many factors in addition to the basic academic considerations.

OTHER HONOR SOCIETIES

The Art, English, Language (French, Italian, Spanish), Mathematics and Music Honor Societies invite students into their membership who excel in these specific subject areas and meet each Honor Society's criteria. Once accepted in any society, the moderators will delineate the specific service requirements necessary for continued membership. Good attendance and discipline are prerequisites for membership in all Honor Societies. Once applications are submitted, they will be reviewed by moderators in order for acceptance decisions to be made.

Membership in these Honor Societies is based on the following pre-requisites:

FOR ALL HONOR SOCIETY INDUCTEES

Students are required to be present at the Spring Induction Ceremony or to submit sufficient evidence explaining their absence. This evidence shall be presented to the respective moderator, in writing, at least 24 hours prior to the induction ceremony and will be reviewed by the moderator and administration to determine whether they must delay their induction to the following year.

HONOR SOCIETY REQUIREMENTS

Society	Grades & level qualifications	Other requirements
National Honor Society (only qualified Juniors can apply for Spring Induction)	A 93.5 weighted average is required. Evidence of significant service, leadership, character & scholarship	A minimum of 30 hours of documented volunteer service (excluding any service for course requirements.) is required for application. Completed applications are judged by faculty committee & students are notified in writing
National Art*	90 unweighted average in Studio Art and at least one Advanced Art course	Service at Art & Gallery shows is required after induction as well as portfolio preparation as juniors and seniors
National English*	90 unweighted average in Junior AP English class	90 average or above in all previous English courses. Successful completion of application/essay
National French* National Italian* National Spanish*	90 unweighted average for all courses in the target language	Open only to students who completed Language Level II & are Level III or IV and who complete the application process
New York State Math	90 unweighted average in High School Algebra II Regents or Honors(only one year classes)	90 or above in all previous Mathematics courses. This includes Algebra I Regents/Honors and Geometry Regents/Honors
Tri-M Music* Can apply in 10 th & 11 th Grades	90 minimum average in a major S.J.B. performance ensemble for each H.S year	For acceptance- Participation in NYSSMA for 2 H.S. yrs. After induction- 10hrs/yr. of dept. & performance service is required

**A minimum of an 85 GPA in the previous semester is required for any student applying to these discipline-specific Honor Societies.*

TESTING SCHEDULE FOR 9TH GRADERS (First Semester Only)

Odd days (1, 3, 5) – Social Studies, Math and Language tests will be administered.

Even days (2, 4, 6) – English, Science, Religion and Health tests will be administered.

Keep in mind make-up tests for any missed exams can be given the day a student returns to classes and supersedes the above schedule.

SCIENTIFIC RESEARCH PROGRAM

S.J.B.'S Scientific Research Program, known as GENESIS, was created to give students an opportunity to closely examine topics for which they have a passion and pursue research studies that go beyond the traditional classroom learning experience. Students in the GENESIS Program learn and work in a challenging, supportive, high-tech environment where they explore, question, and develop both reasoning and critical thinking skills. This program affords them the opportunity to combine their natural curiosity with real world inquiry based in the scientific method. The ultimate goals of the program are to encourage scientific inquiry, promote mastery of research methodology and support student production of scientifically sound research studies.

STUDENTS WITH INDIVIDUALIZED EDUCATION PLANS (IEP'S) OR 504 PLANS

1. While students with special educational needs, Individualized Education Plans (I.E.P.'s) or 504 documents, are entitled under Federal and State regulations for the handicapped to special provisions for learning, as a private institution, St. John's **DOES NOT** provide any of these services. However, students with special needs who are accepted to St. John's must have their home school district contract with the West Islip School district in order for services to be provided, on campus, during the school day at St. John's. Services must be limited to **one** period of Resource Room per day. Without this contracting, West Islip, through St. John's, **CANNOT provide** any modifications to accommodate your student's scheduling and/or testing needs.
2. The IEP/504 Plan must be reviewed by St. John's academic committee on a yearly basis or when the student qualifies for services mid-year.
3. The IEP/504 Plan must not limit the student's ability to obey school rules.
4. If the IEP/504 Plan presented at acceptance is changed or altered, for the next school year, St. John's must be informed by you and the new IEP/504 Plan must be approved.

5. The IEP/504 Plan cannot require any accommodation other than Resource Room (one period per day/5:1 ratio) and/or extended time testing.
6. The student must successfully complete all their 8th grade courses.

GUIDANCE SERVICES

The Guidance Department can best be described as the services available to each student to facilitate his/her academic success in school, support for students' emotional and social growth, identification of interests and plans for realistic goals. The emphasis is always on the individual. Students are assigned to a specific counselor at the beginning of the school year. Guidance counselors can be reached at 631-587-8000 ext. 126.

The counselors use school orientation programs, homeroom visits, guidance classes and individual appointments to become acquainted with students. In addition, standardized placement scores and academic history of each student is studied. Information concerning academics, graduation requirements, colleges, scholarships, career and vocational training are disseminated. Mini-college fairs and career days are scheduled throughout the year. College Night is held each year on the first Wednesday in October. Appointment passes to see counselors may be obtained at the Guidance Office reception desk.

HOMWORK ASSIGNMENTS:

Students should consult their class pages online to obtain homework assignments from teachers.

Process:

1. Call the Guidance Department, at (631) 587-8000 ext. 126, in the event of extended absence or illness.
2. If books are needed, call Student Services Office for appointment to go to locker.

DRIVER EDUCATION

Courses in Driver Education will be given in the fall and spring semester as well as during the summer months. Instructors are accredited N.Y. State teachers, licensed to teach Driver Education. Classes will be given at the high school after 2:45 p.m. on regular school days. (Students must be 16 years of age before the starting date of the program in the semester they are attending). For further information, please see Mr. Kachuba in the Guidance Department or call (631)587-8000 ext. 126.

SOCIAL WORK OFFICE

The Social Work Office works in collaboration with Campus Ministry, guidance, faculty, staff and administration to: provide psychosocial support and crisis intervention to students and/or their families; assist students, their families and the school community in developing an academic reentry plan after prolonged hospitalizations or home study. The office serves as a resource for referrals to community agencies for such issues as: anger management, anxiety, bereavement, bullying, depression, eating disorders, substance abuse and other mental health issues. Student Support Groups are coordinated through this office.

Appointments may be requested by students and/or their parents/guardians by calling ext. 188. Referrals are also made by S.J.B. faculty, staff or Administration. Every attempt is made to schedule appointments during lunch and/or study periods.

CAMPUS MINISTRY

SPIRITUALITY

There are many aspects to the spirituality of our community. The celebration of the Eucharist is central to all that we do; the core of our community. Mass is celebrated on a daily basis. Several times a year there are school wide Masses. The assistance of many students is needed to help with the diversity of liturgical ministries. School wide "Days of Prayer" take place before all major holy days and holidays. Special opportunities for prayer are regularly offered including retreats and Coffee Houses (evenings of prayer). Students are trained to take on roles of leadership in prayer such as becoming a retreat leader or an Extraordinary Minister of Holy Communion.

SUPPORT

Student support is experienced in many ways. Campus ministers are always available to assist a student through a difficult time. Parents too are offered assistance and help through presentations in which pertinent topics are presented to offer guidance and realistic information in response to some of the challenges of raising a teenager.

SERVICE

St. John the Baptist has a remarkable history of serving the community both locally and globally. Our Lady of Consolation Home, Habitat for Humanity, Catholic Charities Group Homes and Midnight Runs are a few of the organizations with whom we have worked. Food and toy drives are conducted throughout the year to assist local communities who may be in need. Mission trips are opportunities for extended ministry or service. In addition to the ways in which we extend help outside the community, Campus Ministry also offers service within the community.

PARENT INVOLVEMENT

As educators and co-ministers we truly need each other! Working together through communication, activity and social events enables us to better meet the needs of our students and school community. St. John's has two parent organizations that work independently with each other. Parents are expected to participate in the school wide fundraisers.

1. **Family Unity Network (F.U.N.):** The Family Unity Network works to bring parents together for spiritual, social and communal moments. The Family Unity Network coordinates all parent volunteers, academic and social events and produces the Family Directory and opportunities for prayers and reflection. In addition, The Family Unity Network raises needed funds for the school.
2. **Cougar Club:** The Cougar Club is open to all parents who wish to support the S.J.B. Athletic Program.

Details about all these services and opportunities are available in the Campus Ministry Offices, the athletic department as well as on the school website.

SAFE ENVIRONMENT POLICY AND REPORTING

St. John the Baptist Diocesan High School (the "School") is committed to providing a school and school-related environment that is free from any behaviors that directly, or indirectly, threaten the physical, or emotional, well-being of any of our students. No such behaviors will be tolerated and are subject to the imposition of serious consequences at the discretion of the School administration. Threatening behaviors shall include, **but not be limited to**, the following: inappropriate touching, inappropriate language, sexually suggestive words or actions, harassment, bullying and abuse. Threatening behaviors are prohibited, on and off School grounds, among members of the School community.

For illustrative purposes only, and without any limitation regarding other threatening behaviors, examples of harassing behavior may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, displays of pornographic or sexually explicit pictures, drawings, or caricatures, or language that is otherwise sexually suggestive.

Use of the School's computer or electronic systems, or of private electronic media for the purpose of engaging in any threatening behavior between, or among, any members of the School community is subject to this policy.

All students and School personnel are expected, and required, to refrain from any threatening behavior and are expected and required to abide by this policy, including its reporting requirements.

If any student, or School employee, feels that he or she has been subject to behavior prohibited by this policy, he or she should:

1. In the case of a student, report the behavior immediately to (a) his/her parent or guardian and/or (b) to administration, a guidance counselor, the school social worker, the Chaplain or a member of Campus Ministry and/or (c) to the Diocesan Office for the Protection of Children and Young People; **(516-678-5800, x.573)**
2. In the case of School personnel, report the behavior immediately to (a) his/her supervisor and/or department head and/or to (b) Office of Student Services and/or to (c) the Department of Education, Diocese of Rockville Centre.

Any parent who, at any time, feels that his or her child has been, or is being, subject to School-related threatening behavior should contact (a) Office of Student Services and/or (b) the Diocesan Office for the Protection of Children and Young People **(516-678-5800 x.573)** and/or (c) the Department of Education, Diocese of Rockville Centre.

Prompt follow-up action will be taken.

HEALTH SERVICES

Health services include two full time nurses. These services include a medical examination, vision screening, audiometer tests, first aid and emergency care. Students are encouraged to have an annual physical by their private physician. State law mandates that every 9th and 10th grade student in NYS must have a medical appraisal. In addition, every student entering a new school district must have a physical examination on file in the Health Office.

ALL STUDENTS ARE REQUIRED TO HAVE A CURRENT HEALTH EMERGENCY CARD ON FILE IN THE NURSE'S OFFICE BY SEPTEMBER 12, 2016. ALL STUDENT ATHLETES MUST HAVE A VALID PHYSICAL ON FILE, IN THE HEALTH OFFICE, IN ORDER TO TRY OUT FOR A SPORT.

A signed pass is required before a student is admitted to the Health Office. The pass is to be signed by the teacher whose class the student is missing. When leaving the Health Office, the student will then be given a pass back to class. In the event that a student is unable to actively participate in physical education classes, it is required that a written statement from a physician be submitted to a school nurse. The same physician must clear the student to return to physical education and sports. If a student is medically excused from physical education class the student is ineligible to participate in any S.J.B. athletic team.

In case of serious illness at school a student may be dismissed only after the parent has been contacted and adequate transportation has been arranged. Students are not permitted to use the public telephone to phone home when they are ill. Any student who has been absent five consecutive days, or is returning to school after a hospitalization/concussion, must have a doctor's note stating that the student may return to school and whether they can participate in physical education. **Any student who drives to school will not be permitted to drive home if they are ill.**

Students are not permitted to sign themselves out of the building. If a student is sent home from school by the Health Office this student is not eligible to return to school to participate in any after school activity.

CONCUSSION

The Concussion Management and Awareness Act mandates that students who sustain a concussion return to school with MD note addressing academics and gym. In addition, student athletes must see a Concussion Specialist and adhere to St. John's Concussion Policy as mandated by New York State. For information regarding St. John's concussion policy contact the athletic trainer or the Health Office.

ELEVATOR PASS

If required for medical reasons, an elevator pass may be obtained from the Health Office if the student submits a valid medical note stating that they need to use the elevator. Without a pass, no student may use the elevator at any time, before, during, or after school.

INSURANCE

Medical expenses incurred during school activities or while participating on a school athletic teams must be submitted to the family's own insurance carrier. The school's policy provides secondary coverage. This coverage is subject to the terms and conditions of the policy, including any applicable deductions and copayments. Please report an injury as soon as possible to the person in charge of the activity and to the school nurse within 48 hours.

MEDICATION

As required by law, if medication must be taken during school hours, it must be kept in the nurse's office. A written doctor's order and the parents' written permission are necessary before a student is allowed to take any medication. This includes non-prescription medication such as Tylenol or cold tablets as well as prescription medication.

Students may not self-administer medication or be in personal possession of medication on school property. The only exceptions are EPI pens and inhalers with self-medication release forms signed by the doctor and parent.

IMMUNIZATION- required by law.

A certificate of immunization against poliomyelitis, measles, rubella, diphtheria, mumps and Hepatitis B, Tdap and varivax must be presented before a student enters school. All students entering 12th grade must have the meningococcal vaccine. Tetanus and diphtheria boosters are recommended every ten years.

ANY STUDENT WHO'S COMPLETE IMMUNIZATIONS ARE NOT ON FILE IN THE HEALTH OFFICE WILL NOT BE PERMITTED TO ATTEND SCHOOL.

EMERGENCY CLOSINGS

In the event of an emergency or unplanned event that causes early dismissal, school cancellation or late start the S.J.B. Instant Parent Contact System will call all listed phone #'s in our parent contact list and will deliver a recorded message from S.J.B. This service will deliver the message to both live answer and answering machines. "No answers" and busy signals will be retried twice within 15 minute intervals after the initial call.

Any information concerning St. John's will be announced between 6:00 am and 7:30 am on the following stations. Please do not call the school. Please check the S.J.B. website www.stjohnthebaptistD.H.S.net for emergency closing information.

TV:	NEWS 12 (in Nassau must check News12 online)				NBC 4
RADIO:	WBAB	WBLI	WINS	WNYG	WGSM
	102.3 FM	106.1 FM	1010 AM	1440 AM	740 AM

INCLEMENT WEATHER

When weather or emergency conditions warrant a cancellation of school or a delayed start to school, the fastest, most accurate way to access this information is via the school's website.

The geographic area that encompasses all of the areas in which our families live stretches from Western Nassau into Eastern Suffolk County. We attempt to take all of this into consideration when determining whether or not to delay or close. That can be challenging as the weather conditions can vary significantly in the areas mentioned above.

Please know that it is always a parent's decision as to whether or not their student can travel safely to school. It is recommended that students who normally drive to school take their school buses on these days. In times of inclement weather, we make every effort to be sensitive to the safety and well-being of all of our students.

SCHOOL STORE

The school store is open for students Monday through Friday during lunch periods. The school store is open for parents and students Monday through Thursday from 2:45-5:00 pm. The store is not open on nights or weekends. The school store will be closed when after school activities are cancelled and, at other times, due to facility usage. If you plan to visit the school store, please call school (x-170) to confirm that the store will be open.

For your shopping convenience the on-line school store can be accessed at stjohnthebaptistdhs.net 24 hours a day.

STUDENT SERVICES

Code of Conduct

The administration of St. John the Baptist reserves the right to dismiss any student who is not making satisfactory progress or who is engaged in any conduct contrary to the mission of the school or whose parents have engaged in conduct contrary to the mission, philosophy and goals of St. John the Baptist Diocesan High School.

Honesty, integrity, respect, responsibility for self and concern for others are characteristic of the qualities of character that are expected of every member of the St. John's school community. If we fail to stress the importance of these human and Christian qualities, then we contradict our mission. Students and their parents are expected to willingly support the philosophy, policies and rules of the school. The school retains the right to dismiss any student whose parent engages in conduct contrary to the mission of the school.

It is the goal of St. John the Baptist D.H.S. to foster a friendly and supportive atmosphere for all members of the school community. This can only be accomplished in an environment where every individual feels that he/she is safe and secure in the pursuit of the daily academic and co-curricular routine.

Any action that infringes on the rights of dignity or safety of any student, faculty or staff member shall be construed as a violation of the Code of Conduct. Any student who participates in a fight, act of violence or intimidation of any type of harassment shall be subject to disciplinary sanctions which may include suspension or termination.

Underlying every aspect of the disciplinary code is the emphasis placed upon RESPECT. Every student is required to give full respect at all times, in all situations, to any teacher, staff member, or fellow student. Most importantly, our goal is to guide the growth and development of every individual to cultivate a self-respect and a self-discipline that will provide one with the ability to accept full responsibility for his/her action and decision.

It is the responsibility of each student as a member of the St. John the Baptist D.H.S. community to demonstrate high ethical standards and dedication to the common good of our school and society. Students are expected to uphold the ideals of S.J.B., protect its good name and help all others to do the same.

If a student is engaged in, or is aware of another student's engagement in, any behavior which is illegal, unethical and immoral or an infringement of any school regulation, it is that student's responsibility to report such behavior to school personnel. Failure to cooperate with school administration in the investigation of any situation is grounds for immediate discontinuance from St. John the Baptist D.H.S.

Respect and honesty are expected of all students at all times. Any student who participates in any physical conflict, vulgar, profane, disrespectful, biased language, gesture(s) or attitudes toward any individual person or group will result in immediate disciplinary action which may include suspension or termination.

Such acts whether evidenced verbally or otherwise may result in consequences ranging from suspension to termination.

1. **Disrespect** – is defined as acting in a manner deemed inappropriate, discourteous, uncivil, and rude or using profane or obscene language or gesture(s). Profanity is defined as non-religious use of religious terms. Obscene is defined as indecent or lewd language or gesture(s).
2. **Insubordination** – is defined as defying the authority of any member of the faculty, staff or coach in such a way as to be rebellious, disobedient or refusing to follow a reasonable request or direct order.
3. **Disruption** – is defined as acting in a manner which interferes with the rights of other students to an education, the teacher's ability to instruct or perform his/her duties or behavior which is contrary to the academic environment.

However, we recognize that at times, an individual or group may act in ways that are contrary with the general behavior expectations of their parents, peers, teachers and administrators. In these instances, and in order to protect the well-being, safety and security of the entire school community, restrictions and sanctions are sometimes necessary.

The administration reserves the right to enforce the discontinuance, at any time, of any student who is uncooperative, who possesses a threat to the safety and security of the school community, who fails to live up to the expectations of S.J.B. and its Academic Honor Code or whose presence is injurious to the reputation of St. John the Baptist D.H.S.. Any student who is asked to transfer from St. John the Baptist D.H.S. may not attend any school sponsored activity. Students who are asked to transfer may not be present on St. John's property without the permission of an administrator. Any student who is asked to transfer from St. John's is not eligible to participate on any athletic team or co-curricular activity and will not receive any reimbursement of registration fee or any other monies collected. This ineligibility becomes effective on the day the student is informed of the transfer decision.

Members of the St. John the Baptist D.H.S. community are **S.J.B. STUDENTS 24/7** and are expected to exhibit respect, responsibility, honesty and integrity in all aspects of their lives; in academic performance, in social interactions and with those both related to the high school and those having no direct connection with St. John the Baptist. A St. John the Baptist student is responsible for any and all of his/her actions; both in school as well as outside of school. Any action that is injurious to the reputation of the school may result in termination.

STUDENT RIGHTS

A student enrolled in St. John the Baptist D.H.S. shall have the right:

1. To be treated with respect by students and staff.
2. To grow academically, emotionally and socially, in an environment conducive to learning.
3. To learn and participate in school sponsored activities in a safe environment without undue pressure, harassment or intimidation from others.
4. To discuss personal or school-related issues with appropriate staff members.
5. To ask appropriate questions and express opinions in a constructive, respectful manner.
6. To be evaluated objectively and in a manner consistent with clearly stated course goals and objectives.
7. To have written evaluative instruments returned within a reasonable amount of time.
8. To take part in, and to be kept informed, about student government activities.
9. To have an opportunity to present his/her version of the facts and circumstances, which may lead to disciplinary sanctions.
10. To participate in all aspects of the school program regardless of religion, color, national origin, sex or handicapping conditions.

STUDENT RESPONSIBILITIES

It is the responsibility of each student enrolled in St. John the Baptist D.H.S.:

1. To respect the rights of each student and staff member at the high school.
2. To respect the property of other individuals and the facilities of the high school.
3. To behave in an appropriate manner that does not endanger the safety and welfare of the student or others.

4. To follow the appropriate directions of staff members; not to do so is insubordination.
5. To come to school on time. To be in regular attendance in school and in class and to submit notes signed by a parent or guardian regarding legal absences and lateness
6. To work to the best of your ability in all academic and extra-curricular pursuits and to strive toward the highest level of achievement possible.
7. To be familiar with, and abide by, general school procedures, policies, rules and regulations pertaining to student conduct.
8. To abide by the laws of New York and the United States of America.
9. To conduct themselves as a fine representative of St. John the Baptist D.H.S. at all times and hold to the highest standards of conduct at all school events.
10. To complete assignments or examinations for evaluation without inappropriate assistance.
11. To leave the school building promptly after school-sponsored activities, special events and end-of-school day.
12. To behave in a safe, courteous and appropriate manner on school transportation vehicles and on school-sponsored field trips.
13. To dress and conduct yourself in a manner socially appropriate for a Catholic school setting.
14. To assume responsibility in maintaining a clean and orderly environment in all school facilities.
15. To display an appropriate, polite behavior at all times and to refrain from any foul language.

OFFENSES AGAINST A PERSON

1. BULLYING:

NYS Anti-Bullying Law "Dignity for All Students": guarantees that all students have the right to attend school in a safe environment. **Bullying is defined as repeatedly inflicting physical hurt or emotional distress which causes undue trouble, worry or torment on one or more students both on and off school property, at all school sponsored functions and on the school bus. These actions may include, but are not limited to, teasing, social exclusion, intimidation, humiliation or threats.**

St. John the Baptist D.H.S. is committed to providing a safe, secure, welcoming, caring and Christian atmosphere which promotes a positive learning environment for all students. Initiation rituals or actions that involve behavior which belittles or ridicules a person or treats a person with lack of respect and dignity are strictly forbidden. Any act of bullying is in violation of the Student Code of Conduct and will be treated with serious disciplinary action which includes suspension/termination.

2. APPROPRIATE ONLINE COMMUNICATION:

S.J.B.'s online communication standards are based on our commitment to Catholic values and quality education. These core values of St. John's apply to students' behavior on and off campus, as well as off and online. The school's motto, "in faith and gentleness", stands as a benchmark for all communication and behavior.

In the online environment, a student is expected to conduct himself/herself as a positive representative of the school. Any comment or image that negatively affects another person or reflects poorly the values of our school posted by a student is subject to disciplinary action including suspension/termination.

While using online forms of social media sites:

- a. Students are personally responsible for the contents they post, share, re-tweet or respond to online.
- b. Students should be courteous and avoid profane, obscene, offensive, sexually explicit content or innuendos, inappropriate, inflammatory threats, ethnic slurs or otherwise objectionable comments or images.
- c. Students should never make comments or send images using another person's screen name.
- d. Students should ensure that their profile and related content is consistent with how they wish to present themselves and is not a place to vent frustrations or violent thoughts.
- e. Students should keep in mind that they should not link anything (photos, etc.) to their social networking site that they would not want a parent, friend, College Admissions Office or future employer to access.
- f. Use of St. John's logo on your personal social networking site is prohibited.
- g. Students should be aware that social media venues are PUBLIC and PERMANENT and information can be shared beyond your control.

3. HARASSMENT is the creation of a hostile environment through conduct or words. Any bias comment or intimidating action based upon a person's ethnic or racial group, religious beliefs, physical appearance, gender or sexual orientation shall be deemed harassment. This includes, but is not limited to, racial, ethnic, religious or sexual slurs.

The deciding factor is the feeling a particular phrase, gesture or behavior invokes in the individual on the receiving end or those witnessing it. Students are prohibited from engaging in public displays of affection on school property, at school events or on the school bus.

4. **SEXUAL HARASSMENT** is contrary to Gospel values and violates state and federal law. Sexual harassment is a form of discrimination and is defined as: "unwelcome sexual advances, requests for sexual favors and other verbal, non-verbal or physical conduct of sexual nature constitute sexual harassment."

Sexual harassment may include:

- a. Verbal sexual harassment means offensive words and comments spoken privately to a person or in front of others. Examples include; comments about a person's body, name calling, sexual jokes, using sexual orientation as an insult, sexual suggestions, and spreading rumors of a sexual nature about a person.
- b. Physical sexual harassment is any uninvited sexually orientated physical act. Examples include grabbing or touching a person, impeding a person's movement, purposely bumping against a person.
- c. Nonverbal sexual harassment includes making obscene gestures, writing people's name along with a sexual remark, facial expressions (winking, kissing), displaying written or graphic sexual material.

Reporting Procedure

Any student who thinks he/she has been the victim of any form of bullying/harassment should report the conduct to one of the following persons; guidance counselor, campus minister, school social worker or school administrator.

5. **FIGHTING OR PHYSICAL ABUSE** includes pushing, shoving, grabbing, touching or obstructing the movement of another individual. All participants will be subject to disciplinary action.
6. **POSSESSION/DISTRIBUTION OF FIREWORKS**, smoke bombs and stink bombs is subject to termination.
7. **POSSESSION OF A WEAPON**; the threatening of another student with, or the possession of, a weapon (including box cutters, penknives, etc.), or other dangerous items in school, or on a school sponsored trip or activity, is a violation of policy. The police will be notified regarding weapon possession. Even the mere allusion to weapon possession is completely intolerable.

Any act of insubordination/disrespect toward any member of the faculty, staff or student body will result in suspension/termination.

OFFENSES AGAINST PROPERTY, THEFT AND DESTRUCTION

This is defined as unauthorized removal, retention, mutilation, vandalism or destruction of common property of St. John the Baptist D.H.S., the Diocese of Rockville Centre, or any person associated with St. John's.

Such property includes, but is not limited to, all library resources and books, all media resources, desks, tables, chairs, computers, musical instruments, athletic equipment and facilities, lockers, lavatory facilities, vending machines, all assets of the physical plant, etc. Students are subject to suspension/termination and will be held financially responsible for any act of vandalism or theft.

OFFENSES AGAINST THE SCHOOL COMMUNITY

1. Any violation of the Academic Honor Code including, but not limited to, cheating, stealing and lying to a school official or any other act of dishonesty.
2. Forgery of any document or signature submitted to any school official.
3. Unauthorized alteration of any school document or official record. This includes examination grades, report cards, progress reports, attendance notes.
4. Misrepresentation of individuals when telephoning school officials.
5. Other behavior incompatible with the nature of a school community and the rights of its members.

OFFENSES AGAINST THE COMMUNITY

St. John the Baptist D.H.S. reserves the right to review student misconduct which occurs off campus and is injurious to the reputation of the school. The administration reserves the right to determine if, and to what degree, the misconduct is injurious to St. John's reputation. **Students are members of St. John's community seven days a week, twenty-four hours a day.** A student, therefore, is responsible for his/her actions and may be discontinued from St. John's for behavior that occurs off school property as well as on-line. Examples of violations include but are not limited to:

1. Rules and regulations of St. John the Baptist D.H.S. Code of Conduct.
2. Ordinances of the Town of Islip and the Counties of Nassau and Suffolk as well as state and federal laws.
3. Host liability law.

OTHER OFFENSES INCLUDE BUT ARE NOT LIMITED TO:

1. Any act which threatens the health, safety or security of the school community.
2. Violations of any part of the Code of Conduct/Student Handbook.

ATTENDANCE

Daily attendance is an integral part of success at St. John the Baptist D.H.S. and is therefore required of all students. Students must be present in Advisory no later than 7:50 a.m. Official attendance for the school day will be taken during advisory period. Class attendance is taken each period. **Frequent absences (10%) may result in denial of course credit due to "insufficient learning time" or reduction in the participation grade for a course. Excessive absence or lateness to school may result in a student being ineligible to participate in after school activities, field trips, election to honor societies or student council office, the loss of senior driving privileges and other disciplinary actions. Denial of course credit is at the recommendation of the teachers and with administration's approval. A student who is excessively absent due to medical reasons may be required to enroll in home study. Excessive absence without medical verification may require a student to transfer from St John the Baptist D.H.S.**

Whenever a student is absent, he/she misses an important part of the course content. **The student is responsible for all work, including all test, study and written materials covered during this absence. Students should have the phone number or e-mail address of a "study buddy" in each class and contact them when absent regarding homework and test dates. Assignments are also available on the teacher's class webpage.**

Supervision is provided in the cafeteria at 7:15 a.m. and between 3:00-5:30 p.m. while students wait for a late bus. Students should not be dropped off prior to 7:15 a.m. and should not be picked up after 5:30 p.m. Any student involved in an after school activity may remain after 5:30 p.m. under the supervision of a teacher/coach. No student may remain after school unless they are under the supervision of an adult. Students who participate in evening activities/athletics are expected to be on time for school the next day. It is the policy of St. John the Baptist D.H.S. to promote an attendance pattern that will lead to the development of positive work skills, habits and the acquisition of knowledge.

LEGAL ABSENCE:

New York State law allows a legal absence or lateness for the following reasons: sickness, death in the family, religious observance or requirements of court appearance. Seniors are permitted two college visits (which may not exceed one night stay over) during school time. These visitations must be approved in the Guidance office at least one week in advance. Documentation of the visit must be attached to the absence note. Students who are excessively absent may be denied college visit permission. College visits are not permitted prior to school holidays or on days of school Masses or assemblies without administrative approval.

ILLEGAL ABSENCE

State law distinguishes two types of illegal absence and lateness. These include educational neglect and truancy.

All absences, legal or illegal, along with the record of lateness, are placed on the student records. This becomes part of the permanent record and consequently may have implications for the future..

1. **Educational Neglect** is absence with the knowledge and consent of parents for other than legal reasons. Such excuses as visiting, vacation, needed at home, work, overslept, missed bus, or caring for a sibling fall under the category of educational neglect and are not legal excuses for absence or lateness.
2. **Truancy** is **the willful violation by a student of the attendance provision of the school.** A student whose parents expect them to be in school, yet do not attend for reasons other than those legal reasons listed above are said to be truant. Any student considered truant will be suspended. Repeated offenses will result in the truant officer from the home district being sent to the home.

ATTENDANCE PROCEDURES

1. If a student is absent, it is required that a parent telephone the attendance office (587-8000 ext. 124) between 7:30 a.m. and 9:00 a.m. to inform school officials of the reason for the student's absence that day. If a parent fails to notify school, the school reach system will automatically call the student's home. Parents are required to send a note to the attendance office the next day with an explanation of the absence.
2. On the day the student returns to school, a student is required to present to the attendance office a written excuse explaining the reason and the dates of the absence. If a student does not have a note, or their parent/guardian has not called, a detention will be issued. Students are not permitted to "go on vacation" when school is in session. Any such absence will be recorded as illegal. A student is required to present a medical note when returning to school after being absent for 5 days or after any hospitalization.
3. Failure to follow procedures outlined in (a) and (b) above will result in detention/suspension from class until the requirement is met.
4. A student who is absent more than 10% of class time may be denied course credit. The parent may appeal this denial of credit to the Attendance Committee.

5. Appeal of Denial of Course Credit:

Prior to course credit being denied, a student will receive written warning regarding excessive absence. A parent may request a meeting with the Attendance Committee to present medical documentation that might affect the decision regarding course credit. If no such appeal is made, the school reserves the right to deny course credit in any course that a student has been absent in excess of 10%.

LATE TO SCHOOL

Students are expected to be present in Advisory/Home Room at 7:50 a.m. and thus should arrive to school no later than 7:40 a.m. to allow time to go to their locker. Any student who arrives to Advisory after 7:50 a.m. will be deemed "late to school." Students who arrive late must scan their ID card in the back lobby attendance office, must have a note, or parental phone call, with an explanation for their lateness and are subject to detention if the lateness is excessive or deemed illegal. Overslept, missed bus, etc. are not legal reasons for lateness.

1. Any student who arrives after 8:15 a.m. must enter the main entrance in the front of the building, scan in and obtain a late pass. A written excuse must be presented to the attendance office indicating a reason for the lateness. Any student who arrives late without a note will be issued a detention. Overslept, missed bus, etc. are not legal reasons for lateness.

Frequent lateness will result in after-school detention and may also result in loss of course credit, or loss of driving privilege as well as suspension from after school activities, field trips and overnight trips. Students who are excessively late may be required to ride the school bus.

2. **Students are not eligible to participate in any after-school activity if they are not legally present in school that day.** For the purposes of this regulation, the midway point of the school day (11:00 a.m.) is the latest a student can enter school and be considered present. Eligibility is subject to the approval by the Assistant Principal/Dean of St. John the Baptist D.H.S.

LATE TO CLASS

1. **Students must be out of the corridors and in their class by the 2nd bell.** Any exception to this requires a pass.
2. Any student, who is late because of loitering in the hallway or at a locker, is subject to detention at the discretion of the teacher. Each student is expected to go directly to his/her next class including lunch period. While moving from class to class students should walk on the right side of the hallway.
3. If a teacher detains a student, the student must get a written pass from that teacher. No student will be sent to get a pass from the general office. If a student arrives late to class without an authorized pass they will be issued a detention.
4. All passes to the nurse, lavatory, general office, etc. must be obtained from the class, study hall, or cafeteria prior to going to the alternate destination.

EARLY DISMISSAL

Early dismissal is discouraged as students will miss important instruction. All medical/dental appointments should be made after school and on school holidays. Early dismissal will not be approved on days of Assembly, Days of Reflection, Prom, and any other special event day or on a day that a student has been assigned detention. Parents cooperation is requested.

In case of absolute necessity:

1. A written request from the parents stating the time of the early dismissal must be presented to the attendance office and approved by administration prior to 7:45 a.m.
2. **Students who leave school early must be met in the general office by a parent who will sign them out of the building. If any other person picks up a student parental permission must be on file. For reasons of safety, individuals picking up a student will be asked to present proper identification to office personnel.**
3. **Early dismissals are subject to the approval of the Assistant Principal/Dean. Medical documentation will be required for any health appointment during school hours. Requests for early dismissal that constitute an illegal absence cannot be approved (vacation, work, etc.).**
4. **Students are not eligible to participate in any after-school activity if they are dismissed before 11:00 am and do not return to school prior to 2:00 pm. Students must complete at least 3 1/4 hours of instruction to be eligible for an after school activity. Students who are sent home from the health office are not permitted to participate in any afterschool activities. Any variance from this procedure must have administrative approval.**
5. **Underclassmen, who attend the Senior Prom, are required to be present in school, on the day of the prom, and may not leave school until the end of F Period (12:24 pm).**

DRUG, ALCOHOL, AND TOBACCO POLICY

ST. JOHN'S IS A DRUG, ALCOHOL AND TOBACCO FREE SCHOOL.

St. John the Baptist D.H.S. desires to maintain an educational environment that allows students the opportunity to concentrate on their academic work and develop social relationships free from controlled and non-controlled "mood altering" substance.

We are committed to working together with parents, students and other schools:

1. To educate our entire community about current scientific findings that underage drinking, smoking and drug use can adversely and permanently affect the physical, psychological and emotional development of adolescents.
2. To share in the responsibility of requiring, promoting and modeling safe, ethical and legal behavior in regard to alcohol and drug use.
3. To provide and support alcohol and drug free social activities.
4. To provide students in need with the opportunity for help with drug and alcohol problems through education, prevention and intervention as well as to apply disciplinary measures when appropriate.

Any student suspected of possible drug and/or alcohol use/abuse, on or off campus, will be referred for appropriate intervention and/or disciplinary steps. This can involve parental contact, principal's conference, guidance referral **and school social worker intervention**, referral to a **mental health** agency, periodic drug testing and evaluation. Failure to comply with the recommended intervention may result in suspension and/or immediate discontinuance from St. John's D.H.S.

We expect:

1. All enrolled families to be knowledgeable about the prevention policy on alcohol, tobacco and other drug use as laid out in the School Handbook and to support the rules of the school and the laws of the state.
2. All parents are to honor the school's substance abuse policy when sponsoring private off-campus parties.
3. All students to be accountable for their behavior and answerable to their own school's policies on and off-campus.

Any student for whom there is reasonable suspicion of the use of any controlled substance before or during school, or any school related function, whether on or away from school property may be required to submit to a screening test. An administrator has the right to search a student's belongings, locker and/or car and may request to interview the student. Refusal to answer legitimate questions asked by an administrator will be considered an admission of fault on the part of the student and will be subject to termination. Students are subject to random drug/alcohol testing at the request of an administrator and/or prior to social and athletic events. Any student who refuses to submit to an administrative request for drug/alcohol testing is subject to dismissal from St. John's.

Any student, during the school day, which includes in transit (bus or auto), that is suspected of, or found using, possessing, distributing, or selling controlled substances, OTC drugs, alcohol or drug paraphernalia, is subject to termination. Students who possess or sell synthetic cannabinoids (sold as incense, herbal mixes or potpourri) are subject to suspension/termination. Students who possess, distribute and/or sell dangerous drugs or alcohol, on or off campus, will be subject to termination as well as police action. Students who endanger the safety of others will be terminated from St. John's. Any student who is in an area where alcohol, drugs, or tobacco is present shall be considered as being "in possession" of these articles. A student who "implies possession or content of a controlled substance" shall be deemed in possession of such controlled substance.

NOTE: The administration reserves the right to enforce the dismissal of any student or students whose presence adversely affects the school community. Any student involved in the possession, sale or exchange of drugs of any type is liable for immediate expulsion. The school reserves the right to question, search and/or test any student at any time. Failure to cooperate will result in immediate termination.

SMOKING/VAPING

St. John the Baptist D.H.S. recognizes its responsibility to promote the health, welfare and safety of students, staff and others on school property and at school sponsored activities. St. John the Baptist D.H.S. is a smoke-free environment. Purchase and/or possession of tobacco by a minor is a violation of **New York State law** as is smoking on school property. Violations of the policy include:

1. Holding/possessing a cigarette or another tobacco product or an e-cigarette or vaporizer in the hand or mouth.
2. Exhaling smoke or evacuating chewing tobacco.
3. Dropping, throwing or flipping away a cigarette or tobacco product.

No student, faculty, staff or visitor is permitted to use tobacco products in any way at any time, including non-school hours, on school property or in school vehicles, on the grounds or at any school-sponsored event or activity on/off campus.

No student is permitted to possess or distribute any tobacco product (cigarette, e-cigarette, vaporizer, hookah, cigar, pipe, etc.) or lighters on school property or at any school-sponsored events. Students are prohibited from wearing or having in their possession any tobacco promotional items, including clothing, bags, etc.

Students in violation of this policy may be subject to dismissal from St. John's.

Parents will be notified of violations involving their child and subsequent action taken by the school.

DRESS CODE

In choosing to attend St. John's, a student implicitly acknowledges a willingness to comply with all dress/grooming code regulations. Parents are asked to support and emphasize these policies with their children. The primary goal of a Uniform Dress Code is to heighten awareness that the business of learning is a serious enterprise. All accessories (including jewelry) must be businesslike in nature. Students are to arrive and remain in uniform throughout the entire school day and leave on the bus in complete school uniform.

Students changing into gym clothing for Physical Education class, as well as after school sports activities, must do so in the locker rooms. They are not to appear in gym clothes or sneakers at any time other than Physical Education class. Students who have gym last period must go home in their school uniform. All students remaining after school for co-curricular activities, spectator sports or extra help must remain in uniform except for the blazer.

If a student is unable to comply with any part of the dress/grooming regulations, medical documentation will be required. The school reserves the right to have the school appointed physician confirm the diagnosis with the student's medical doctor and can request updated medical documentation at any time.

Any student not in compliance with the dress/grooming **guidelines** must bring a note of explanation from their parent/guardian and present it to an Administrator from 7:30 - 7:40 am. If the excuse is deemed acceptable, students will receive a pass for the day. Any student who is not in compliance with proper school uniform and grooming regulations and not in possession of a pass may be issued a detention or be suspended for the day. Students serving detention must be in COMPLETE UNIFORM.

Dress code violations include irregularities or incomplete uniform infractions as well as defacing the uniforms through coloring, drawing, or tearing material. Any student who deliberately defaces the school uniform is subject to suspension and/or termination. No fad items may be worn on the blazer or any part of the school uniform (pins, Band-Aids, key chains, etc.). Detention will be issued to students who violate the dress code.

All components of the uniform must be properly maintained and worn appropriately. The style of dress is to be moderate and neat - NO EXTREMES. Torn, ripped, or worn-out blazers, shoes, pants, and skirts **MUST BE** replaced at the request of the Administration.

The following **ARE NOT PERMITTED**:

- | | |
|--|-------------------------------|
| - Pierced body parts | - Hair Jewelry |
| | -Hats |
| - Glitter/face paint | - Writing on body parts |
| - Head scarves/extensions | - Tattoos |
| - Colored tee shirts/ logos/writing | - Choker/Shell/Bead necklaces |
| - Chain/cloth key chains worn outside | - Non S.J.B. turtlenecks |
| - Controversial/loud/large/ non-business jewelry | - Multiple bracelets |

Parents should use this as a guide when purchasing school apparel for the school year. **PLEASE READ IT CAREFULLY.**

BOYS' DRESS REGULATIONS

1. 9th and 10th grade male students must wear:

- a. The official school blazer in grey.
- b. The official school wool-blend navy blue slacks.
- c. The official school blue or white man-tailored shirt, the S.J.B. turtleneck (Nov-March) or the S.J.B. polo (Sept- mid Oct and May-June)
- d. Cloth dress tie or bow tie knotted at the neck
- e. Solid grey, blue, black or white colored business socks
- f. The official school black tie shoe from White Cross Shoe Company

- g. Sweaters: The official grey school sweater or sweater vest may be worn during October and April in place of the blazer. The sweater can also be worn on Fridays during the months of November-March, students may wear the official grey school sweater or sweater vest in place of their blazer. Ties must be worn with the sweaters and sweater vests.

2. 11th and 12th grade male students must wear:

- a. The official school sweater or sweater vest in navy; seniors have the option of wearing the senior sweater.
- b. The official school wool-blend charcoal grey slacks.
- c. The official school blue or white man-tailored shirt, the S.J.B. turtleneck (Nov-March) or the S.J.B. polo (Sept-mid Oct and May-June).
- d. Cloth dress tie or bow tie knotted at the neck
- e. Solid grey, blue, black or white colored business socks
- f. The official school black tie shoe from White Cross Shoe Company; seniors may wear black leather penny loafers.

The uniform must be worn properly at all times. Shirts must be tucked into the pants and completely buttoned. Sleeves may not be rolled up. Pants must be properly fitted and worn with a solid color leather belt (navy, black and brown are acceptable colors). All pants must be worn in a traditional fashion above the hips and at the waist. Solid colored suspenders may be worn. Athletic socks/peds may not be worn during the school day. Shoes that are lost or unable to be worn must be replaced within 3 days. Shoes may not be decorated and shoelaces must be solid black and be properly tied at all times. Sneakers may not be worn during school nor to or from school.

Medical exceptions must be documented with a doctor's note which includes diagnosis. It is the student's responsibility to keep shoes clean, shined and in repair.

GIRLS' DRESS REGULATIONS

1. 9th and 10th grade must wear:

- a. The official school blazer in grey.
- b. The official school wool-blend navy blue skort or girl's navy blue school pants.
- c. The official school wool blend navy school vest. Girls are required to wear the vest when the blazer is worn.
- d. The official school blouse in blue or white or the S.J.B. polo (Sept-mid Oct. and May - June).
- e. Knee high socks or tights (solid navy, grey or white) or pantyhose must be worn at all times.
- f. The official school black tie shoe from White Cross Shoe Company.
- g. Sweaters: The official grey school sweater or sweater vest may be worn during **October and April** in place of the blazer. The sweater can also be worn on Fridays during the months of November-March, Students may wear the official grey school sweater or sweater vest in place of their blazer.

2. 11th and 12th grade must wear:

- a. The official school sweater or sweater vest in navy blue; seniors have the option of wearing the senior sweater.
- b. The official school wool-blend charcoal grey skort or girl's grey school pants.
- c. The official school blouse in blue or white or the S.J.B. polo (Sept-mid Oct. and May - June).
- d. Knee high socks or tights (solid navy, grey or white) or pantyhose must be worn at all times.
- e. The official school black tie shoe from White Cross Shoe Company; seniors may wear black leather penny loafers.

The uniform must be worn properly at all times. Skorts must be worn at the waist, not rolled up or altered to be worn short. **Girl's skorts must be worn to the knee and fit properly.** Consistent and persistent disregard of skort length rule will result in the mandatory wearing of school slacks and suspension. Blouses must be properly tucked into the skort. Only the top button may be left unbuttoned. When not required to wear the sweater or blazer, girls must wear either the blouse with the uniform button vest, sweater, sweater vest or the SJB polo shirt. The school blouse is never to be worn without a vest, sweater or sweater vest.

No designed hose, leg warmers, textured tights, footless stockings, athletic socks, or thigh highs may be worn. Shoes that are lost or unable to be worn must be replaced within 3 days. Shoes may not be decorated and shoelaces must be solid black and be properly tied at all times. Sneakers may not be worn during school nor to or from school. Medical exceptions must be documented with a doctor's, note which includes diagnosis. It is the student's responsibility to keep shoes clean, shined and in repair.

GROOMING STANDARDS

The **Administration** reserves the right to request any changes in hairstyle and appearance that are deemed inappropriate. It is expected that all students are to be neat and well groomed at all times.

BOYS' GROOMING REGULATIONS

Boys are to be clean shaven. No facial hair, including facial stubble, is permitted. Sideburns may not be worn below the middle of the ear. A neatly trimmed mustache, ending at the lips, may be worn.

Hair styles must be business-like; hair must be off the collar, above the ears and bangs may not cover the eye brow. Faddish and trendy hairstyles are not permitted. Hairstyles that entail significant contrasts of longer and shorter hair are not acceptable nor are styles that involve design or architecture. Hair must be a natural color; bleached, dyed, frosted, lightened or bi-color hair is not permitted. Unbalanced, shaved, buzzed below level 2, cornrows/dreadlocks, tails, sculptured cuts, severe spikes or faux-mo hairstyles are not permitted. Extremes in height and length are considered inappropriate.

No earrings, including earrings worn on the ear, eyebrow, lip, tongue, etc. may be worn at any time on the school campus, field trips, awards ceremonies or athletic events. All jewelry must be modest and businesslike in nature. Necklaces worn tight around the neck or collar and choker/shell/bead necklaces may not be worn.

Visible tattoos are not permitted. Any athlete with a visible tattoo may not represent St. John's on any team.

GIRLS' GROOMING REGULATIONS

Jewelry must be businesslike. No more than two business appropriate earrings may be worn on the earlobe.

No earrings may be worn on the upper ear cartilage. No expander earrings or "gages" are permitted. Piercings may not be worn on the eyebrow, lip, tongue, nose etc. Necklaces worn tight around the neck or collar and chokers, shell or bead necklaces may not be worn. One necklace worn mid neck is permitted. One bracelet may be worn.

Hairstyles and make-up must be appropriate to the business atmosphere of the school setting and in keeping with the dress code. Faddish and trendy hairstyles are not permitted. Hair must be one color. No ombre hair colors are permitted. Any hair style or color that either distracts or attracts attention is not permitted. Shaved, buzzed, corn rows/dreadlocks, sculptured, unnatural hair colors (pinks, bright red, purple, blue, green, etc.), Spiked, hair extensions, or multi-colored hair are not permitted. Extremes in height and length are considered inappropriate. Headbands must be plain and smaller than 1 inch. No bows or flowers may be worn.

Make-up must be subtle and business appropriate; glitter may not be worn on the face or body. Nail polish must be a solid color. Acceptable colors are pink, pastels, earth tones, beige or red. Black is not acceptable. Lipstick must be subtle - black is not permitted. Two weeks prior to a holiday, seasonal designs (i.e. Christmas tree, hearts) are permitted.

Visible tattoos are not permitted. Any athlete with a visible tattoo may not represent St. John's on any team.

ACCEPTABLE DRESS FOR OUT OF UNIFORM DAYS

Participation in Out of Uniform Days is optional. Any student who chooses not to participate is required to wear their school uniform.

UNACCEPTABLE DRESS ATTIRE

FOR HER

No Shorts or Capris
Skirts/Dresses (unless permission given)
Leggings/Lycra, sheer fabrics, leather
Tank tops/strapless tops/half shirts/cut outs
Flip flops, slippers, platform, high heels, combat boots
Hats, bows or flowers in hair

FOR HIM

Shorts, Cargo pants (multiple large pockets or sweats)
Leather
Sweat shirts, tank tops
Earrings
Sandals, flip flops, slippers or work boots, combat boots
Hats

1. Dress Down Days

Dresses down days are announced and passes may be purchased in the cafeteria before Advisory. Acceptable dress includes any color jeans or khakis (clean, neat, not ripped, tight or baggy), S.J.B. sweatpants, S.J.B. plaid flannel

- pants, an S.J.B. shirt/sweatshirt, socks and sneakers or boots or flat shoes.
2. **Field Trip**
Students are required to wear their uniform to all field trips unless instructed otherwise by a teacher. In some specific cases students may be permitted to wear Smart Business Casual Attire.

3. **Smart Business Attire**

For Her

Dress blouse (no tanks, shoulders must be covered)
Dress pants (no leggings/jeans)
Flat shoes with socks/stockings
Sweater or jacket

For Him

Dress shirt with a collar
Dress pants (no jeans)
Dress shoes and socks
Sweater or jacket

4. **Evening Celebrations (Ring Ceremony, Honor Convocation, Sports Dinners, NHS Ceremony, Senior Graduation Events)**

For Her

Dress slacks (no leggings/jeans)
Dress blouse (no tanks, shoulders must be covered)
Flat shoes (no flip-flops or high heels)

For Him

Dress shirt and tie
Dress slacks (no jeans)
Dress shoes and socks

When there is any issue regarding the appropriateness of attire or personal appearance, the determination of appropriateness will be made by the ADMINISTRATION.

General Guidelines

While in attendance at school or any school sponsored event (including athletic events) at no time may students wear clothing with offensive words/symbols or any alcohol/drug related symbols. Flamboyant or bizarre dress is not permitted. Grooming regulations are always in effect.

When there is any question regarding the appropriateness of attire or appearance, the determination will be made by an administrator. At no time may the mid-torso be exposed. The blouse must cover the top waist of the pants. Tight or low-cut tops are not appropriate. Repeated failure to comply with dress code regulations may result in termination. Any student who is not in compliance with proper school uniform and grooming standards may be suspended for the day or denied access to a school sponsored event.

GENERAL SCHOOL RULES, PROCEDURES AND REGULATIONS

General school rules and regulations are the responsibility of students and are developed to provide a safe and secure climate within the school that is conducive to learning and Christian living. Honesty and respect are expected of a St. John's student at all times. The following is a list of general rules and infractions. They are neither all inclusive nor exclusive to the policies outlined in this code or other sections of the handbook. Any new rule is in effect immediately upon student notification.

BACKPACKS

Backpacks, saddlebags, messenger bags, large pocketbooks or nylon totes must be kept in a student's locker during the day. In order to insure safety and adequate room in classrooms, students are not permitted to bring any of the above to class or to the cafeteria. Backpacks may not be brought into the building during exams. Girls may carry a small purse or wristlet.

BUS REGULATIONS & TRANSPORTATION

All students (9-12) are required to register for bus transportation from their home district. Bus transportation is generally provided by the local public school district. Students should arrive by 7:40 a.m. and will be picked up at 2:45 p.m. Many school districts provide late bus service at 5:30 p.m. All students must apply to their local public school district, prior to April 1st, for bus transportation for the following academic year. Students are expected to comply with all school regulations and display a positive image of St. John's school while riding the bus. Senior driving privilege will be extended to those who meet school requirements.

All underclassmen (9th, 10th, & 11th) are expected to take the school bus to and from school every day. Any underclassman arriving or departing by any other mode of transportation (including walkers) must have written parental permission on file in the office. Parents picking up or dropping off must do so at the assigned spot on the south west side of the building. Parents may not pick up/drop off at adjacent areas around the school. Parents must park and wait in the assigned area adjacent to the building. If a student misses the 5:30 p.m. bus, a parent will be called.

Safety is of paramount concern in regard to school buses. Students are obligated to abide by all school policies, regulations and procedures from the time they board the bus in the morning until they disembark in the afternoon. The bus is an extension of the classroom and the driver is the adult authority in the bus. The bus driver represents the authority entrusted with the students' safety and is in full charge at all times. He/she is to be obeyed and respected at all times. Any behavioral violation or disrespect is subject to the normal disciplinary actions of the school.

The following regulations are in effect while on the bus:

1. Smoking is prohibited.
2. Passengers must remain seated; no food/drink is permitted.
3. Boisterous conduct, inappropriate language, distracting the driver and annoying other students will not be tolerated.
4. Bus drivers have the authority to request that I.D. cards be shown upon boarding.
5. A student who has repeated violations of any of these rules may be denied transportation.

If a student is not going to ride their school bus during exam week, the following should occur:

1. Written parental permission must be on file in the office if a student is going to be transported via any other method of transportation.
2. During midterms and finals all parents should pick their child up near the cafeteria.

CAFETERIA

Students should enter the cafeteria and take their place in food lines in an orderly fashion. Hot and cold breakfast and lunch are available for purchase. It is also assumed that the table manners learned at home will continue in school. When students have finished eating, refuse must be deposited in the proper receptacles and chairs arranged accordingly. The students at each table are responsible for the cleanliness of their area. Students are required to remain seated in their grade-level section of the cafeteria. Students will be subject to detention for disorderly conduct, failure to keep their area clean, or uncooperative behavior toward the cafeteria supervisor.

Students are not permitted outside the cafeteria without permission nor are they permitted to recreate around the back of the school building. If a student needs to use the phone in the office a pass must be obtained from the cafeteria supervisor. No food or beverage is permitted outside the cafeteria. Students are not permitted to chew gum in school or on field trips. Students may not have food delivered from an outside food vendor. No water bottles or beverage bottles may be stored in lockers or back packs. Students may not have food, flowers or other items delivered to them at school.

A.M. Procedure: Students will enter via the south campus entrance. Students are required to wear the S.J.B. ID when entering the building (replacement ID's may be obtained in the back lobby). Students should assemble in the cafeteria as soon as they arrive. Students should not arrive to school prior to 7:15 a.m. Students will be dismissed from the cafeteria to go to their locker at 7:35 a.m. Once arriving to school, students may not sit in their cars or leave school property.

P.M. Procedure: Students who remain after school are to be in uniform, wearing their ID's and remain in the library or cafeteria to work or study until 5:00 p.m. While in the cafeteria, students must remain seated and may socialize in an acceptable fashion. Students who watch athletic events after school are required to remain in uniform. If a student is in the cafeteria awaiting pickup by their parent they should bring their books and coat with them to avoid returning to their locker. No student may leave school property. At 5:00 p.m. students may go to their lockers and return to the cafeteria to wait for the 5:30 p.m. bus.

Failure to cooperate with faculty or refusal to comply with cafeteria regulations may result in denial of cafeteria privilege, detention, and/or suspension.

CELL PHONES

Students are not permitted to have on their person or use a cell phone while on school grounds during the school day. There is a dedicated phone line available in the general office for students who need to call home. Teachers are empowered to confiscate all electronic devices including phones. **Offending students are subject to In-School Suspension and repeat offenders are subject to termination from S.J.B.. Cell phones will be returned to the parent after the suspension has been served. This includes weekends and vacations. Cell phones are NEVER to be used in the restrooms or locker rooms. The school is not responsible for lost or stolen phones.**

COMMUNICATION DEVICES

Students are not permitted to have any communication device including tablets, cell phones, smart phones, smart watches (i.e. Apple watches), iPods, MP-3 players, I-Pads, cameras or ear buds on their person during the school day. The school is not responsible for lost or stolen phones.

CONTRABAND

Any item or material not needed for instructional purposes is not permitted in school or on trips. Items that are not conducive to an academic environment or are hazardous to safety are not permitted in school or on trips. This includes, but is not limited to, electronic games, balloons, water guns, gum, markers or laser pens, smoke/stink bombs or other such items.

Any student in possession of a weapon or weapon facsimile or who implies that they are in possession of any contraband or controlled substance is subject to suspension/termination and police action. Teachers are empowered to confiscate all contraband.

CLOSED CAMPUS

St. John's is a closed campus. No student may leave the campus before, during or after the school day. Students may not leave the school building without administrative approval. Students may not sign themselves out of the building. After school students may not leave and return to school property without permission. This regulation includes exam weeks.

Students may not go beyond the 3rd floor of the building (which includes stairwells) without adult supervision.

Students must enter the building immediately upon arriving on the property. Students may not sit in cars or congregate in the parking lot before/after school. Students who drive to school are expected to drive directly to school and return directly home in the p.m. Students may not congregate at any local area before/after school. Students are not permitted on the property of Good Samaritan Hospital, the Marina at the end of Beach Drive, or to park on Snedecor Drive, Keith Lane, Pease Lane or the surrounding side streets of the school.

DANCES SOCIAL AND ATHLETIC EVENTS

In an effort to insure the most pleasant atmosphere for school dances, plays, concerts, etc., certain regulations must be enforced. They are as follows:

1. No student will be admitted to a social event one half-hour after it has started and no student is allowed to leave that event until a half-hour before the end excluding Proms or other events as directed by administration. It is required that parents are to be at St. John's to pick students up at the stated time the event concludes. The school building will be locked thirty (30) minutes after the event concludes. Any student who is not picked up thirty (30) minutes after the conclusion of an activity will be sent home via taxi at the expense of the parent.
2. Students are restricted to the area where the social event is being held (i.e., cafeteria, auditorium, and gymnasium).
3. Any student found in an off-limit area will be subject to detention and exclusion from future social activities.
4. I.D. cards for S.J.B. students must be shown upon entry to the social event and may be requested by any chaperone during the evening.
5. All S.J.B. students who bring a guest to a school-sponsored activity are responsible for the behavior of that guest. No student who has been asked to transfer from St. John's may attend a St. John's sponsored activity. No person over the age of 20 is permitted as a guest at a dance or prom.
6. Students should be orderly and appropriate throughout the evening. Accordingly, kissing, groping and "grinding" are not appropriate actions in a public venue. Any student failing to abide by these directives may be rejected from the dance and will meet with disciplinary action.

Anti-social behavior is not acceptable. Compliance with all requests made by school officials and chaperons is expected. Examples of unacceptable behavior are fighting, bullying/harassment, use of any controlled substances, smoking, possession of a weapon and profane language

If a student is suspected of drinking or having in his/her possession any alcoholic beverage or controlled substance, his/her parents will be contacted immediately and he/she will be subject to suspension/expulsion from school. Anti-social behavior may result in the student's suspension from all future social events, school disciplinary action as well as police intervention.

ELECTRONIC DEVICES

Electronic devices, including, but not limited to, cameras, smart phones, smart watches (Apple watches), iPods, I-Pads, MP-3 players, lap tops, tablets and Kindles, are not permitted in school without specific Administrative approval.

They are never permitted in the restrooms or locker rooms. The school is not responsible for lost or stolen items.

GUM FREE CAMPUS

Gum chewing is not permitted in school, on school property or on school sponsored field trips.

I.D. CARDS

Student Identification pictures will be taken in the fall for freshman and juniors. Sophomores and seniors will retain their ID.

An ID card is essential for attendance and will serve as identification for admission to after school functions (dance, etc.) and is required for transportation on school buses. Every student is **required** to wear his/her ID on a school lanyard **upon** entering the building and at all times throughout the day as well as at after school activities. Any student who misplaces his/her I.D. card must pay \$10.00 for its replacement. A student who forgets his/her ID card must **borrow** one for the day and return it to the general office at the end of the day. Detention will be issued to students not returning a borrowed ID and to students borrowing an ID for the third time and every time thereafter. Damaged or defaced cards must be replaced.

INTERNET/TECHNOLOGY

Student behavior is expected to conform to values consistent with the Catholic faith, both inside and outside the school setting, including computer use, texting, posting and participation in social networking sites such as YouTube, Twitter, Instagram, Facebook, etc.

1. All St. John's students have access to the Internet and use of the library's computers both during and after school. All connections to the Internet are filtered and monitored.
 - a. With the signing of the Student Contract, in this handbook, a parent/guardian gives consent for his/her son/daughter to use the Internet. If the parent/guardian does not wish to give permission, he or she should contact Student Services.
 - b. Any use of a connection to access inappropriate material or any misuses of a computer (as determined by a faculty or staff member) is a violation of the Student Contract.
 - c. Vandalism of equipment and/or installation/alteration of programs will result in suspension/termination.
 - d. Use of the computer is guided by the code of ethics that is dictated by decorum, privacy, respect and the law.
2. Any use of the computer, in school or at home, which includes viewing or distributing images, messages or material which is obscene, harassing, racist, inflammatory, malicious, fraudulent or libelous will result in suspension or termination.
3. Any student website or social media site (e.g. YouTube, Instagram, Twitter, Facebook or text message etc.) which is used to display or transmit any image of student/students engaged in any activity which is deemed inappropriate, illegal, crude or vulgar is a violation of the Code of Conduct. All students who send or forward the message or photo will be subject to disciplinary action which may lead to termination from S.J.B. and/or legal action. No student may post any picture or material pertaining to, or portraying, any faculty/staff member without prior administrative approval. Transmission of pornography is a criminal offense and all students are subject to disciplinary and legal consequences.

LANGUAGE

An S.J.B. student is expected to exercise self-control and respect for others and self in the proper use of language. Vulgar or profane language is not suitable for an academic environment or a Catholic School student and will not be tolerated.

LIBRARY

1. Library hours are 7:30 am - 5:00 pm every day (including Fridays).
A wide range of subscription databases, the library's catalog, and assignment-specific research guides are accessible 24/7 via the library's wiki page: <http://S.J.B.D.H.S.lib.pbworks.com/> Usernames and passwords are available at the library.
2. All school and library rules, procedures and regulations are in effect before, during and after school. Backpacks are not permitted and students must be in uniform while in the library. There is NO eating or drinking in the library.
3. Students must sign in at the circulation desk each time they go to the library. Students may go to the library during lunch period and study halls, but must obtain a pass from a teacher.
4. Most books are loaned for two weeks. If they have not been requested and reserved by another person, they may be renewed for an additional loan period. Magazines must be read in the library. Overdue items are charged at a rate of five cents per day. Students are responsible for any loss or damage to library materials and may be charged for replacements.
5. Students have access to the library's computers to work on school-related activities. They are equipped with software applications and Internet access. Students must sign up for each computer use at the circulation desk.

For additional information on computer use policies, please see the "Internet" section of this handbook.

6. A photocopier is available for student use.
7. Any student who is uncooperative while in the library may be asked to leave and may be denied access to the library or its resources.

LITTERING

It is the responsibility of everyone in the St. John's community to do their part in keeping our school building and the adjacent grounds clean. Throwing, dropping or kicking of papers or other debris on floors either in the classroom, corridors, stairwells or athletic facilities is prohibited. Receptacles are provided in the classrooms and hallways for disposal of waste materials. Any student directed by any faculty or staff member to pick up debris and dispose of it properly must do so without question. Failure to comply will result in disciplinary action.

LOCKERS

Lockers are the property of St. John the Baptist D.H.S. and are loaned to the student for the explicit purpose of storing clothing and books. The administration reserves the right to open any locker if deemed necessary for the welfare and safety of students. All lockers are subject to periodic inspection by administration. In the beginning of each school year a student will visually inspect his/her locker and report any damage. Students are financially responsible for any locker damage (defacing, writing, etc.) and vandalism will result in discontinuation from St. John's. The school is not responsible for lost or stolen property, nor can the school be responsible for personal property stored in the lockers or brought to school. Students are advised not to bring expensive personal belongings. St. John's is not responsible for any article/item brought into school that is prohibited by school rules.

Students are required to purchase and use only school locks obtained at the school store. If a parent should need access to a locker during a student's absence, the parent should call the school in advance to make an appointment with the Student Services Office and have knowledge of the locker number and the lock combination.

1. Each student is assigned a specific locker. His/her name and locker number are automatically registered in the office.
2. Students must use only the locker to which they are assigned. No student may exchange or share a locker with another student. No locker decorations are permitted at any time.
3. A student's locker must be kept locked with a school lock at all times.
4. If permission is obtained to go to one's locker during a class period, the student must have a pass and take care to open and close their locker quietly.
5. No student is permitted to go to his locker from 3:00 -5:00 PM.
6. Interference with another student's lock or locker will warrant discipline.

LOST AND FOUND

The Lost and Found is located in the general office as well as in the cafeteria and is available to students during lunch periods. Any item found should be turned in to the general office. If a student misplaces an item, these locations should be checked either before school or during lunch. All books, clothing, gym attire, etc. should be marked with the student's name. For reasons of security, no clothing, jewelry or electronic item of value should be brought to school. It is the student's responsibility to keep their property secured at all times.

MAILBOXES

Students are not permitted access to faculty mailboxes without specific permission from an office staff member. Students may not post or distribute any flyer or brochure without administrative approval.

SENIOR PRIVILEGES

Privileges are extended to seniors as an acknowledgment of their upperclassman status at St. John's. These privileges are contingent upon compliance within the parameters of established school policy and the expectation of mature, responsible behavior. All parental permission forms must be on file in order for senior privileges to be effective. Seniors who are excessively late/absent, disregard school policies or are on disciplinary probation may be denied senior privileges.

1. **Senior Lounge** is a privilege providing seniors with the opportunity to go to the cafeteria during any free period they may have instead of reporting to a study hall. All rules pertaining to attendance, punctuality, dress, decorum and length of stay are applicable as if this period were a class or study hall. Therefore, all seniors are expected to arrive on time for attendance and remain in the cafeteria for the entire period. No senior is permitted in the instructional areas or at his/her locker without a proper pass. Failure to comply with these restrictions will result in loss of privilege and reinstatement in a study hall. The south side of the cafeteria (section nearest the windows) is reserved for seniors only. Food and beverages may be purchased by seniors during senior lounge.

If a senior does not have a last period class, they may apply for the privilege of early dismissal. If a senior leaves the building to go home, they may not return for a club meeting, practice, game or any other activity which occurs before 5:30 pm.

2. **Driving to School** is a senior privilege and not a right. All seniors must apply for bus transportation from their district. Any student who drives to school must hold a senior Class D license. NYS law prohibits a student with a junior license from driving to high school. The driving privilege will be extended to all seniors who participate in a school driving safety seminar, register their vehicle and purchase a parking permit (\$200.00/\$100.00). Students must obtain the registration and permit form from the Office of the Student Services by the first Friday of school. Any requests based on unusual circumstances must be submitted in writing to the Office of Student Services.

Seniors driving to school are required to comply with all parking lot regulations and directions. Seniors who drive may not leave the parking lot until 2:50 p.m. to allow the buses to depart. All cars must display the S.J.B. parking permit. The speed limit in the parking lot is TEN MILES PER HOUR. Absolutely no student car may be parked at Good Samaritan Hospital or on the streets or parking lots immediately adjacent to the school.

No senior driver is permitted to transport any other student to school unless the driver and the passenger have filed transportation permission forms that can be obtained from the Office of Student Services. Any student who drives to school will not be permitted to drive home if they are ill.

The school cannot assume responsibility for any damage to cars on the school grounds. Students are not allowed in the parking lot or in cars during the school day.

Abuse of this privilege or failure to abide by the school's driving rules will result in the denial of permission to drive. Poor attendance, excessive lateness, uncooperative behavior, reckless driving or speeding will result in denial of driving privileges. Any student who drives and fails to register their car or who parks outside of the school parking lot is liable to disciplinary action.

STUDY HALL REGULATIONS

Students in grades 9, 10 and 11 and seniors on probation who may have any non-scheduled class time must report the assigned study hall room. Students on probation may be denied the use of the library during study hall periods. Study halls give students the opportunity to acquire the necessary skills for independent study, time management and academic work habits that will enable them to reach their full academic potential. As a rule, study hall is a silent time.

1. All students are to have books and be prepared to work (study) the entire period.
2. Students are not permitted to leave the study unless they are in possession of a pass issued by a faculty or staff member.
3. Students wishing to use the library during study hall must first report to the study hall for attendance purposes and receive a pass to the library. Students are required to proceed directly to the library and remain in the library for the entire period.

SELLING ITEMS

No student may engage in the sale of any item or service either in school or on school property without the express permission of an administrator.

STUDENT PHOTOGRAPHS/VISUAL IMAGES

This policy applies to photographs or other visual images of students. Students involved in school-sponsored activities (including, but not limited to, performing in school plays, athletic contests, displaying samples of work or representing an instructional program or teacher evaluation processes) may have photographs taken of them engaged in those activities. These visual images may take the form of videos, film or digital displays, pictures, or magazines published. The Parent signature of this handbook contract (last page) indicates your release for your child to be photographed.

TELEPHONE

A dedicated phone line is available for student use in the general office. If an after school emergency exists and a parent needs to contact their child between the hours of 3:00 pm and 6:00 pm school security does carry cell phones. The contact numbers are 631-891-8290 or 8294.

TEXTBOOKS

With the exception of Religious Study texts, review or workbooks, all books are obtained from the student's respective school district under the New York State Textbook Loan Program. Students are personally responsible for ordering, picking up and returning the texts they use. For this reason, students should be aware of the time and place where textbooks are obtained. A fine is usually charged by the school district for any lost or damaged book; hence, students should write their names in all books that they use and should assume responsibility for books.

Any student who deliberately takes another student's book is subject to severe disciplinary action including termination.

TRANSFER STUDENTS

Any student who transfers into St. John's from another high school will automatically have probationary status for a specified period of time during which the student's academics, discipline and attendance will be evaluated. Any student who transfers into St. John's is required to comply with all Catholic League guidelines regarding eligibility to participate in athletics. Transfer students will be assigned a mentor to help in the transition process.

VANDALISM

Every student must assume the responsibility in the care and maintenance of school property. Destroying, damaging, defacing or writing on any school property such as desktops, windows, lockers, etc. is a serious offense and may result in discontinuation from St. John's. Students may not carry permanent markers on their person or in their bag. Besides the disciplinary action, anything that is damaged through the fault of a student must be repaired or replaced at the student's expense. The administration reserves the right to discontinue any student engaged in any action of vandalism.

VISITORS' PASSES

1. All visitors to St. John's are required to show photo I.D. and to be in possession of a pass. Full day visitors' passes will be issued to student guests from another school by the general office. Certain restrictions apply and permission must be obtained one (1) week in advance of the projected visit.
2. Any requests for full day visitors' passes must be made in writing to the administration and appropriate forms must be filled out by the parents of the St. John the Baptist students and their guests.
3. All guests must be appropriately attired in dress clothes; shirt, tie, dress slacks and dress shoes for boys, and skirt, blouse and dress shoes for girls.
4. Any guest who presents a disciplinary problem may be required to leave St. John's immediately.

CONSEQUENCES AND SANCTIONS FOR VIOLATIONS OF SCHOOL RULES AND REGULATIONS

Punishment for repeated offenses that normally are considered minor becomes cumulative. Repetitive offenses of dress code/attendance policies will incur a progressively severe penalty that may lead to suspension or termination.

St. John the Baptist D.H.S. reserves the right to suspend, place on probation or dismiss any student who, by exhibiting involvement in negative behavior either on or off school property, brings discredit to the school or whose continued pattern of behavior obviously reflects a negative attitude toward school policies, procedures and regulations. Offenses of a serious nature (e.g. drugs, alcohol, fighting, stealing) will incur severe penalty including termination.

WARNING:

A verbal or written warning may be issued, but certainly is not mandatory, before any disciplinary action occurs.

DETENTION is held on Mondays and Thursdays from 3:00 - 5:00 p.m. and recorded in the student's file until graduation. Students are expected to serve detention on the day assigned. If a student is absent on that day, they are required to serve the detention on the first day they return to school. A student is required to bring confirmation of any medical appointment on the day of detention. No early dismissal will be honored on the day of detention. Failure to serve the detention on the day assigned will result in I.S.S. (in-school suspension) and a parental contact before a student can return to class.

Students who receive detention must:

1. Report to the detention room on the day assigned (3:00 - 5:00 p.m.).
2. Be in full uniform.
3. Be prepared to do written assignment.
4. NO food or drink is permitted in the detention room.
5. Silence must be maintained at all times during detention.
6. No electronic devices are permitted in the detention room.

NOTE: Failure to comply with any or all of the above detention procedures will result in further disciplinary action.

Work, driver education or student activities after school do not excuse a student from serving detention on the assigned day. If a student is unable to serve the assigned day, he/she must bring a parental note requesting a change of date. The note must be presented to the assigning teacher before the detention day. The student must ask the teacher to reassign the detention and bring written confirmation to the Office of Student Services. Requests to reschedule will not be considered on the day of the assigned detention. Parents are asked to make such a request only for a serious reason (i.e. medical appointment). A student is expected to make no other after school plans on the day of detention.

SUSPENSION

A student may be placed on suspension at the discretion of the Assistant Principal/Dean of Students. Suspensions may be in-school or out-of-school. Suspension may be incurred for repeated infractions of school policies (dress, attendance, etc.). A suspension remains in effect until the beginning of the date designated as the day of return. Suspended students may not participate in any school sponsored activity nor may they remain after school during the suspension.

IN-SCHOOL SUSPENSION (ISS)

In-School Suspension is intended for students who exhibit serious inappropriate or disruptive behavior in class or who are interfering with the academic climate in the school building. The atmosphere of this room must be serious and structured. Students who fail to serve an assigned detention will be suspended in school. Any student who is uncooperative while in school suspension will be suspended at home. Students suspended in school may not participate in any school sponsored activity this day nor remain after school unless serving detention.

PROCEDURES FOR I.S.S. (Rm. 117)

1. Any student, who is sent to Rm. 117, by a teacher, is required to report and sign in with the supervisor. A student may not leave that room without permission.
2. Students will report to the supervising teacher, in the suspension room, who will assign detention.
3. Students will remain in suspension until a conference with an assistant principal is held or a teacher dismisses the student.
4. Silence must be maintained at all times. Students must display a quiet, respectful attitude at all times.
5. Students will be assigned seats and may not move out of their seats without permission.
6. Eating food, slouching, sleeping, talking, reading newspapers or putting feet up on chairs is not permitted.
7. The supervisor in the ISS Room is the only person who should record names of students, time of arrival and departure, reasons for being sent to the room, etc. in the log book. No student should write or otherwise view the log book.
8. Students sent to the ISS Room will be provided with academic work to complete. Students are responsible for all work assigned while in ISS. Work will be sent by the teacher to the suspension room. The supervisor will distribute and collect all completed assignments and return to the Assistant Principal/Dean. Students must finish assignments while in ISS. No work is to be taken home without permission. Students who finish their work will be assigned the "Study Skills" book, SAT Prep Book, or Student Handbook to copy from.
9. Students may leave the room to use the bathroom only when granted permission to do so by the supervising teacher.

OUT-OF-SCHOOL SUSPENSION

Extremely disruptive or anti-social behavior will result in immediate out-of-school suspension. A parent conference will be required before the student may return to school.

Suspension from school will be for a specified period of time. Students on suspension are not permitted to come on school property or to attend any school function, including sport practices, dances, athletic events, festivals or any other extra-curricular activity. These regulations are in effect for the weekend if a student is suspended at home on Friday. Any student on suspension who wishes to come on school grounds to see a teacher, administrator or to gather homework assignments must call to make an appointment and get a visitor's pass immediately upon entering the building.

REQUIRED COUNSELING

For a period of time, the student will report to the Dean, guidance counselor or school social worker to assure that the conditions of this sanction are met. In some cases, parents may be required to obtain professional counseling for the student in order for the student to remain as a member of the St. John the Baptist School community. Parents must furnish verification upon request of the Dean to assure that the conditions of this sanction are being met. The school maintains the right to mandate counseling and to consult with the private counselor during the school year.

PAYMENT OF RESTITUTION

Payment of restitution is required, in addition to other sanctions, in cases of vandalism, theft and destruction of property.

PARENTAL CONFERENCE/CHANGE OF STUDENT

1. **ADMINISTRATIVE WARNING:** Any student who violates the Student Code of Conduct may be placed on warning to indicate their behavior is unacceptable. This is an intermediate sanction which places the student on notice that continued disregard of school policies will result in probation and/or termination.
2. **PROBATION:** Given for a stated period of time for serious misconduct or in the case of repeated misconduct.

Any subsequent violations of this document and the conditions contained therein may result in out of school suspension or termination from St. John the Baptist D.H.S. at the discretion of the administration. Probation becomes part of the student's permanent record and affects the student's freedom and responsibility.

The general criteria for probation are when any of the following occur:

- a. A student has continued to exhibit behaviors which reflect a negative attitude toward school rules and regulations.
- b. A student is involved in a serious violation of a school rule.
- c. A student continues to disrupt the academic process for him/her as well as for others.
- d. Student is excessively late or absent.
- e. A combination of academic and behavioral deficiencies.
Failure to correct behavioral or academic deficiencies will result in termination.

Any student, whose conduct is such that his/her remaining at St. John the Baptist D.H.S. is on a probationary status, shall be so notified. The following restrictions are thereby imposed:

CONSEQUENCES OF PROBATION:

- a. Students on probation:
 - I. May not seek, or be nominated for, any office, i.e. student council, etc. nor can they be nominated for any class honor, i.e. homecoming king or queen. Students may not participate in school trips without administrative approval.
 - II. May be denied participation in library during study hall periods.
 - III. May be denied driving privileges.
 - IV. May be denied after school privileges.
- b. Students on probation will meet regularly with their guidance counselors. Any senior who is on disciplinary probation is required to attend study hall during unscheduled time.
- c. A student on probation, who continues to violate school policies, is subject to immediate termination.

3. TERMINATION

- a. Any student who accrues an unsatisfactory disciplinary record or is involved in any singular serious violation of school rules or displays an attitude of disrespect and/or lack of cooperation may be terminated from St. John's.
- b. Any student who fails more than two (2) subjects may not be eligible to return to St. John's.
- c. Any student whose absence from school is excessive (more than 10%) may be required to transfer from St. John's.

If a student is required to transfer from S.J.B. that student forfeits his/her right to be on school property or attend any school sponsored activity. Termination or expulsion from St. John's is the sole discretion of the Principal upon consultation with the Discipline Committee. This decision may be made as a result of conferences with and recommendations by the assistant principals and guidance personnel. All financial obligations must be met for records to be sent to another school. The parent must see the registrar to complete the proper paper work for transfer.

SCHOOL PROCEDURES

ASSEMBLIES

Assembly programs are an important part of the academic situation and provide the student body with an opportunity to learn about, share and enjoy the efforts of their fellow students or guests, as well as to participate and share in a Prayer Service or Mass. Appreciation, courtesy and respect are expected from all students. Since these student assemblies are of important value no early dismissal will be granted on days of afternoon assemblies or extended homeroom. All S.J.B. students, by virtue of their membership in the school community, are required to participate in all assemblies, liturgies and prayer services. No student may be exempt from any of these programs.

FIRE AND EMERGENCY DRILLS

According to N.Y. State law a scheduled number of emergency drills must be held each year. Their purpose is to insure the safety of every student should an actual emergency occur. Hence, these drills are a most important and serious activity. Students are expected to be quiet and follow instructions of the faculty. Any student whose behavior is disruptive or uncooperative during any emergency drill or fire drill is subject to disciplinary action which may include ISS or termination.

TRIPS

Participation in a field/class trip is a privilege. It is expected that students on a field trip are in good academic, behavior and attendance standing. Trip clearance must occur through the Business Office and the Office of Student Services. An administrator may deny a student the right to participate in a field/class trip. Students on disciplinary probation, who have poor attendance or have not met their financial obligations (tuition) are not eligible to participate in trips. According to regulations of the DRVC, any student who receives tuition reduction based on financial need is not permitted to participate in any expensive trips.

1. Students are required to abide by all the standards of grooming and dress set forth in this handbook. In regard to overnight trips, clothing must be S.J.B. and culture appropriate.
2. Students are responsible to get homework assignments and arrange for makeup exams before they go on a school trip or retreat.
3. School policies, procedures, regulations and behavioral expectations are in effect during all school trips.
4. Students must submit signed permission forms for all trips. On-line registration is not guaranteed without clearance. Clearance can be withdrawn if tuition and other fees are in arrears or if a discipline issue warrants.
5. Trips that require an overnight stay: both student and parent must attend a meeting to review policies and procedures. A student who does not comply with the trip guidelines and school expectations is subject to termination. No student may organize, publicize or in any way solicit for non-sanctioned trips of any nature or collect money for any non-sanctioned purposes while on school grounds. The school name may not be used in reference to any unsanctioned trip. Students may not distribute or display any flyer without administration approval.

STUDENT ACTIVITIES

At S.J.B. school clubs and athletic activities are an important part of the high school experience. All students are encouraged to participate in an activity of their choice. Moderators and coaches are under the direction of the school and must be approved by the administration. The school reserves the right to refuse membership in any group, or admission to any specific event, including all athletic and co-curricular functions, to any student whose presence is deemed to be detrimental to the school community. Students who are excessively late or absent to school, on probation or who fail to meet academic eligibility standards may be denied participation in school activities. **In order to participate in after school activities, student must be present in school by 11:00 a.m.**

Students who are suspended at home on Friday are not eligible to participate in activities during the weekend.

At the completion of the activity or meeting, all students must report to the library or cafeteria. No student may be on the second or third floor unsupervised at any time between 3:00 p.m. and 5:00 p.m. Students are required to go to the library or cafeteria if an activity ends before 5:00 p.m. Students should wait for their bus in the cafeteria from 5:00 - 5:30 p.m. Students who plan on taking the late bus may not leave and return to campus prior to riding the late bus home.

Students who experience scheduling conflicts involving clubs must work out an acceptable solution in consultation with the appropriate club moderators. Students with a conflict involving an athletic game must play in the game and be excused from the activity; conflicts with athletic practice are resolved such that the student attends practice prior to or after the student activity with which it conflicts.

Information regarding student activities is available during daily announcements and regularly posted student activity bulletins.

MEMBERSHIP IN ANY CLUB/ACTIVITY REQUIRES CONSISTENT ATTENDANCE AND PARTICIPATION.

Students who participate in school sponsored events in the evening are expected to attend school on time the following day. This includes, but is not limited to, senior trips, sport events, fashion show, performing arts events or public relations.

ATHLETICS

ATHLETIC DEPARTMENT

Boys' Athletic Director	(587-8000 Ext. 140)	Mr. Ralph Dalton
Girls' Athletic Director	(587-8000 Ext. 143)	Mrs. Lorraine Bouklas
Athletic Secretary	(587-8000 Ext. 164)	Mrs. Karen Weber

A list of all freshmen, J.V. and varsity sports are available at the Athletic Department office located adjacent to the cafeteria. **In order to participate in practice or a game, athletes must be in school by 11:00 a.m.**

Any student suspended at home on Friday is not eligible to participate over the weekend unless they receive administrative approval. A student suspended in school is not eligible to participate in practice/game on that day. Students who do not participate in physical education class are not eligible to participate in any athletic activity on the same given day.

Parents and student must sign the Sports Contract in order for a student to maintain his/her athletic eligibility. Good sportsmanship is an integral part of St. John's athletic program. Any athlete involved in a fight at a competition is subject to league and school discipline sanctions. Any student who is asked to transfer from St. John's is not eligible to participate on any S.J.B. athletic team/club. This ineligibility becomes effective on the day the student is informed of the transfer decision. All athletic fees are non-refundable. Any student who transfers into St. John's is required to comply with all Catholic League guidelines regarding eligibility of transfer students.

In some instances athletes are loaned school equipment for their use during a particular season. Equipment not returned, at the proper time, becomes the financial obligation of the student's parents or guardian. Theft of school equipment will result in the immediate suspension from the athletic department and any of its programs.

Red and white are the S.J.B. colors and will be present on all S.J.B. team uniforms. The cougar is the school mascot. A complete schedule of scrimmages and games will be available on the school website.

All student athletes must have a **valid physical** on file in the Health Office in order to try out for a sport.

TUITION POLICIES/BUSINESS OFFICE

The tuition obligation has the force of a contract between the parent or guardian and the high school. It takes effect when the student is registered.

Tuition is an annual flat charge and does not fluctuate during a specific school year. Tuition for the 2016-2017 school year is \$9,950.00. Parents are required to participate in the school wide fundraising activities. If a parent elects not to participate in these activities a "fair share" amount will be added to the student's tuition invoice.

TUITION MAY BE PAID USING ONE OF THE FOLLOWING PLANS:

1. **ANNUALLY (Due July 20, 2016)**
 - a) Payments in full, paid by cash (or check), are entitled to a 2.0% discount (\$9,751.00).
 - b) You may charge the payment on Master Card or Visa, 2% discount does not apply, (\$9,950.00).
 - c) **ELEVEN MONTHLY PAYMENTS** paid via direct ACH (debit) (commencing July 2016).
The annual enrollment fee for the monthly direct ACH program is \$55.00.
The monthly payments are \$904.54 for ten months and \$904.60 on the eleventh month.
2. **SEMI-ANNUALLY – Two equal semi-annual payments**
Payment 1: Due July 20, 2016 (\$4,975.00 each)
Payment 2: Due December 20, 2016 (\$4,975.00 each).
The semi-annual direct ACH debit fee is \$30.00 (annually)
3. **FOUR EQUAL QUARTERLY PAYMENTS**
Payments are due July 20, 2016, October 20, 2016, December 20, 2016 and March 20, 2017 (\$2,487.50 each).
The quarterly direct ACH debit fee is \$55.00 (annually).

The school's expenditures for staff-salaries and for other ongoing expenses are finely tuned to the anticipated receipts from the tuition payments. Late payments, therefore, seriously hinder the school's operation and create an additional burden for the school administration.

Terms and Conditions:

Late Payment/Collection Policy

1. A student with past due tuition, unpaid fees and unpaid bounced checks may be excluded from participation in school activities, Prom, trips, midyear and final exams. Transcripts will not be released for any student with an unpaid balance.
2. Seniors will not receive diplomas, transcripts, graduation tickets or cap and gown if account is unpaid by final exams.
3. Only cash, bank checks, certified check or money order will be accepted on past due balances or any balance outstanding after May 15th.

4. Tuition balance cannot be carried over from year to year. Any student whose tuition is outstanding will not be readmitted in a subsequent term.
5. Bounced checks are subject to a \$50.00 fee. After 2 bounced checks from a parent/guardian in a school year, personal checks will no longer be accepted.
6. Unpaid balances will be subject to legal collections.

Tuition Assistance – The financial aid fund is usually fully allocated prior to the opening of school. It is suggested, however, that the family who experiences serious financial issues during the school year seek information from the Tuition Office concerning availability of tuition assistance.

Tuition Loans – may be available for those who qualify. Contact the tuition office X-134 for additional information.

STUDENT FEES

In order to reduce the number of separate fee's collected by individual classes, each student is assessed a fee. Student fees for the following school year are payable at the end of February preceding the next school year. The fee amounts are determined at that time.

ALL FEES ARE NON-REFUNDABLE.

EARLY WITHDRAWALS

The parent or guardian is obligated to the following percentages of annual tuition should the student withdraw without completing the school year:

<u>Withdrawal Date</u>	<u>% Annual Tuition Due</u>
Prior to Sept. 2016	0%
Prior to Dec. 1, 2016	50%
Prior to Jan. 31, 2017	75%
Later than Jan. 31, 2017	100%

PARTIAL YEAR

If a student enters mid-month, tuition will be due for the full month. If a student enters prior to Oct. 30th, tuition will be charged for the entire year.

St. John the Baptist High School
Academic Honor Code

I am the way, the truth, and the life John 14:6

St. John the Baptist High School is committed to academic honesty and integrity within its learning community. The academic environment of the school is designed to foster one's intellectual and character development, independent thought and respect for the thought of others. All forms of cheating and plagiarism are not worthy of an S.J.B. student and are unacceptable. Members of the St. John the Baptist Catholic community take responsibility for upholding the highest ethical standards both academically and personally.

Plagiarism is writing or using the words of someone else as though they were your own. It is dishonest and a violation of copyright law to use what someone else has written without giving the source credit. If I use someone else's work as my own, I understand the consequences I will receive based on the Code of Academic Honest.

Cheating is considered copying or giving your work to another person; unauthorized use of study aids or collaboration during testing; obtaining or distributing copies of testing materials; giving or receiving information regarding a test before, during or after the test. Cheating includes buying, selling, giving, sharing or receiving term papers, notebooks, or other acts that allow for falsely taking credit, from any source, including the Internet.

ACADEMIC HONOR CODE

S.J.B. is committed to academic honesty and integrity in all area of study including:

1. **HOMEWORK** and laboratory assignments:
Copying information from another person or allowing a person to copy information from you.
2. **EXAMINATIONS**(includes all tests, quizzes, finals, and Regents:
 - a. Looking at another's paper or answer sheet or allowing a person to look at your paper.
 - b. Using any unauthorized materials such as notebooks, notes, textbooks or other sources during the examination period.
 - c. Possessing, without authorization, copies of tests, answer sheets, or other materials related to the examination.
3. **DOWNLOADING OR PAPER WRITING** (includes research and term papers)
 - a. Direct quoting from books, articles, computer resources, etc., without proper citation.
 - b. Submitting papers written by another person or persons.

PENALTIES FOR VIOLATIONS OF ACADEMIC HONOR CODE INCLUDE, BUT ARE NOT LIMITED TO:

1. **TEACHER RESOLUTION**
If infraction is viewed as minor by the teacher, the situation is to be handled at the teacher level. Resolutions at this level may include one or more of the following sanctions:
 - a. The resubmission of the work in question.
 - b. Detention
 - c. Failure for the work in question
2. **ADMINISTRATIVE RESOLUTION**
All violations of the code must be reported to administration, as well as the penalty or penalties given. If the violation is judged by administration to be serious in nature, one or more of the following sanctions may be imposed:
 - a. Failure for the course
 - b. A zero for the test/paper
 - c. Suspension from school
 - d. Dismissal from school

AFFIDAVIT OF HONESTY

Students will sign an Affidavit of Honesty at the conclusion of all tests, projects or papers.

“On my honor, I have neither given nor received any unauthorized aid on this test (project, paper).”

Student Signature

As a St. John's the Baptist D.H.S. student:

- I will submit and do my own work. This includes homework, essays, research papers, projects and any other assignments given.
- I will not look at someone else's test or quiz or ask someone for help during a test or quiz, I will not do an assignment for someone else or ask someone to do my assignment for me, and I will not share or seek information about a test or quiz before, during or after it is given.
- I will properly cite all exact words of another person. When paraphrasing, I will rewrite it in my language and properly cite the source.
- When submitting a paper, I will include a proper work cited page that includes the title of the work, the author, the publisher, date of publication and any other relevant publication information.

Failure to abide by these objectives will result in academic disciplinary consequences.

PARENT/STUDENT CONTRACT

THIS FORM MUST BE SUBMITTED TO YOUR ADVISORY TEACHER ON SEPTEMBER 12, 2016. FAILURE TO SUBMIT THIS FORM WILL RESULT IN DISCIPLINARY ACTION.

Name of Student _____ Advisory _____

I have read the St. John the Baptist Diocesan High School Handbook and I, _____, understand and agree to abide by the directives, procedures, policies and Academic Honor Code as set forth in the St. John the Baptist Diocesan High School Student Handbook. Furthermore, I understand that when there is a question regarding the appropriateness of student behavior or interpretation of the provisions of the "Handbook" the final determination will be made by administration. All decisions regarding the disposition of an individual case involving any matter addressed in the "Handbook" or involving student behavior is at the sole discretion of the administration.

Signed this _____ day of September, 2016 by,

(Student Signature)

PARENT'S CONTRACT

I/We have reviewed this contract and the "Handbook" with my/our child and agree to support all policies and cooperate with administration and school officials regarding my child, whenever my child is at school, on the bus, in attendance at a school sponsored activity or engaged elsewhere in behavior that may reflect badly on the school. I/We understand that my child is responsible for his/her behavior and/or actions which occur off campus and may be terminated if said behavior and/or actions are deemed injurious to the reputation of St. John's and its community. Furthermore, I/we understand and agree to fulfill all financial responsibilities, including but not limited to tuition, fees and fundraising obligations.

I/We further agree to follow all policies and procedures set forth by the St. John the Baptist Diocesan High School. I/We understand that all decisions regarding the disposition of any individual case involving any matter contained herein is at the sole discretion of the administration.

(Parent Signature)

(Parent Signature)

Signed this _____ day of September, 2016