

Saint John's High School

Student and Parent Handbook 2011-2012



“In harmony small things grow”

Student and Parent Handbook 2011-2012

Table of Contents

Introduction and History	pg 4 – 6
Mission Statement	pg 6
Educational Philosophy	pg 7
Administration, Faculty and Staff	pg 7 – 8
Purpose of Handbook	pg 9
St. John’s Contact Information	pg 9
Communication with St. John’s	pg 9
Parent Messages during the Day	pg 9
Tuition and Fee Contract	pg 10
Enrollment Contract	pg 10
Student Withdrawal – Transfer Policy	pg 11

Academic Policies and Regulations

Role of Academic Deans	pg 12
Role of Guidance/Counseling	pg 12 – 13
Graduation Requirements	pg 13
Required Course Load	pg 13
Course Scheduling Process	pg 13
Levels of Instruction	pg 13 – 14
Policy for Movement between Levels and Course Changes	pg 14
Services for Students with Learning Disabilities	pg 14 – 15
Book Sales	pg 15
Grading System	pg 15
Grading Policies, Procedures and Report Cards	pg 15 – 16
Strength of Curriculum	pg 16
Transcripts	pg 16
Credits Awarded via Local Colleges	pg 16
Honor Roll	pg 16
Final Exams	pg 17
National Honor Society	pg 17
Academic Concerns (poor performance)	pg 17
Promotion	pg 18
Incomplete grades	pg 18
Awarding of Diplomas	pg 18
Homework	pg 18
Issuing of Make-up work	pg 18
Student Extra Help	pg 18
Summer Academic Programs	pg 18
Athletic, Extracurricular and Co-curricular Eligibility	pg 19
Academic Honor Code	pg 19 – 20
Computer Use Policy	pg 20 – 21
Library, Media, and Educational Material Ethics	pg 22
Junior Career Night	pg 22
Parent Teacher Conferences	pg 22

Student Life Policies and Regulations

Attendance Policy	pg 23 – 24
Absences	pg 24
Voucher Use	pg 24
Tardiness	pg 24
Early Dismissal – Parent Request	pg 24
Early Dismissal – From the Nurse	pg 24
Funeral Attendance	pg 24 – 25
Truancy	pg 25
College Visits	pg 25
Notification of Move or Transfer of Guardianship	pg 25
School Cancellation, Delayed Opening, Early Dismissal	pg 25
Communication of Impending Events	pg 26
Violations of Student Life Expectations	pg 26 – 27
Grave Disciplinary Infractions	pg 27 – 28
Sexual Harassment	pg 28
Bullying	pg 28 – 29
Disclosure Policy (for graduating seniors)	pg 29
Senior Violations	pg 29
Personal Grooming and Dress Code	pg 29 – 30
Relaxed Dress Code and Spirit Day	pg 30
Indecent Materials	pg 30
Lying and Forgery	pg 30
Interfering with Parental Mail from St. John’s	pg 31
Tobacco and Tobacco-like products	pg 31
Disruptive Behavior	pg 31
Busing and Conduct on Bus	pg 31
Hallways and Outside Walkways	pg 31
Leaving Campus	pg 31
Leaving Class	pg 31 – 32
Student Ejected from Class	pg 32
Late to Class	pg 32
Proper Use of Resource Period	pg 32
Good Neighbor Policy	pg 32
Off-Campus Behavior	pg 32
Behavior at Athletic Events	pg 32
Identification Cards	pg 32 – 33
Gum	pg 33
Lockers and Locker Rooms	pg 33
Search of School and Personal Property	pg 33
Book Bags/Backpacks.....	pg 33
Musical Instruments	pg 33
Cell Phones and Electronic Devices	pg 33 – 34
Gambling/Card Playing	pg 34
Selling of Items	pg 34
Cafeteria Expectations	pg 34
Food in Classroom	pg 34
Teacher Absent from Class	pg 34
Before School Hours	pg 34
After School Hours	pg 34

Non School Hours	pg 34
General Lobby	pg 35
Parking and Driving on Campus	pg 35
Field Trips, Foreign and Domestic Travel	pg 35
Dances	pg 35 – 36
Fire Drills	pg 36
Campus wide Lockdown	pg 36
Lost and Found	pg 36
Student Posters, Publications and School Logo	pg 36
School Records	pg 36
Voter Registration	pg 36
Work Permits	pg 36

Athletic Policies and Regulations

Oversight of Athletics	pg 37
Athletic Code of Conduct	pg 37
Pioneer Field	pg 37
Student – Athlete Injuries and Insurance	pg 37
Pioneer Varsity Letter Policy	pg 37
Awards	pg 37
Medical Forms	pg 38
Fall, Winter and Spring Sports Offerings	pg 38
Tryouts	pg 38
Playing Time	pg 38
Concerns Regarding Coaching Decisions	pg 39

Appendices

Appendix A – Bullying Prevention and Intervention Plan	pg 40 – 45
Appendix B – School day Schedules	pg 46 – 47
Appendix C – Extra Curricular Activities	pg 48
Index	pg 49 – 50

Introduction and History of St. John's High School

Saint John's High School enjoys a unique history that is deeply rooted in the development and traditions of the Catholic Church in Central Massachusetts. Saint John's was an outgrowth of the first Catholic Church (1834) and the first parochial school (1873) in Worcester. It also has the distinction of being the first of five high schools sponsored by the Xaverian Brothers in New England.

The Brothers' association with Worcester dates back to September 1894, when having responded to the invitation of pastor Monsignor Griffin, a pioneer community of four Xaverians arrived to staff Saint John's Parish School for Boys on Temple Street, teaching the 4th, 5th, and 6th grades along with the Sisters of Notre Dame de Namur. The school was housed in what was commonly referred to as the "Old Building." The cornerstone of this structure, dated August 16, 1891, was moved to the Shrewsbury campus when the Temple Street building was demolished in the mid-1970's.

In 1898, a three-year high school curriculum was established under the guidance of Brothers Alphonse Behan and Henry McGivern. A fourth year was added in 1906, when the College of the Holy Cross ended their college prep program to concentrate solely on a college curriculum. In 1907, the first class to complete a four-year program of studies at Saint John's was graduated. They numbered seven strong!

In 1909, the Brothers gave over their 4th and 5th grade teaching duties to the Sisters of Notre Dame. In 1925, they relinquished their connection with the grammar school with the opening of the "new" building on Temple Street.

In 1954, to commemorate the centennial of the Xaverian Brothers' arrival in America, John Cardinal Wright, then Bishop of Worcester, transferred the property under the new title of Saint John's Preparatory School of Worcester County to the growing Xaverian community and encouraged its expansion. That year, the school's population numbered 11 Brothers and 354 students. More than one hundred freshmen had been refused admittance that year due to lack of space.

In 1955, with the financial support of Bishop Wright, the Brothers purchased 'Dunmorlan', the former Clifford B. Sweet estate on West Main Street, Shrewsbury. The architectural gem of this property was a Spanish-style stone structure built in 1914 that housed the Xaverian community until the Brothers' residence was completed in the early sixties. The acquisition of the property was the first step in the development of St. John's into a regional high school, serving Worcester County and Central Massachusetts.

In 1959, forty-four acres at the foot of West Main Street were purchased for the future home of Pioneer Field. Groundbreaking ceremonies for the new high school were held on November 14th 1959. The first construction, a classroom building to accommodate sophomores, juniors and seniors, was completed in 1961. The freshmen continued their studies on Temple Street. In 1962, all classes completed their transition to the Shrewsbury campus and the school's name was once again changed to Saint John's High School. Temple Street continued to house Saint John's Grammar School until the mid 1970's.

In 1963 and 1964 a gym and cafeteria were added to the hillside campus along with a small dormitory building for teenagers interested in the Brothers' vocation. In 1969, the Juniorate closed and the building was renovated. Renamed "Flavian Hall", in memory of Brother Flavian Coughlin who taught at Temple Street from 1904-1908 and died as a member of the Xaverian Community in 1974, the renovation provided the Shrewsbury campus with eleven additional classrooms.

The 1970's and 1980's witnessed a tremendous growth of facilities: tennis and racquetball courts were added behind the main school building and extensive landscaping projects were begun, including the placement of the signature granite sign at the lower entryway to the campus. Two new practice fields were developed from the woodlands behind the tennis courts, a state of the art oval track was constructed around the football field and work was completed on new playing fields opposite Pioneer Field at the foot of Saint John's Hill.

In the mid-nineties, the Xaverian Brothers, in response to the worldwide phenomenon of declining religious vocations, voted to unify the North America Provinces at their twenty-fifth chapter.

Seeking to insure the growth of a common Xaverian charism in their schools staffed by a growing number of laymen and women, a Sponsorship Office emerged. During the past decade, this office has monitored the academic and spiritual growth of its schools and has established programs that bring together the faculties, the students, the administrators and the Board members from the twelve Xaverian sponsored schools throughout the United States. As the twentieth-first century dawns, the vision of Theodore James Ryken continues to be fostered.

In 1998, Saint John's High School celebrated its 100th anniversary. Ushering in a new era of Catholic educational excellence, the first new building in thirty-five years was completed. In addition to fully equipped science labs, a Media and Technology Center, and three "smart classrooms" the Ryken Center provided the Saint John's community with the facilities necessary to grow a burgeoning arts program. A versatile black box theater and workroom, two soundproof music rooms and four practice rooms, an art gallery, and Remillard Hall, an exceptional lecture/recital venue, provide our students with the finest facilities to express and develop their creativity. As part of the expansion project, three classrooms were added to the main building along with a state-of-the-art fitness center.

The year 2001 was an historic moment in the history of Saint John's High School when the Board of Trustees appointed the school's first lay headmaster, Mr. Michael Welch, and endorsed the appointment of its first lay principal, Mr. Stephen Gregory. The seeds of the Sponsorship Program were beginning to bear fruit. Honoring headmaster emeritus, Brother J. Conal Owens, for his thirty-five years of inspired leadership, the "Main Building" was fittingly renamed Conal Hall. In 2002, the Board of Trustees, seeking to update the existing facilities, approved the renovation of three rooms in the "Manor" (the former 'Dunmorlan' estate house) to relocate the Office of Alumni Affairs and the Office of Institutional Advancement. A much needed renovation of the gym and expansion of the existing locker room facilities were also undertaken. Renamed the Coaches Pavilion to honor Bob Devlin, Charlie Bibaud and Joe Lane, three legends in Pioneer sports, this beautiful athletic facility, with enhanced lighting and sound and new bleachers, a new playing surface and a new score board, will serve the needs of the Pioneers for generations to come.

The Board of Trustees, constantly seeking to respond to the physical and educational needs of the St. John's Community, approved a new Strategic Plan entitled St. John's 2012, Vision for Tomorrow. The first phase of this bold initiative began in May of that year with the demolition of the functional, but outdated, cafeteria and Gym Lobby. Seeking to unify the architectural components of our growing campus, the architectural firm of Belanger Foley and the Luring Construction team were once again engaged to en flesh the vision. A mere seven months after construction had begun, the Saint John's Community entered the Lobby of the Coaches Pavilion. This handsome gathering space with its vaulted ceilings and rich wood paneling, allows visitors and students alike, to witness the driving force of the Xaverian charism and to trace the legacy of a Pioneer Athletic excellence.

Through the generosity of the Salem family, the Salem Student Commons was dedicated in honor of Emil and Grace Salem on December 15, 2006. With its soaring skylights, its plasma television, its large screen projection technology, its state-of-the-art kitchen and its panoramic views of the Saint John's campus, "The Commons", is much more than a first class dining facility. Offering a fitting home to lectures, concerts, dances, game nights and alumni reunions, the Saint John's Community has only begun to uncover its limitless possibilities.

The summer of 2006 also witnessed some much needed improvements to Flavian Hall, the former Juniorate that has housed eleven classrooms since the early 1970's. In addition to numerous cosmetic improvements, the installation of energy efficient windows, new lighting and upgrades to the fire alarm system will ensure that Flavian Hall will serve the needs of our students for years to come. Theodore James Ryken, his thrifty band of Brothers and those Xaverian who toiled and sacrificed to make Catholic education affordable to families of modest means on Temple Street, would no doubt be proud of our efforts to breathe new life into this trusty work horse.

Most recently during the summer of 2008, Conal Hall experienced a complete renovation. The original academic building was completely gutted in an effort to improve our academic space. The

resulting building can only be characterized as a premier educational space designed to meet the educational needs of the 21st century. All classrooms in Conal Hall are equipped with rotational LCD projectors, two teacher interface locations, JBL ceiling mounted stereo speakers and low gloss white boards compatible with written work and projection screen capabilities. These renovations allow St. John's to provide our students with exemplary educational space while simultaneously reaffirming our commitment to provide an exceptional college preparatory experience. Special gratitude must be paid to the Belanger and Foley Architectural Firm, and Madigan Construction Company for the indispensable role they played in realizing these renovations.

2010 saw the continued revitalization of our campus facilities. The summer of 2010 saw the installation of a new grass playing surface at Pioneer Field. The newly installed sod, complete with an enhanced irrigation system, provides our field sports (soccer, football, lacrosse, track and field) with an exceptional playing surface.

During the Fall of 2010, the original tennis courts behind Conal Hall were demolished and replaced with a multipurpose space designed to accommodate various athletic, co-curricular and physical education activities. Five new tennis courts, complete with a digital score board for each court, expanded spectator viewing area, and a state of the art playing surface were installed, ensuring that our Tennis program enjoys a state of the art facility for years to come.

The spring and summer of 2011 also saw renovations to the Manor House, and the former Brother's residence. The renovations culminated in the Manor House becoming the permanent residence of the 4 Xaverian Brothers who remain on campus. The former Brother's residence was completely transformed to include a renovated admissions suite, counseling offices, and faculty work space areas. These renovations would not have been possible without the work of Etre Builders and Lauring Construction.

From an enrollment of slightly more than one hundred students and four Xaverian Brothers, Saint John's High School has emerged as a regional, private, Catholic, college-preparatory school with a student body just under one thousand and a professional staff of lay men and women who, together with a dedicated support staff, number more than one hundred-fifty. The motto of Ryken's congregation, *Concordia Res Parvae Crescunt*, "In Harmony Small Things Grow," continues to define the development, growth, and charism of Saint John's High School as it continues its second century of educational ministry in the Xaverian tradition. *Ad multos annos!*

Mission Statement

A Saint John's Catholic education is rooted in the commitment of the Xaverian Brothers to bring Christ to life in young men. For over one hundred years, a religious and lay staff has assisted students in discovering and developing their God-given talents. As a college preparatory school, Saint John's fosters the formation of the whole person: spiritual, social, physical, intellectual, creative, and aesthetic.

At Saint John's, students pursue personal growth in an environment that recognizes a moral dimension of life. A challenging academic program encourages love of learning as a stimulus for continued intellectual development. Students learn to appreciate the world's beauty while exploring, developing, and expressing their creativity. Saint John's is a Christian community, founded upon the idea of the interdependence of individual members. In that context, students shape their identities as unique individuals with mutual obligations. Respect and appreciation for individual differences and those who comprise the larger community is an important part of the growth process of a Saint John's student.

In the tradition of the Xaverian Founders, Saint John's High School has been committed to students from a diversity of backgrounds, and affirms its commitment to providing opportunities to families in need, to the marginalized, and the poor.

Educational Philosophy

Saint John's High School is a four-year college preparatory school for young men. Founded by the Xaverian Brothers in 1894, Saint John's remains committed to both the Xaverian educational philosophy and the teachings of the Roman Catholic Church. Xaverian education seeks to provide young men with the opportunities to fully realize their own potential, while instilling a consciousness of both our common end in God and our shared responsibility to one another. Saint John's seeks to guide students toward a sense of what it means to live as a committed Christian in a global community. Saint John's provides an academic program which encourages students to develop themselves multi-dimensionally. A curriculum grounded in the liberal arts provides a broad base for future learning, while strengthening critical thinking skills. Saint John's admits students of varying academic ability, always striving to inspire those students to the fullest possible realization of their God-given abilities. The school's program of studies is rooted in Catholic education, with a commitment to service and community. Students enrolling at Saint John's experience the values and philosophy of a strong Christian community and commit themselves to take advantage of the opportunities for personal growth while discovering their unique individual gifts and talents.

Administration, Faculty and Staff

Administration

Mr. Michael Welch, Headmaster
Dr. Jacob Conca, Principal
Mrs. Jeanne Depasse, Acad. Dean, Gr. 10-12
Dr. John Morse, Director of Admissions and Acad. Dean, Grade 9
Dr. David Lizotte, Dean of Students
Mr. Jason Barell, Dean of Students
Mrs. LeeAnn Peterson, Headmaster's Secretary
Mrs. Leah Carni, Principal's Secretary and Registrar
Ms. Joanne Fitzgibbons, Dean of Students' Secretary
Mrs. Nancy Wentzell, Admissions' Secretary

Business Office

Mrs. Lynne Cronin
Mrs. Dolores Sullivan
Ms. Linda Whitney

Office of Student Counseling

Mr. Paul Brulé, Director
Mrs. Ann Gillis, Counselor
Mr. Dermot Healy, Counselor
Mrs. Margie Coggins, Counselor
Mr. David Wentzell, College Placement Officer
Mrs. Brenda Hayden, Secretary

Library

Mrs. Elizabeth Kavanagh, Director

Mrs. Jane Harrington, Assistant

Office of Campus Ministry

Mr. Michael Nicholson, Director
Mr. John Berger
Mr. Michael Foley
Fr. Edward Niccolls, Chaplain

Office of Institutional Advancement

Mr. Gary Carskaddan, Dir. of Inst. Advancement
Mr. Michael Ballway, Director of Communications
Mr. Warren Hayden, Director of Alumni
Mrs. Beth Hayden, Administrative Assistant
Mrs. Pam LaBove, Administrative Assistant
Mr. Patrick Pitney, Director of the Saint John's Fund
Mrs. Sarah Tipton-Lowe, Database Manager

Staff Formation

Mr. Dermot Healy, Director; Safe Environment Coordinator

Technology Department

Mr. Robert Moynagh, Coordinator
Mr. F. Michael Novick, Tech. Integration
Mrs. John Mullen, Audio-Visual Support

Teaching Faculty

Mr. Charles Abdella, Social Studies
Mr. Michael Aristide, World Languages
Mr. Jason Barell, Physical Education
Mr. Christopher Benestad, Math/Econ.
Mrs. Kelly Benestad, History/English
Mr. John Berger, Religious Studies
Mr. Gregory Blondin, Computer Science
Mr. E. Frederick Borchelt, Science
Mr. Kevin Browne, Religious Studies
Mr. Paul Capstick, Social Studies
Mr. Michael Clark, Religious Studies
Dr. Jacob Conca, Social Studies
Mr. Richard Connell, Science
Mrs. Meg Curran, Religious Studies
Mr. Michael Curran, English
Mr. Thomas Danna, Science
Mr. Steven Davis, Science
Mr. John Deedy, English/Theater
Mr. Salvatore Della Cioppa, World Languages
Mr. Albert DeLuca, World Languages
Mrs. Jeanne Depasse, Science
Mr. Stephen Devaney, Science
Ms. Joanne Diaz, Social Studies
Mr. Thomas Duggan, World Languages
Mr. Charlie Eppinger, Math/Economics
Mr. Brian Foley, Religious Studies
Mr. Michael Foley, History
Mr. Robert Foley, Jr., Physical Education
Mrs. Carol Fredette, English
Mr. Stephen Gregory, Mathematics
Mr. Matthew Hastings, Social Studies
Mr. Sean Hastings, Science
Mr. Michael Hughes, Religious Studies
Mr. William James, Science
Mr. John Jeniski, Science
Mr. Raúl Laborde, Mathematics
Mr. Stephen Linde, English
Mrs. Haihong Li, World Languages
Mr. Benjamin Lizotte, World Language
Dr. David Lizotte, Religious Studies
Mrs. Lina Long, Mathematics
Mr. Michael Marsan, Religious Studies
Dr. Russell McClintock, Social Studies
Mr. James McCluskey, Music
Mr. G. Michael Mead, Mathematics
Mr. Richard Monroe, Music; Religious Studies

Teaching Faculty (Cont.)

Dr. John Morse, English
Mr. Brian Mulcahy, Mathematics
Mr. John Mullen, Computer Science
Ms. Diane Mulligan, English
Mr. Brian Murphy, English
Mr. Michael Nicholson, Religious Studies
Ms. Sarah Pennington, Science
Mr. William Prendiville, English
Mrs. Ann Shi, World Language
Mrs. Karen Shortsleeve, Art
Mr. Michael Smith, English
Mr. Edward Shoro, Mathematics
Mr. Gerald Taylor, Mathematics
Mr. Robert Vigeant, Social Studies
Mr. Bolivar Vivanco, World Languages
Mr. Patrick White, Physical Education
Mr. William White, Jr., English
Mr. Timothy Williams, Mathematics
Mr. Carl Wilson, Social Studies

Nurse

Mrs. Mary Iuso

Archives

Mr. Michael Lahey

Cafeteria and Food Services

Mr. Andrew Etre, Director of Food and Beverage Service
Mrs. Elizabeth Etre

Maintenance, Custodial, Grounds and Security

Mr. Eric Ring, Plant Manager
Mr. Joseph Beando
Mr. Albert Etre, Project Manager
Mrs. Elizabeth Etre
Mr. Wayne Irish, Supervisor
Mr. Troy Kasper
Mr. James McCroughan
Mr. Steve Stinson
Mr. Francis Trainor
Mr. Peter Tomaiolo
Mr. Andrew Kupiec

Athletic Department

Mr. Patrick White, Director
Ms. Joanne Fitzgibbons, Secretary
Mr. Chad Coporale, Trainer

Purpose of the Student Parent Handbook

The purpose of this handbook is to express the philosophy and objectives of education at Saint John's High school. The handbook also defines student expectations and parent responsibilities, while explaining the role of the administration, teaching faculty and staff members. This document outlines procedures to be followed in the management of the school community. This document is in effect from the first day of school in September 2011, through the first day of school in September of 2012.

St. John's Contact Information

The school office hours are 7:30 a.m. to 4:00 p.m., Monday through Friday. **No personal messages** via phone will be delivered to students unless the situation is deemed an emergency by office staff. *Please use the appropriate phone numbers when contacting Saint John's:*

Main Office

Phone: 508 842-8934

Fax: 508 842-3670

Student Counseling/Guidance Office

Phone: 508 842-9327

Business Office

Phone: 508 842-9356

Office Advancement / Alumni

Phone: 508 842-5353

Fax 508 842-2195

Website

www.stjohnshigh.org

Communicating With St. John's

In certain circumstances a parent may feel compelled to communicate with St. John's regarding their son's education. The following procedure should be followed:

1. Please communicate your question or concern immediately and directly to the person involved (teacher, coach, counselor, etc.)
2. If dissatisfied with the initial outcome, contact the appropriate department chair/director
3. If the matter remains unresolved, please contact your son's Academic Dean or the Dean of Students
4. If there is still no resolution, call the principal. The principal will be the final arbiter.

Parent Messages to Students during the School Day

Please know that from 8:15 AM to 2:18 PM our students are focused on academics. In case of an emergency, parents must contact the Dean of Students' office to provide their son with a message. St. John's reserves the right to withhold a message until the end of the day in order to further the academic study of our students. Parents are also strongly encouraged not to contact their son's cell phone during the day as cell phones are to be stored in a student's locker.

Tuition and Fee Contract

Annually parents are required to sign the *Tuition and Fee* contract. This signed contract is kept on file in the Business Office. No student schedule will be mailed home without this signed contract on file. Tuition payments may be made in cash or by personal check and mailed or otherwise delivered to the Business Office. Make all checks payable to St. John’s High School. The school reserves the right to request payment in cash or certified check when payment is being made on a delinquent account and/or if the school receives a personal check that does not clear the bank.

A student with a delinquent tuition account is not entitled to continue classes, participate in extra curricular activities, or to sit for final examinations. The 2011-2012 tuition schedule is as follows:

Tuition	\$10,525
Activity Fee	\$550
Science/Computer Lab Fee	<u>\$150</u>
*TOTAL	\$11,225
*Additional Fees (if applicable)	
Graduation Fee: Senior Year Only	\$300
Registration Fee: Freshmen and Transfer Students Only Non Refundable Paid as part of Registration Process	\$300
PSAT Test Fee: October 2011 exam (Freshmen, Soph, Juniors Only)	\$20
AP Test Fee: May 2012 Advanced Placement Exams (fee for <u>each</u> exam, if applicable)	\$87

Enrollment Contract

Annually, parents and students are required to sign the enrollment contract which indicates a willingness to be governed by the Rules and Regulations of Saint John’s High School as detailed in the Student/Parent Handbook. This signed contract is kept on file in the Dean of Students Office. No student will be permitted to attend St. John’s without this signed contract on file.

Student Withdrawal-Transfer Policy

Students transferring into SJ: Students requesting to transfer into St. John's must first contact the admissions office to receive the transfer packet and materials. Completed transfer applications will include:

- teacher recommendations
- transcripts
- interview with the St. John's director of admission
- completed application form
- additional information as requested by the admissions office
- *Note that international students will have to demonstrate English language proficiency (TOEFL) and meet the requirements necessary to obtain an I-20 student visa.

Students transferring out of St. John's: Any student wishing to transfer out of Saint John's High School must:

- Sit for an exit interview with the appropriate Academic Dean or administrator
- Obtain and complete the required transfer request form as supplied by the registrar
- Satisfy outstanding financial obligations and return any St. John's property currently in possession

Withdrawal and Tuition Ramifications: The school's expenses are incurred on an annual basis; therefore, the school is obligated to meet costs it cannot cancel due to student withdrawals. Any student who withdraws or is expelled, from Saint John's will be responsible for payment of his tuition and fee obligation based upon his date of withdrawal/expulsion. Any student who has not meet his tuition and fee obligation on or before his withdrawal/expulsion date will be required to remit the remaining balance prior to release of his transcripts. Amounts paid which exceed the tuition and fee obligation (excepting the non-refundable deposit and registration fee) will be refunded, using the table below, upon written request. Please see the table below for specific tuition obligations in the case of student withdrawal/expulsion.

If the withdrawal occurs:

Aug 1 – Aug 31
Sept. 1 – Jan. 15
After January 15

Tuition and Fee Obligation due to St. John's

20% of tuition + activity fee + lab fee
50% of tuition + activity fee + lab fee
100% of tuition + activity fee + lab fee

Academic Policies and Regulations

What is expected of a St. John's Student? – Academics

While engaged in educational pursuits at St. John's High School, a student is expected to be a positive contributor to the academic community. To provide these contributions, a student is expected to arrive at each class prepared to engage in the day's activities. Once in class, a student is expected to actively embrace the learning process as directed by the teacher, while making positive contributions to the intellectual growth of himself and his peers. All expectations contained in this handbook are to be satisfied by the students of St. John's High School.

Role of Academic Deans

The Academic Deans, in conjunction with the Principal oversee the academic life of the school. St. John's currently employs two Academic Deans; Dr. Morse is the Academic Dean for grade 9, Mrs. Depasse is the Academic Dean for grades 10-12. Students should seek out the appropriate academic dean for:

- General academic questions, concerns or issues
- Advice and guidance regarding academic difficulty/struggles
- Schedule questions/modifications
- Investigate cases involving Academic Honor Code violations (see page 18)

Additional assistance can also be obtained from the student's school guidance counselor (see below).

Role of Guidance/Counseling

The primary goal of the student counseling services department is to provide academic, personal and vocational counseling designed to assist the student in developing as a Christian gentleman and enable him to make intelligent plans and wise decisions for his future. At the start of each year a student is assigned a guidance counselor. For 2011-2012 the student assignments are according to last name and are as follows:

Class of 2015 - Freshmen

Abramo - Levy

Mrs. Ann Gillis, ext. 248

Lewandowski - Wise

Mr. Dermot Healy, ext. 257

Class of 2014 - Sophomores

Abdelkader – Le

Mrs. Ann Gillis, ext. 248

LeClair – Yatim

Mr. Dermot Healy, ext. 257

Class of 2013 - Juniors

Abdelkader - Freilich

Mr. Paul Brulé, ext. 251

Gaucher - Mistry

Mr. David Wentzell, ext. 249

Monahan - Zona

Ms. Margaret Coggins, ext. 243

Class of 2012 - Seniors

Afonso - Frongillo

Mr. Paul Brulé, ext. 251

Gaffney - Morrison

Mr. David Wentzell, ext. 249

Moynagh - Zelly

Ms. Margaret Coggins, ext. 243

Parents are encouraged to contact their son's Academic Dean and or school counselor with any questions or concerns.

Graduation Requirements

To graduate and receive a diploma from St. John's High School, a student must successfully accumulate the following credits. Please note that one credit is equal to a full year course, a ½ credit is equal to a half year (semester) course.

- 4 credits in Religion
- 4 credits in English
- 4 credits in Mathematics
- 2 credits in the same world language (consecutive years)
- 3 credits in science (2 lab sciences, one of which must be biology)
- 3 credits in Social Studies
- 0.5 credits in Computer Science
- 0.5 credits in Fine Arts
- 1 credit of physical education (0.25 credits per each year)
- 0.5 credits in Freshman Seminar*
- 4 credits of college preparatory electives

*Though technically not a graduation requirement some freshmen will be required to take this course.

Students who do not meet the aforementioned requirements will not graduate from St. John's High School and thus will not receive a diploma. In addition to satisfying the aforementioned academic requirements, students must also satisfy all financial, academic and/or other obligations (return of library books and outstanding items, resolve disciplinary issues, etc.) to be eligible for a St. John's diploma.

Required Course Load

Unless exempted by the Principal, all students at Saint John's High School carry a full six course academic schedule. Sophomores, juniors and seniors will also carry a resource period. Freshmen schedules will not include the resource period but rather freshman seminar and/or a fine arts elective.

Course Scheduling Process, Selecting a Program of Studies

For rising sophomores, juniors and seniors the scheduling process begins in January with the distribution of scheduling materials, guidelines, course selection sheets, and a course description booklet. At that time sophomores, juniors and seniors are provided with the appropriate Advanced Placement registration forms.

A student's individual schedule is created after consideration of said student's past academic performance, teacher recommendations, counseling office recommendations, student requests and any other factors deemed helpful by the administration. Many upper level courses require satisfactory completion of prerequisites before a student is allowed to enroll. Please consult the descriptive catalog for a listing of prerequisites.

Ordinarily rising sophomores, juniors and seniors will receive their preliminary schedules in May for parent review. Incoming freshman ordinarily receive their schedules in late May-early June. Questions regarding the scheduling process should initially be directed to the appropriate school counselor. Additional follow-up can be made to the appropriate Academic Dean.

Levels of Instruction

St. John's High School is a college preparatory school whose orientation is toward preparing students for the rigors of post-secondary study. To this end the Administration and Faculty of Saint John's

recognize that within its student body there exist different levels of ability and motivation. Thus, Saint John's provides programs designed to fit the potentials of its students.

In order to maximize the effectiveness of instruction and study, the Administration, Faculty and Staff have developed three levels of College Preparatory Curricula. These levels are intended to provide the greatest academic developments possible for the individual student.

During the freshman year, three levels exist within the curriculum – Honors, Level I and Level II. The sophomore, junior, and senior year Curricula are divided into Advanced Placement, Honors, Level I and Level II. Advanced Placement Courses provide valuable opportunities for talented and motivated students to potentially earn college credits while still enrolled at Saint John's. All academic levels are based on a 4.3 (A+) grade point average (GPA) system. There is no class rank.

Note that a student's academic needs, combined with his abilities may necessitate the need for a blended schedule. In such instances a student may be placed in courses of different levels.

Policy/Protocol for Movement between Academic Levels and Course Changes

Should a student wish to change academic levels or courses, the student must first see his school counselor to obtain and complete a course change request form. The completed form must then be returned and will be appropriately reviewed in light of the student's request.

The completed form must be signed by the student, parent/guardian, current teacher, counselor, department chair, and gain the approval of the appropriate Academic Dean. Please note that changes in courses must be requested during the first 2 weeks of a semester.

Services for Students with Learning Differences

Although Saint John's does not provide specialized education teachers for students with learning differences or disabilities, the school attempts to make reasonable accommodations for the differentiated learning needs of our students, as appropriate. If your son will require such accommodations at Saint John's, the appropriate documentation for new students must be submitted to the Admissions Office. In the case of students diagnosed with a learning difference or disability while enrolled at Saint John's, documentation must be submitted to the Counseling Office.

Below are the **Documentation Guidelines** utilized by Saint John's to determine eligibility for academic accommodations and standardized testing accommodations. Once adequate documentation is provided, a protocol may be developed for the duration of enrollment, provided that Saint John's feels it can appropriately meet the educational needs of the student.

If the aforementioned plan is created, it will list suggested accommodations to be shared with the student's teachers and parents / guardians. School counselors will meet with the student to discuss learning style, means of accessing classroom accommodations and strategies to optimize academic success.

Please note the following: 1) The school administration will determine if Saint John's personnel can adequately meet the differentiated learning needs of a student; in some cases the school may not be able to do so. 2) Any request to waive a graduation requirement must be approved by the school principal.

Documentation Guidelines: (The presence of an I.E.P., 504 plan, or other professional evaluation does not automatically guarantee a students' eligibility for accommodations at Saint John's or on standardized tests.)

All provided documentation must:

1. **State the specific disability / impairment**, as diagnosed;

2. **Be current** (in most cases, the evaluation should be completed within three years of the request for accommodations);
3. **Provide relevant** educational, developmental, and medical history;
4. **Describe the comprehensive testing** and techniques used to arrive at the diagnosis (including evaluation date(s) and test results with subtest scores from measures of cognitive ability, current academic achievement, and information processing);
5. **Describe the functional limitations** supported by the test results;
6. **Describe the specific accommodations requested**, and state why the student's disability qualifies the student for such accommodations; and
7. **Establish the professional credentials of the evaluator**, including information about license, certification and area of specialization.

Book Sales

It is the responsibility of the student and parent to purchase the correct books for each school year. To facilitate purchasing of text books and associated materials, St. John's will hold an official book sale event before the start of school. An official book list for all upcoming courses will be released prior to books sales and this list should be used to guide the purchase of both new and used books.

Lastly, teacher edition books and used workbooks are strictly prohibited at St. John's. It is highly recommended that parents and students review used books to make sure they are appropriate.

Grading System and Grade Equivalencies

For a given course a student can earn the following letter grades. A numerical range for each letter grade is given below, followed by the corresponding GPA/quality points scale. Contact the counseling staff or appropriate Academic Dean for questions about grading at St. John's High School.

<u>Grade Equivalent</u>	<u>GPA/Quality Points</u>	<u>Grade Equivalent</u>	<u>GPA/Quality Points</u>		
A+	100 - 97	4.3	C+	79 - 77	2.3
A	96 - 93	4.0	C	76 - 73	2.0
A-	92 - 90	3.7	C-	72 - 70	1.7
B+	89 - 87	3.3	D+	69 - 68	1.3
B	86 - 83	3.0	D	67 - 65	1.0
B-	82 - 80	2.7	F	64----	0.0

Grading Policies, Procedures and Report Cards

The academic calendar at St. John's is divided into four (4) quarters. Quarterly grades are issued to students shortly after the conclusion of each quarter. Grades (quarter and interim) for each course are prepared and supplied by the teacher of the stated course. Grades are also accompanied by an attitude and an effort comment. Two additional comments may be included at the teacher's discretion.

Interim grades are issued four times throughout the year for freshmen, sophomores and juniors. The interim is issued at the midpoint of each quarter and includes a grade for each class along with accompanying attitude and effort comments.

Seniors receive three interims; they do not receive a 4th quarter interim. Time constraints associated with the shortened senior fourth quarter, for example, limited assessment time and instructional time are reasons for why an interim is not provided to seniors during the 4th quarter.

Four quarterly grades and a final examination will be the basis for a student's final end of the year average. Each quarterly grade and the final examination grade will be assigned a value of 20% of the final grade. Any student who receives three (3) F's of the possible five (5) marks will fail the course for the year.

Please refer to the official school calendar for the beginning and ending dates of each quarter and interim period. It is the responsibility of the student and his family to be familiar with the dates for interim and quarterly Reports. Please know that interim reports are normally emailed home to parents, quarter report cards are mailed. Special academic reports can be requested through the student counseling office.

Strength of Curriculum

In addition to Grade Point Average, college admissions officials also request information about the strength of an applicant's academic schedule relative to other students in their graduating class. In order to provide clear and objective information to colleges in this regard, Saint John's reports a strength of curriculum decile rating. The rating is on a scale of 1 to 10, with 1 = Standard College Prep, and 10 = Most Demanding Curriculum available. The rating is based on the number of Level II, Level I, Honors, and AP courses taken over a four year period. Only courses that are leveled and that fulfill graduation requirements are included in the calculation. These include 4 English, 4 Math, 3 Social Studies, 3 Science, 2 World Language, and 4 electives. The following points are assigned to each level: Level II – 1.0; Level I – 1.5; Honors – 2.0; AP – 2.5. The sum total is used to determine the decile rating. Only Saint John's courses are used to determine the strength of curriculum.

Transcripts

Graduates must request transcripts in writing to the registrar. The registrar resides in the academic studies office. Graduates are strongly encouraged to call in advance to expedite processing. A \$5.00 fee for the official transcript will be collected at the time of delivery.

Students currently enrolled at St. John's can request transcripts via the student counseling office. Students are to complete the prescribed form and attach it and a \$5.00 fee to each college application. Only official transcripts will be forwarded to accredited schools or institutions or places of business. Copies of transcripts given directly to students will be stamped "unofficial." Student copies of unofficial transcripts must also be requested in writing to their counselor.

Credits Awarded via Local Colleges

On occasion Saint John's will award academic credit to approved students for college course work. Students will only be allowed to pursue this type of study after the school administration has determined that the sequential offerings of Saint John's have been exhausted. This policy usually applies to the senior who has completed AP Calculus, French IV, or Spanish IV as a junior. Those students wishing to take such courses must obtain the principal's approval to do so.

Honor Roll

The St. John's honor roll is established at the conclusion of each quarter. The honor roll is comprised of three categories as specified below.

Headmaster's Listall marks are A- or above
First Honorsall marks are B or above
Second Honorsall marks are B- or above

St. John's makes every attempt to publish the honor roll both on campus and via local newspapers.

Final Exams

As a culminating academic activity and in preparation for the academic rigors of post secondary education, all students sit for final exams at the end of each academic year. Preparation for these exams rests on the student, with assistance from the appropriate teacher. Final exams will constitute 20% of a student's final grade in the given class.

During final exams all students are required to be on time for their exams and in dress code. Failure to meet the aforementioned expectations will result in disciplinary action that must be resolved prior to receipt of report card.

In order to sit for final exams students must have satisfied all financial and other obligations owed to the school.

From time to time a student may experience an exam conflict, (i.e. two exams are scheduled for the same date and time). Students who find themselves in such a situation must immediately see their academic dean to resolve the issue.

Final Exam Exemption - For Seniors Only

To qualify for an exemption from a final exam, the senior must have an average of B+ over the four (4) terms in a full year course or over two (2) terms in a semester course. If a student, who is exempt, wishes to take the exam for a higher grade, he may. He will, however, receive whatever grade he attains on the exam.

Exemption from a final exam is a privilege that may be forfeited by a senior whose conduct or academic performance is not representative of a Saint John's student. This determination is to be made by the Principal upon the recommendation of the Deans of Students or the Academic Dean.

Final Exam Exemption – Advanced Placement Students

AP students do not take a St. John's created final exam for their AP course. Rather AP students are required to take the AP exam as dictated by the College Board. Students who do not sit for the AP exam will encounter significant disciplinary action including an "F" for their final exam grade.

National Honor Society

Membership in the St. John's chapter of the National Honor Society is based on scholarship, service, leadership, and character. Students who have completed four consecutive semesters at St. John's and have maintained a 3.15 grade point average are eligible for the National Honor Society.

Once a student has risen to this level of scholarship, his candidacy will be considered in light of his demonstrated leadership, service, and character. Both candidates selected for induction, and current National Honor Society members, are required to attend the annual National Honor Society Induction Ceremony each year.

Members of the National Honor Society who fall below the standards shall be promptly warned. The student then has the next regular marking period to remedy his situation. Notification of probation and dismissal will be in writing.

Academic Concerns – Poor Performance

At the end of each marking quarter an academic warning letter will be sent to the parent/guardian of any student whose interim or quarter report card reflects either an F or multiple grades in the D range. This action constitutes the student being placed on warning due to lack of academic progress. This letter must be signed and returned to the appropriate Academic Dean according to the date specified on the letter. The student is strongly encouraged to seek extra help in the areas in which he is academically deficient.

Promotion

No student can pass on to the next grade level with a failure on his record. A student who receives three (3) F's in a full year course (two in a semester course) will be considered as having failed the course. One failure can be made up in summer school or by tutorial arrangement and must be approved by the student's Academic Dean.

Ordinarily, failing the equivalent of two or more full year courses means an automatic transfer from Saint John's High School to another school.

Incomplete Grades

Due to various circumstances, some students may have incomplete grades at the time of graduation. Diplomas will not be awarded to students with incompletes on their transcripts. Appropriate arrangements will have to be made to remedy incomplete studies before a diploma or promotion will be granted.

Awarding of Diplomas (seniors)

As indicated above, seniors with incomplete grades on their transcript will not be awarded a diploma. Furthermore, seniors who fail a course for the year will not receive a diploma until the failed course is appropriately made up via tutorial or other, Saint John's - approved arrangement.

Homework

Students are expected to be fully prepared for their classes each day. This requires study at home as well as proper use of all instructional periods. A day's homework assignment may include some written work, but the larger part of the assignment should be the study and review of the material covered in class that day, and the preparation of materials for the next class. Ordinarily, a student should expect, on average, 2-3 hours of homework per night. Copying of homework is considered cheating.

Issuing of Make-up Work

After returning to school from an excused absence, students are entitled to make-up work missed as a result of the absence. In these cases the student is responsible for contacting the appropriate teacher and setting up a mutually agreeable timeline conducive to completing the required workload. Where necessary the appropriate Academic Dean may facilitate and support this process.

Depending upon circumstances, students with unexcused absences may be denied the opportunity to complete make-up work at the discretion of the school administration.

Student Extra Help

All teachers are expected to provide extra help sessions for his/her students either before or after school. Teachers should make their students aware of the hours and days on which they are available for extra help. Students are responsible for seeking out extra help when so advised.

Members of the National Honor Society at Saint John's can also provide tutorial help to students in need of such assistance. Arrangements for tutorial assistance of this sort are made through the moderators of the National Honor Society.

Summer Academic Programs

St. John's offers summer programs for four purposes. The first purpose is for incoming freshman to strengthen their skills and knowledge prior to the start of classes. The second purpose is to facilitate student make-up of a **single** course failed during the previous school year. The third component of summer school is to offer select classes that can forward a student's curricular understanding with an eye towards the upcoming school year. The fourth and final purpose is to allow students in the performing arts curriculum the opportunity to satisfy their computer science graduation requirement. Please contact the director of summer school, Dr. Lizotte, with questions regarding these four purposes.

Athletic, Extracurricular and Co-curricular Eligibility

A student who earns more than one failure on an Interim or Quarterly Report is considered ineligible. Official notification of ineligibility will be mailed home to the student's parents and the letter must be signed and returned. An interim report can cause ineligibility and/or restore eligibility. Ineligibility will remain in effect until the next academic report card is issued and grades no longer indicate a need for academic ineligibility. Ineligibility does not apply to attendance at mandatory school sponsored retreats or events.

Students who are declared ineligible cannot actively participate in school sponsored athletic, extracurricular or co-curricular activities. This includes, but is not limited to, practices and games, rehearsals/performances, club activities and campus ministry retreats.

A student who is declared ineligible is responsible for meeting with his Academic Dean, his school Counselor, and the teachers of the subjects he has failed in order to discuss reasons for his performance, and ways to improve that performance. Further meetings may be required at the discretion of the dean, counselor, and/or teachers to ensure that the student has the best chance to improve his academic performance.

Upon meeting with his Academic Dean, the ineligible student will likely be required to meet with the teacher(s) of the class(es) for which academic performance is of concern. Meetings with the teacher will likely last a minimum of 30 minutes, as to further facilitate the student's educational growth and improvement. Failure to attend such meetings will result in disciplinary action taken against the student.

It should be noted that by removing time devoted to athletics, clubs, and other non-mandatory school events, it is hoped that the student will be able to concentrate on academic study without distractions, so that he is able to perform appropriately in the classroom. In this way, Saint John's hopes to foster a personal responsibility which, combined with the resources available from the school, will improve the student's chances of succeeding academically.

Please note that because seniors do not receive fourth quarter interim, senior involvement in spring extra-curricular activities (including athletics) is at the discretion of the administration. If a senior's academic performance significantly declines at any time during the fourth quarter, continued involvement in extra-curricular activities may be prohibited until sufficient improvement is demonstrated.

Academic Honor Code

Honesty, integrity, and respect for oneself and one's neighbors are basic to what it means to be a human being and a citizen in the world community. We believe that the honest pursuit of excellence should reside in the heart of every member of the school community. As students, faculty and staff, we all belong to an academic community with high scholarly standards, holding certain fundamental ethical principles. We believe it to be contrary to justice, academic integrity, and to the spirit of intellectual inquiry to engage in cheating and/or plagiarism.

Allegations of plagiarism and cheating are considered Academic Honor Code violations and will first be investigated by the teacher. If necessary the Academic Dean and Dean of Students will have a role in the investigation and any resulting sanctions.

Honor Code Violation - Cheating

Cheating occurs when a student acts or behaves dishonestly to influence results. Cheating at Saint John's High School will not be tolerated in the classroom, nor during extracurricular or athletic activities. The following are some, but not all, forms of cheating:

- Using, giving, or receiving unauthorized aid on tests, quizzes, reports, homework, presentations or any other work that is to be used by the teacher for assessment. Use of tests administered during previous years will constitute cheating unless the teacher indicates otherwise.
- Unauthorized collaboration on class related work, including dictating or copying of such work
- Submitting the same work in more than one course without prior approval of all teachers involved

- Falsifying of information
- Tampering with records, materials, software, hardware or other equipment to gain advantage.

Honor Code Violation - Plagiarism

Written and oral expression and media presentations, research papers, analytical essays, compositions, reports, oral, media, and seminar presentations must be the result of one's own thoughts, research, investigation and study. The presentation of the words, ideas, information, and opinions of someone else as one's own, is plagiarism.

Additionally, Saint John's prohibits the improper use of published or online study guides (Cliff Notes, Spark Notes, etc.). Such aids should never replace reading the primary text.

The following are some, but not all forms of plagiarism:

- Submitting part or all of an assignment copied or paraphrased from a source without crediting the source, whether print or electronic
- Submitting the sequence of ideas, arrangement of material, or pattern of thought of another, even though expressed in one's own words
- Using a sequence of ideas or words without first digesting, integrating, and reorganizing it in one's own mind, and without acknowledging it
- Submitting an assignment from another's manuscript or notes
- Allowing others to submit one's own work, in outline or finished form, as their own work.
- Preparing an assignment for another and allowing another to submit that product as the other's work
- Contributing to a file of papers or speeches with the clear intent that they be copied and submitted as the work of anyone other than the original author.

Procedures and Sanctions for Honor Code Violations

Students or faculty members who have discovered a violation of the St. John's Academic Honor Code should report it promptly to the appropriate Academic Dean. An appropriate penalty will be assessed. Any penalty will include the proper notification of parents.

During his tenure at Saint John's High School, a student who is found guilty of plagiarism or cheating will be subject to the following sanctions: on any offense a student will receive a zero for the relevant assignment and his name will be submitted to the National Honor Society Faculty Council for review; on his second offense a student will likely be removed from the National Honor Society, if applicable, and placed on probation; on his third offense, a student will face possible suspension or separation from Saint John's High School. Each offense will likely be accompanied by five after school detentions.

Computer Use Policy

Saint John's High School provides computer resources to enhance the educational experiences of its students. Students are expected to exercise their privilege to use these resources in a manner consistent with the Mission of the school, existing school policies and the policies of our Internet service providers, as well as all Federal, State and Local laws. Any activity which is unethical, illegal, disruptive, offensive or mischievous is inappropriate. The student is ultimately responsible for his actions while using any facet of the computer system at Saint John's.

The on-campus computers, local hard drives, network drives, user accounts, personal drive space and their contents are all property of Saint John's High School. As such, this property will be checked by a member of the Technology Department without notice, in order to maintain compliance with this acceptable computer use policy.

The computer use policy also applies to those students who utilize the Saint John's network via their own computers or electronic devices.

User Name and Password

All students are issued a user name and a password. Network activity is tracked by username; therefore, all usernames and passwords must be kept private and confidential. Any violation of the Acceptable Computer Use Policy attributed to a student's user name will result in disciplinary action.

Technology Based Prohibitions

Students are prohibited from doing the following on school computer equipment:

- Damaging, changing or tampering with or attempting to tamper with the school's computer system, hardware or software
- Copying copyrighted software
- Using, altering, creating or distributing a password not specifically issued to the student
- Adding, deleting, or altering files or installing programs without the permission of the Technology Department
- Engaging in non-academic uses of the computer system, such as game playing and chatting
- Accessing or storing illegal or explicit material or material that is potentially harmful to the user, the computer system, or others
- Using the Internet or e-mail to solicit or conspire about illegal activities
- Making harassing, threatening, prejudicial or discriminatory statements over the computer system
- Accessing, storing, transmitting or distributing offensive, indecent, obscene or pornographic materials in any form
- Storing, transmitting or distributing protected material without the written consent of the holder of the protection rights
- Circumventing or attempting to circumvent the security measures on any school computer
- Intentionally introducing any form of computer virus to any school computer, or to the school's network
- Using the computer system or the Internet for commercial gain or political purpose.
- Attempting to access filtered sites or to circumvent the school's filtering software to access inappropriate sites.
- Using electronic media (including, but not limited to, Facebook, MySpace, Twitter, etc.) for any purpose deemed to be illegal, inappropriate, or offensive

Procedures for Alleged Computer Policy Violations

Students or faculty members who have discovered a possible violation of the Acceptable Computer Use Policy should report it promptly to the Dean of Students. The alleged violator will be referred to the proper authority for investigation.

Computer Policy-Limitation of School Liability

Saint John's High School is not responsible for a student's exposure to inappropriate or unacceptable material, and cannot guarantee the accuracy or quality of any information found on the Internet. The school is not responsible for damages which may occur as a result of interruption of services or loss of data, or financial obligations which result from unauthorized or improper use of the network or the Internet.

Library, Media, and Educational Materials Ethics

Students may not hinder the educational opportunity and achievement of other students by behavior such as physically or electronically removing, hiding, changing, damaging, defacing or deleting educational materials.

Junior Career Night

Junior Career Nights is comprised of three sessions all taking place during one evening, normally in March. During the event, students will be exposed to alumni speakers as they describe the educational background, interests, and typical work experiences involved in their professions. This evening is considered extremely important for both our alumni presenters and junior students. Therefore, all juniors are required to attend this event. During the 2011-2012 school year, Junior career night will be held on March 15th 2011, beginning at 6:45pm.

Parent Teacher Nights

On specified evenings, parents will have an opportunity to meet teachers and discuss their son's progress. These dates are noted on the school calendar. Parent teacher meetings may be brief (3-4 minutes) in nature. If further consultation is needed, parents should make a personal appointment with the teacher by calling the school during school hours

Student Life Policies and Regulations

What is expected of a St. John's Student? – Student Life

St. John's High school is a community rooted in respect. Subsequently all students are expected to demonstrate respectful behavior both on and off campus, to all with whom they come in contact. The student is also expected to demonstrate outstanding manners and conduct at all times throughout his four years as a St. John's student. These global expectations are in keeping with the desire to have our students actively demonstrate the espoused values of the Xaverian Brothers; Humility, Simplicity, Compassion, Trust and Zeal.

At St. John's we believe that student life is a cooperative endeavor between students, parents and school personnel. St. John's will work with the utmost dedication to promote a student's ongoing growth and development. Thus the purpose of our school regulations is to foster a positive learning environment in which young men learn to take personal responsibility for their actions and choices. Students can expect to receive support and guidance to help in their growth process. In this regard it is our hope that St. John's students graduate with the confidence required to succeed in all of their life pursuits.

Attendance Policy

Saint John's believes that the vocation of a young person at this point in his life is to be a student. Athletics, extracurricular activities, recreational pursuits and work all play a complementary yet secondary role in this process. We believe that students must be present in school and be an active participant in the educational process. Therefore, Saint John's places a high value on prompt daily attendance.

Excessive absence, tardiness or early dismissal from school can impair the effectiveness of this process for students and teachers alike. We earnestly ask parental support and cooperation.

A student who is absent must have a parent notify the school at 508 842-8934 before 10:00 a.m. Upon returning to school, the student must present to the Dean of Students a parental note explaining his absence. After the eighth absence for any reason during the school year, every absence thereafter will likely carry a penalty of three detentions. The Dean's office will be the final arbiter regarding detentions associated with attendance issues.

Further disciplinary action, including suspension and probation, will be taken in those cases where absenteeism continues to be an issue. A student with excessive absences jeopardizes his academic credit and, as a result, may forfeit promotion or graduation.

Students with documented, ongoing medical issues will be treated on a case-by-case basis. "Get away" days before vacations or delayed return from vacation, unapproved college visitations, and participation or attendance in nonschool sponsored activities (sports or otherwise) will count as double absences. Disciplinary action may be taken in those cases where students abuse the spirit or the letter of the attendance policy even when the eight-day limit has not been reached.

Ample time has been built into the school year for vacations. Parents should make every effort to abide by the school calendar. Should parents nevertheless choose to take their son out of school, the Dean of Students must be informed of their intentions prior to leaving for vacation. It should also be understood that, prior to their departure, students are to speak to their teachers to get homework assignments and to submit all pre-assigned work due during their absence. Any school days missed will be counted as days absent.

If a student is absent for a prolonged period due to serious illness or other extraordinary circumstances, his parents should contact the Dean of Students Office to arrange for assignments. Students absent for one or two days should contact other students for homework assignments. Make-up work is the responsibility of the student. Students who arrive after 11:00 a.m. or are dismissed from school before 11:00 a.m. will be recorded as absent. Absent students may not attend any school activities on that day. Any appeal of this rule must be made to the Dean of Students.

Please note that homeroom opens at 8:05 AM each morning. Students are expected to be seated in homeroom no later than 8:15 AM each school day. Unless otherwise specified, the school day will end at 2:18 PM each day.

Absence

St. John's recognizes that certain circumstances may require a student's absence from school. A sampling of those circumstances includes death in the immediate family, a religious holiday, a court appearance, and doctor appointment that cannot be scheduled outside of school hours. Doctor's notes must be provided if requested by the Dean. Questions regarding student absence should be referred to the Dean of Students office.

Voucher Use

In conjunction with school fundraising activities students will, at times, be awarded a "Day Off From School" voucher. The following conditions govern the appropriate use of a school voucher:

- The student must check with all teachers before using the voucher
- The voucher cannot be used on days in which a major assessment (e.g. test, paper submission) is scheduled, unless teacher approves
- Submit voucher to the Dean's office one day prior to use (by 2:18PM the school day before the voucher is to be utilized)
- Students with excessive absenteeism may not be eligible
- Inappropriate use or submission of this voucher will result in disciplinary action

Tardy

Arriving at school on time and prepared for the day ahead is in keeping with the school's attendance policies as stated above. Likewise, promptness is a positive character trait. A student arriving late to school must report to the Dean of Students Office for an admission slip and present a parental note explaining the tardiness. After the fourth incident of tardiness in a given semester, all subsequent tardy arrivals will be subject to detention. We recommend that students and parents alike build extra time into their morning commute so that unforeseen delays do not make a student late. In the case of excessive tardiness, parents will be notified and additional disciplinary action may be taken by the Dean of Students Office.

Early Dismissal – Parent Request

Early dismissal requests will be evaluated in light of the school's attendance policy. A written request for early dismissal must be submitted to the Dean of Students prior to homeroom. Those requests not in keeping with this policy may result in disciplinary action. After the fourth incident of early dismissal in a given semester, all subsequent early dismissals may be subject to detention. Routine dental or doctor appointments must be scheduled after school hours. We will not accept early dismissal requests by telephone. In the case of an emergency, we will ordinarily request that a parent or guardian come to the Dean of Students Office to sign out the student.

Early Dismissal – From Nurse

If a student is ill while at school he must report to the nurse's office for proper evaluation. If the nurse determines that the student is seriously ill, parents will be notified and a decision will be made as to whether or not the student should be dismissed. This decision will be forwarded to the Dean's office.

Funeral Attendance

In certain circumstances St. John's may offer transportation for students to funeral services for close members of the school community. Any student traveling with the school to a funeral will not be

charged with a school absence. To utilize school sponsored transportation for this purpose a student must present a note, written by a parent that allows him to attend the funeral/service. Students without this documentation will not be allowed to utilize school sponsored transportation.

Any student who wishes to attend the funeral using other transportation means must abide by school attendance policies.

Truancy

In all questions regarding the legitimacy of absence, the Dean of Students Office is the arbiter. If a student is judged to be truant, he will likely incur multiple detention hours as directed by the Dean of Students. Subsequent offences will qualify a student for suspension or expulsion.

Any student deemed truant from a class or school forfeits credit for any work assigned or assessed during that class or that day.

College Visits

A college visit should be made on a student's free time or vacation time. During school time, only an approved, scheduled appointment will be honored. Prior to any such visit, a student is required to fill out a college visitation form in the Guidance Office and present it to a Dean of Students for final approval. Upon his return, a student must present appropriate verification from the college admissions office to the Dean of Students Office. A college visit will count as a school absence. Normally, only college visits by current seniors are sanctioned by Saint John's. A student who fails to follow this procedure will be assigned a double absence.

Notification of Move, Transfer of Guardianship or Change in Contact Information

In cases where a student moves from one home to another, it is imperative that parents inform the Dean of Students to update any and all contact information. This will help preserve the flow of communication between parents and St. John's regarding all school related matters.

School Cancellation, Delayed Opening, Early Dismissals

Announcements for school cancellation, delayed opening or early dismissal will be made via the following media outlets:

TV

- Channel 4
- Channel 5
- Channel 7
- Channel Fox 25

Radio

- WBZ 1030
- WRKO 680
- WTAG AM 580 and FM 94.9
- WGFP 1310
- FM 104.5
- FM 100.1
- FM 98.9

We will also utilize the Saint John's website, www.stjohnshigh.org, our automated phone call out system and/or our automated email system to notify our school community of a change in school hours.

Please note that a **delay** in the opening of school is intended to afford students extra travel time to school and not an excuse to sleep in. Therefore students should leave home at their usual time and use the extra time for safe travel and on time arrival.

If school is already in session and an **early dismissal** is warranted, the announcements will be made in a similar manner as outlined above. An early dismissal will be made in concert with proper officials (Police and Highway Departments) so as to provide for the safety and well being of our students.

Communication of Impending Events

St. John's is a community predicated on respect and mutual cooperation. Anytime a student knows of an impending or planned event that may result in the harm of another or jeopardize the welfare of the school community, that student is obligated to inform the Dean of Students or another adult.

Violations of Student Life Expectations

To further the cause of good order and to encourage the independent growth of self discipline, St. John's has developed a system of disciplinary consequences. This system includes detention, suspension, probation and expulsion. In cases where students are alleged to have violated school expectations the Deans of Students will first investigate the matter. Upon investigation they will determine the appropriate consequence for the given infraction, in conjunction with what is written below. When necessary, the school administration will communicate their concerns to both the student and parent/guardian.

Detention: Detention requires that a student sit silently in a designated classroom under the supervision of a Dean of Students or other appointed individual. Students must serve the detention on the day of the offence or the next school day. Detention begins promptly at 2:30 PM and ends at 3:15 PM. Students are expected to be in dress code and seated throughout detention. Late students will not be admitted to detention and may face further disciplinary action as a result of their absence.

Afterschool employment, athletics, or extra curricular activities are not valid reasons for missing detention. A student who fails to report to detention as required will have his detention time doubled. All school regulations are in place during detention.

Suspension: In cases where a student's conduct requires temporary removal from the St. John's community, suspensions will be employed. During suspension a student is expected to be at home with parent and is excluded from all school related activities. Prior to a student being suspended the Deans of Students will thoroughly investigate the matter and communicate with the student's parents/guardian regarding the given infraction. Suspensions can be given for a single offense or an accumulation of minor offences.

Note that for each day a student is suspended he will be assigned 5 detentions. As an example a student suspended for three days will be required to serve 15 detentions upon his return. Any student suspended by St. John's is responsible for arranging, obtaining and completing all school work missed due to the suspension. Suspensions may be given for a specified number of days or may be indefinite. Suspensions are dispensed at the discretion of the Deans of Students.

Probation: Probation is another tool to address both academic and school life issues and is utilized at the discretion of the administration. The purpose of probation is to heighten student and parental awareness of the fact that current student behavior is unacceptable. Students placed on probation who continued to exhibit unacceptable behavior will be liable to further disciplinary action. Probation may be utilized in conjunction with the above consequences, independently or not at all. Probation constitutes another tool to be utilized at the discretion of the school administration.

Expulsion: A student will be subject to expulsion for any conduct either at or away from school which is of such a nature as to jeopardize the good name of St. John's High School, or which is detrimental to the common good, or harmful or offensive to the St. John's community, as determined by the school administration. In those cases where a student's conduct is so severe that it requires his removal from the St. John's community the following process will be followed.

1. The Deans of Students will investigate the matter, and appropriately inform the parents
2. If the situation warrants, the Deans of Students will recommend to the principal the expulsion of the student.

3. The principal will then meet with the student and his parents to review the incident and the recommendation from the Dean's office. This meeting constitutes an opportunity for the student to be heard.
4. Once all parties have been heard by the principal, he will make a final judgment regarding the Dean of Student's recommendation. If the principal decides to uphold the recommendation, that decision may be appealed to the Appeal Board. The Appeal Board is composed of the Headmaster, the student's Academic Dean, the student's Guidance Counselor, and a faculty member of the student's choice. The function of the Appeal Board is to assure that policies and procedures have been carried out fairly by all involved.

Please note that attendance at Saint John's is a privilege, not a right. Behavior of a public scandalous nature within the school community or behavior when the student is not under the direct jurisdiction of the school may result in disciplinary action by the school, up to and including dismissal.

Grave Disciplinary Infractions

Saint John's considers the following to be serious disciplinary infractions. Upon investigation by the Deans of Students, a student believed to have committed one or more of the listed infractions will likely be recommended for removal from the St. John's community.

- **Stealing and Vandalism**: Since stealing and vandalism are serious actions which violate personal and institutional rights, any student who steals or willfully destroys property is subject to expulsion. A student who knowingly possesses stolen goods is also subject to expulsion.
- **Possession of Weapons**: Any student who threatens the well being of the Saint John's Community by bringing a weapon to school is subject to expulsion. Also, because the school is mandated to report weapon possession to the police, civil action necessarily follows.
- **Drugs and Alcohol**: The possession or use of drugs or alcohol, including steroids, at Saint John's, is a most serious disciplinary matter that warrants expulsion. Any student who sells, distributes or purchases drugs will be expelled. (*Please see below)
- **Fighting and Violence**: Fighting is a serious violation of school regulations and is contrary to our beliefs in the sacredness of the human person. Consequently fighting is not tolerated at St. John's. A student who fights may be suspended or removed from the school community. If the offense is of a grave nature, causes injury to another community member or involves threats, the student will likely be expelled from St. John's. Students who purposefully instigate, support, promote, facilitate or encourage the fighting of other students will be subject to disciplinary action.

Violence on school property or areas contiguous to Saint John's, violates our code of Christian conduct and imposes a danger not only to the violent but also to anyone proximate, Saint John's considers it a serious matter and may result in expulsion.

- **Hazing**: In compliance with Massachusetts General Laws 269, sections 17-19, Saint John's prohibits any and all forms of hazing. A copy of the Anti-Hazing Statute is available via the Deans of Students office.

Hazing, in any form, will not be tolerated within the Saint John's community. The purpose of this policy is to maintain a safe and respectful environment for all students, in all of their endeavors. Hazing activities of any type are inconsistent with the mission statement of Saint John's and are prohibited at all times. Any suspected hazing incident must be immediately reported to a faculty member.

- **Possession of Fireworks**: Possession of fireworks or any dangerous flammable material poses a danger and is considered a matter of serious consequence.

- Jeopardize the Good Name of Saint John's: Behavior of a public, scandalous nature that in the eyes of the administration jeopardizes the good name of St. John's High School can constitute a grave disciplinary infraction.
- Harassment/Bullying: St. John's High school is committed to maintaining a community in which the dignity and worth of each community member is revered and respected. Any abuse/harassment, bullying or threats in any form, by anyone associated with our community, will not be tolerated and may constitute a grave disciplinary infraction. Please see Appendix A for the Saint John's High School Bullying Prevention and Intervention plan.

In cases where students proactively seek assistance from Saint John's High School personnel in dealing with a chemical dependency or drug addiction, those students will be helped in the spirit of developing our young men, provided that such a request comes **before the discovery of an alleged violation.*

Please note: The Saint John's Administration reserves the right to remove a student from the community for other inappropriate conduct not listed or specified as a grave disciplinary infraction.

Sexual Harassment

Saint John's High School is committed to providing an environment that is free of sexual harassment. Sexual harassment is completely unacceptable and will not be tolerated in any form. It is also a violation of this policy to condone sexual harassment by another person. For purposes of this policy, to "condone" sexual harassment means to participate in such harassment by inciting, encouraging, fostering, or otherwise giving support or approval to that harassment.

Also prohibited is any retaliation against any other person because he/she complains of sexual harassment or assists in a school investigation of harassment and any intimidation, coercion or other attempted interference with an investigation of a harassment complaint. The School will take seriously all complaints of sexual harassment, the condoning of sexual harassment or retaliation and will have each such complaint thoroughly investigated by the administration.

In addition to sexual harassment, the following forms of harassment are also strictly prohibited within our community:

- | | | |
|------------|------------------------|-----------------------|
| • verbal | • electronic and cyber | • taunting |
| • physical | bullying | • threats of any form |
| | • on-line | • racial and ethnic |

Bullying

Bullying is also considered a form of harassment and will not be tolerated at Saint John's. Bullying can occur in many forms, including but not limited to, cyber, verbal, physical, racial, ethnic, religious, etc.

Students who are victims of bullying, or students, teachers or community members, who witness acts of bullying, should immediately report these occurrences to an administrator or adult member of the Saint John's community. While community members can report bullying to any adult member of the Saint John's community, students and their parents are encouraged to reach out to:

- administrators
- campus ministers
- school counselors
- teachers
- coaches
- school nurse

Also prohibited is any retaliation against any other person because he/she complains of bullying or assists in a school investigation of bullying and any intimidation, coercion or other attempted interference with an investigation of a bullying complaint.

The school will thoroughly investigate matters of alleged bullying in order to mitigate any and all concerns. All parties involved, including parents and guardians will be notified by the school during the course of the aforementioned investigation. The goal of this policy is to end any confirmed instances of bullying so that all community members can coexist within a safe and respectful environment.

Students who bully other members of the Saint John's community will be held accountable by the school's administration and therefore are subject to disciplinary action, including removal from the school community. For complete information regarding the Saint John's policy on bullying, please see Appendix A, located at the end of this handbook.

Disclosure Policy (for graduating seniors)

In an effort to maintain a relationship of trust between cooperating institutions, and in accordance with the Best Practices of the National Association for College Admission Counseling, Saint John's will notify colleges of "*any significant change in a candidate's academic status or qualifications, including personal school conduct record between the time of recommendation and graduation,*" (Promotion to the senior year ordinarily implies that Saint John's recognizes as satisfactory a student's disciplinary record and can in this regard support a student's application to college.)

Senior Violations

Please note that disciplinary action for seniors can include the removal from any and all commencement, prom and other senior related activities. Also a senior participating in a St. John's activity after graduation may be removed from that activity if his conduct so warrants.

Personal Grooming and Dress Code

The St. John's dress code is predicated on neatness and professional appearance. Changing of clothes at lockers is not permitted with the exception of sports coat, tie, and changing of footwear due to inclement weather. The following regulations will be in effect for the entire school year.

Suit Coat: A traditional suit coat or sports coat must be worn from the beginning of October to the end of April. During the months of September, May, and June, a suit coat is not required. The rest of the dress code remains intact.

Shirt and Tie: All students must wear a traditional dress shirt and tie. Garish designs such as tropical prints are not allowed. Banlon, denim, or flannel materials are not allowed. Shirts must be neatly tucked in at all times and the top button buttoned. Long-sleeved undershirts are not to be worn with short-sleeve dress shirts.

Pants / Slacks: Traditional dress pants are to be worn. Pants with exterior pockets (pockets sewn onto the pant leg) including cargo pants, carpenter pants, jeans, or denim in any form are not allowed. Pant legs are not to be frayed, torn, or cut. A dress belt must be worn with pants secured at waist level.

Sweaters: A traditional dress sweater may be worn under a suit coat. Jackets, sweatshirts, warm-up tops, or sweaters made of a fleece-like material are not to be worn. Outer jackets may be worn between buildings.

Footwear: Dress shoes (dark brown dock-siders are permitted) are required. Athletic or hiking footwear, sneakers or sneaker-like shoes, and shoes with no backs (mule shoes) are not allowed. A laced boot may be worn during the months of December through March. No shoe or boot is to have black synthetic soles. Socks which cover the ankles are to be worn at all times. Footwear should be laced and tied at all times.

Hats: Hats are not to be worn in the school buildings at any time.

Hair: Students' hair is to be neatly styled and clean at all times. Concerning the length of hair, extremes are to be avoided. Shaven heads, punk-style haircut, designer lines or haircuts, braided hair, or

hair long enough to cover the ears, be tucked behind the ears or go over the back of the shirt collar are not permitted. The coloration or highlighting of hair is not permitted.

Mustaches and/or Beards: Mustaches and beards are not allowed at St. John's. Sideburns are to be no lower than the bottom of the earlobe and no more than 1 inch in width. Students must be clean shaven each day, including during final exams.

Earrings: Earrings or other forms of body piercing are not permitted at Saint John's.

Tattoos: Students with tattoos must ensure that they are covered at all times, both on campus and during school related events.

Violations of the dress code will ordinarily result in detention. Repeated violations can result in further disciplinary action. The Dean of Students will be the final arbiter in all matters of dress code.

Relaxed Dress Code and Spirit Day

On certain occasions the administration will declare a relaxed dress code day and/or spirit day. When a relaxed dress code day/spirit day is declared the following dress code items are permissible:

- any item associated with our normal dress code requirements as defined under personal grooming expectations
- jeans without rips or tears. Pants must be secured at the hip
- sneakers or shoes with socks
- tee-shirts, sweatshirts and fleece pullover
- golf/polo/rugby styled shirts
- Faces are to be clean shaven
- Sweat pants AFFIXED WITH THE SAINT JOHN'S LOGO may be worn on spirit days only.

On spirit days, the above dress code is in effect with the sole difference being that students must be clothed in red and white or attire affixed with the St. John's logo.

On both a spirit day and a relaxed dress code day the following items are never allowed:

- hats
- face paint
- shorts
- pajamas
- sandals, flip flops, slippers, crocs, etc.
- clothing of an offensive nature

The Dean of Students is the final arbiter of all matters related to dress code.

Indecent Materials

Students, who possess and or distribute indecent materials among community members, either desired or otherwise, will be subject to disciplinary action. Such materials are wholly inconsistent with our stated mission and are thus prohibited, in all forms.

Lying and Forgery

As stated many times, St. John's is a school predicated on respect. Subsequently students are expected to be truthful in all circumstances. Students who lie or in anyway deceive St. John's personnel will be subject to disciplinary action. Moreover students who forge or submit any inauthentic documentation (absent notes, parental signatures, attendance sheets, etc.) will be subject to disciplinary action.

Interfering with Parental Mail from Saint John's

Students are strictly prohibited from interfering with Saint John's mail sent home to their parents. Students who engage in this activity will be subject to disciplinary action.

Tobacco and Tobacco-like Products

Possession or use of tobacco while on campus or at a school sponsored event, is forbidden. Our insistence on a tobacco free environment results from the health risk to those who participate in the act. Students in possession of, or found using tobacco products (cigarettes, cigars, chewing tobacco, hooch, etc.) will likely be suspended. Subsequent offenses will likely lead to the student's removal from the school community.

Disruptive Behavior

Students are expected to exhibit behavior conducive with the educational, spiritual and moral development goals of St. John's. To that end the following behavior will result in disciplinary action. Please note that the administration reserves the right to act upon other inappropriate conduct not contained or specified below.

- Vulgarity, profanity
- Horseplay, running, yelling or any conduct disruptive to the educational process
- Disrespectful behavior of any kind
- Snowballs or other projectiles
- Defacing/damaging school property
- Slanderous, defaming statements or libelous written attacks on the character of anyone (verbal, electronic, etc.)
- Littering
- Loitering
- Reckless driving including speeding and driving that jeopardizes the safety of community members.
- Insubordination

Busing /Conduct on Bus

School buses and vans are an extension of St. John's high school. Subsequently, all school regulations are in place. Students who violate St. John's policies while on the bus will be subject to disciplinary action.

Hallways and Outside Walkways

Students are expected to demonstrate proper conduct at all times such that the educational environment is preserved. Walkways have been provided to ensure the safe travel of students from building to building. Therefore students should refrain from walking on the grass surfaces unless given authorization from school personnel.

Leaving Campus

Once a student has arrived on campus, he may not leave without the permission of a Dean of Students or administrator. The school sees the violation of this rule as a serious disciplinary infraction due to the peril that such a violation poses. A student who leaves campus will be liable for disciplinary actions.

Leaving Class

No student may be excused from class without an Office Pass (Principal, Dean of Students, Academic Deans, The Office of Student Counseling Services, Campus Ministry, and Library). A student

who cuts a class will receive 3 detentions and parents will be notified. A student will receive no credit for any class from which he is absent without permission.

Students Ejected from Class

A student ejected from class for disciplinary offenses must report to the Dean of Students Office even if the teacher does not specifically direct a student to do so. Students ejected from class will likely receive detentions.

Late to Class

It is the student's responsibility to report to each class on time and prepared to engage in the day's instructional activities. Students who arrive late to class are subject to disciplinary action.

Proper use of Resource Period

The Resource Period provides students with the opportunity to access the school's various resources and facilities. Appropriate areas include the library, Salem student commons, campus ministry, Math resource room 111, the weight room and the counseling resource room. Students may report to those approved and appropriate areas on campus only when teacher supervision is provided.

With ten minutes remaining in a given academic period, students are not to leave the Resource area to which they have reported. Each of the Resource areas will have posted the appropriate student behavioral expectations for that particular area. Reporting to unauthorized locations or inappropriate behavior will result in disciplinary action up to and including the revocation of this student privilege.

Good Neighbor Policy

Out of consideration for our neighbors, students are prohibited from congregating or loitering on streets or properties adjacent to the school including the property of the University of Massachusetts Campus for Biomedical Research. Also, students are not allowed to visit other schools without permission from the host school when Saint John's is not in session.

Off-Campus Behavior

Student conduct that jeopardizes the good name of St. John's may be cause for removal from the community. Students are reminded that while enrolled at St. John's they are ambassadors of our school and representatives of our community, at all times. Subsequently student behavior off-campus should reflect the Christian values that Saint John's High School represents. Saint John's reserves the right to discipline a student for any off campus behavior which violates the values of the school, which causes public scandal or which detrimentally, impacts the school or its reputation. Such behavior would include, but not be limited to reckless driving, being present at a party where alcohol or drugs are prevalent (if a student finds himself in such circumstances, he should leave the gathering), deliberately defaming or threatening a member of the school community, or engagement in behavior at odds with our stated values.

Behavior at Athletic Events

Students participating in or attending athletic events are expected to behave in a respectful manner and to demonstrate good sportsmanship consistent with the values and expectations of St. John's High School. Disrespect and/or ridicule of opposing teams or officials will not be tolerated. Students who misbehave at a school related event (including recently graduated seniors) will be removed from the event and subject to further disciplinary action.

Identification Cards

When on campus or in attendance at school related events, students are required to carry their current school identification card. Lost identifications cards will be replaced for a ten (10) dollar fee.

Replacements can be obtained through the Dean of Students office. Failure to carry a student ID will result in disciplinary action.

Gum

Gum chewing is not allowed anywhere on the St. John's campus.

Lockers

Each student is assigned a locker for books and clothing at the beginning of the school year. The care and condition of this locker is the student's responsibility. Lockers are not to be shared and should be locked at all times. A change of locker may occur only after approval by the Dean of Students. Students may only use locks purchased from the St. John's bookstore. Unauthorized locks will be removed by the St. John's administration.

Since lockers are school property, St. John's is a cotenant. Subsequently lockers are subject to periodic inspection by the administration at any time, without notice. Material stored in lockers must be consistent with the expectations and values of St. John's High School. Please note that students are responsible for securing their items in a locked locker. St. John's is not responsible for lost or stolen items.

Locker Rooms

Students are to access their athletic lockers before and after school only. Athletic lockers and the athletic locker room are off limits to students during the school day.

Physical education lockers can be accessed only during physical education classes unless a student is given explicit permission from a school administrator, teacher or coach.

Students are responsible for securing their items in a locked locker. St. John's is not responsible for lost or stolen items.

Search of School and Personal Property

School administration may and will engage in reasonable searches of students at any time and without notice to ensure the safety and well being of the St. John's community. Such searches can involve, but are not limited to, a student's effects, locker, vehicle, property, back pack/book bag, cell phone, electronic devices, etc.

St. John's will confiscate any item deemed to represent a concern to the safety and well being of the school community. Items may be provided to law enforcement for further processing and/or action.

Students who do not comply with searches will be subject to immediate expulsion from the St. John's community.

Book Bags/Backpack

Students are responsible for their book bags and back packs at all times. Students are specifically reminded that book bags and back packs must be in your possession or securely locked in a school locker.

Students found tampering with another students book bag/backpack will be subject to disciplinary action.

Musical Instruments

All musical instruments must be stored in the music room before the start of homeroom. The music room will be opened at 8:05 AM to facilitate this process.

Cell phones and Electronic Devices

Cell phones and other electronic devices are to be stored in a locked locker upon arrival at school. Those items can then be retrieved at the end of the day. If such items are confiscated by the Dean's office a parent may be required to retrieve the item from the Dean's office after confiscation. Please note that

use of any electronic media for any purpose deemed illegal, inappropriate or offensive will be treated as a grave disciplinary offence.

Furthermore, at no time should the various functions of cell phones be used during the school day. Any student who violates this rule will receive three (3) detentions and may forfeit the privilege of bringing a cell phone to school.

Gambling/Card Playing

All forms of gambling are prohibited at St. John's. Students engaged in this practice will be subject to disciplinary action.

Selling of Items

Students are prohibited from selling unauthorized items on campus or at school related events. Students seeking authorization to sell items on campus or at school related events must obtain permission from the Dean of Students office. The only current exclusion to this policy is the selling of used books during book sales.

Cafeteria Expectations

After eating, students are to remain in the Cafeteria. They may go to the lavatory, but are not to wander the halls, gym or library. No purchases from the vending machines may be made after the bell sounds to return to class (student is subject to loss of the purchase). All food and beverage must be kept in the cafeteria.

Food in the Classroom

Food and/or drink are not allowed outside Salem Student Commons unless permission is granted by an administrator.

Teacher is Absent From Classroom

In circumstances where a teacher has not arrived at a classroom for the start of class, one student should immediately report this fact to the Dean of Student's office. All other students should remain seated and quiet until the teacher or an administrator addresses the issue. This policy also applies to resource areas.

Before School Hours

Students arriving before 8:00 a.m. are encouraged to report to the Cafeteria. Should a student chose to remain in the hallway, he should sit quietly being careful not to obstruct the path of others. The Library and Computer Room 109 will open at 7:30 a.m. Homerooms will open at 8:05 a.m. The weight room is also frequently open in the morning, students should check with the weight room monitor for times of operation. Students must be in their homerooms by 8:15 a.m.

After School Hours

Classes at St. John's ordinarily end at 2:18 PM. On most days the Salem Student commons is supervised until 5:30 PM. After 5:30 PM there is no formal supervision at St. John's. Students on campus after this time who are not participating in a St. John's sponsored event or activity should gather in the lobby of the Salem Student Commons. It is expected that during this time students will meet the expectations of St. John's despite the absence of formalized supervision.

Non School Hours

To protect the privacy of the Xaverian Brothers' Community and to maintain the good order of Saint John's grounds, buildings and facilities, students are advised that unauthorized entry onto the Saint John's Campus constitutes a serious offense and will result in disciplinary action.

General Lobby

The General Lobby is a reception area for visitors and for official school business. Conferences, friendly gatherings, and the like should be held in other, more appropriate locations.

Parking Lots, Parking Lot Decorum and Driving on Campus

Driving and parking on school property are privileges. Cars entering and leaving Saint John's must follow the approved traffic pattern. Extreme caution must be used, speed is not to exceed 15 M.P.H. and seat belts must always be worn. Excessive speed and reckless driving may initially result in detentions and the possible loss of driving privileges.

All students who drive to school must register their vehicle with the Dean of Students Office and affix a parking decal to the vehicle. Vehicles are to be parked only in numbered spaces or areas specifically designated by the Administration. Vehicles without a proper parking permit or parked in an unauthorized area are subject to towing at the owner's expense and the driver may lose his parking privilege.

Students are not allowed to go to their vehicles during the day without the permission of an administrator. Going to a vehicle without authorization will result in disciplinary action. Student loitering in and around vehicles before, during and after school is strictly prohibited. For security purposes, all vehicles must be locked and valuables placed out of sight. The school is not responsible for theft or damage to vehicles in the lots.

Any student who drives an unregistered vehicle or violates the driving and parking regulations will be subject to disciplinary action including revocation of driving and parking privileges. The Administration reserves the right to search any vehicle driven to school by a student.

Students are not to be dressing in school parking lots at anytime, for any reason. This includes parking lots adjacent to all playing fields. Students in violation of this rule will be subject to disciplinary action.

Field Trips, Foreign and Domestic Travel

Field trips, foreign and domestic travel are considered privileges, not rights. Any form of travel conducted by Saint John's High School will conform to prudently designed practices and procedures determined by Saint John's High School. Only those trips, foreign or domestic, approved by the School and subject to the above guidelines, may be advertised or promoted at Saint John's High School. All School fieldtrips are an extension of St. John's High School, subsequently all regulations are in place. Students who violate St. John's policies while on fieldtrips will be subject to disciplinary action. Student conduct, while on such trips, must be in compliance with all school regulations. Student financial obligations must be satisfied before a student can register for extended trips.

Furthermore, please note that Saint John's has made a strong commitment to offer a financial assistance program to its students and to establish an endowment for this purpose. Likewise, the vast majority of our extracurricular programs are covered by our existing tuitions and fees. However, there are a limited number of extracurricular programs which are more costly in nature, i.e. trips of an international nature or trips that require lengthy domestic travel and lodging. While these programs are enriching, they are not core to the Saint John's educational experience. Thus, if a family receiving financial assistance from Saint John's, is able to pay for such a trip (either through a parent, grandparent, your son's own savings, or other outside source), Saint John's expects that these funds will first be used to pay tuition, so that as a school, we can pass along those financial aid dollars to other families who are unable to pay full tuition.

Dances

All dances begin at 7:00PM. Students will not be admitted to the dance after 8:00 PM unless prior arrangements with the Dean of Students have been made. Dances end at 10:00PM and students who

choose to leave before 10:00 PM will not be readmitted to the dance and must leave campus. Parents should note that St. John's does not provide supervision after that point.

Saint John's High School dances are restricted to Saint John's students. Female students from area high schools are welcome. Students are to dance appropriately at all times. Those students or guests, who in the eyes of the administration, are dancing inappropriately or who are dressed inappropriately, will be removed from the dance. The parents of Saint John's students who are removed will be notified.

Attendance at school dances is a privilege which may be forfeited by inappropriate behavior.

Fire Drills

Whenever the fire signal sounds, all classes proceed immediately in absolute silence, in rapid order, in orderly lines, along the route designated for each room in the school buildings. When the return signal is given, students are to return to the building in absolute silence.

Campus Wide Lockdown

There may be times when Saint John's high school has to implement a campus wide lockdown. During such occasions an announcement will be made to the community. Students are to be silent and follow the directions of their teacher. Students in hallways during such a drill should proceed to the nearest classroom and await instruction.

Lost and Found

Lost and found items can be claimed and dropped off at the Dean of Students Office. Saint John's is not responsible for lost or stolen items.

Student Posters, Publications, School Logo

Any student poster or sign must first be approved by the Dean of Students before it can be displayed. Posters and signs can only be posted in approved areas as directed by the Dean's office.

All student publications are printed and distributed under the direction of the school. Students may not print nor distribute materials, including electronic, without the explicit approval of the Dean of Students Office. Saint John's prohibits unauthorized use of the school's name or any of its logos for any purpose.

School Records

Saint John's High School shall act in accordance with the *Family Educational Rights and Privacy Act (1975)* which provides parents and students the right of access to records and the right to request that statements be changed or deleted.

Saint John's High School abides by the provision of the *Family Educational Rights and Privacy Act (1975)* with respect to the rights of the non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Voter Registration

In compliance with Massachusetts General Laws, Chapter 51, Section 42E (1995), Saint John's High School will have available, in the Office of Student Counseling Services, affidavits of voter registration forms.

Work Permits

Work permits can be obtained from your local hometown. If a student needs verification of school status he should see the school registrar to obtain the necessary documentation.

Athletics

Oversight of Athletics

The Director of Athletics supervises the Interscholastic Athletic Program in accordance with the school's philosophy, goals and objectives. As a member of the Massachusetts Interscholastic Athletic Association (MIAA), Saint John's abides by and supports all rules and regulations of the Association as published by the MIAA. Saint John's reserves the right to take additional disciplinary action above and beyond MIAA sanctions.

All student athletes must have a medical form on file in order to try out or participate on a team. The official form is mailed to all families in June for the upcoming school year.

Student athletes must be present in school on the day of a contest in order to participate in either practice or the contest (refer to page 23-24 for attendance policies).

Any Saint John's student attending an athletic event either as a participant or as a spectator must behave as a Christian gentleman. Misconduct, vulgar or abusive language will result in disciplinary action.

Athletic Code of Conduct

St. John's will handle any disrespectful conduct by players of the school in a manner fitting the situation. Student-athletes should also know that St. John's is a member of the MIAA and will also abide by the rules and regulations set forth by that organization, at times utilizing sanctions beyond MIAA recommendations. Further clarification on the expectations of the MIAA, including the Chemical Health policy can be obtained via the MIAA website at www.miaa.net

Pioneer Field (game and practice fields)

This facility is maintained for the use of Saint John's High School athletic teams. Utilization of the fields, by teams and/or community members, will be decided by the Athletic Director, in conjunction with the Plant Manager, Principal and Headmaster.

Student-Athlete Injuries and Insurance

When an injury is sustained by an athlete while involved in athletics (game or practice) the coach is to inform the Athletic Director within 24 hours or less. The coach must also instruct the student-athlete to report to the Athletic Director's Office during the next school day, if the injury required professional medical attention (beyond the athletic trainer). All insurance claims shall be processed through the Athletic Director.

Pioneer Varsity Letter Policy

At the end of the season, the coach will submit a list of Varsity letter winners in his/her particular sport. Varsity letter winners are awarded a jacket the first time they receive a varsity letter. Subsequent varsity letters earned will be in the form of the six-inch chenille letter. No athlete will be awarded more than one jacket even if he has lettered in more than one sport. Letters are awarded upon a coach's recommendation.

Awards Policy

Junior Varsity and freshman team athletes receive certificates signifying team membership. If a team should win a District E title (or its equivalent) all members of the team, all coaches involved, and the department will receive a team picture plaque. In the event a team wins a state championship title, team members will receive championship jackets only. **The Director of Athletics and Principal must approve additional awards.**

Medical Forms

All students of Saint John's High School are required to have a physical exam by their family physician annually. A medical form is sent home to each student in June. The medical form is due back in the Nurse's office prior to the opening of school. In the case of a fall athlete, the form is due in the Nurse's office before fall practices begin. The Nurse will provide, through the Athletic Director, a listing of students who have not returned the medical exam form. No student, without this form on file, will be permitted to try out, practice, or in any manner participate in the athletic program.

Fall, Winter, Spring Offerings and Levels

What follows are the interscholastic athletic offerings at St. John's, accompanied by important season dates. There are 16 varsity sports offered at Saint John's, the sports are listed by season below. All sports field Freshman, JV and Varsity teams.

Fall Sports: Fall Sports begin before the start of the school year in August. Date and time of the first practice is different for each team and will be communicated to the parents in a June mailing. Sports offered in the Fall include:

Varsity Football, JV Football, Freshmen Football, Varsity Soccer, JV Soccer, Freshmen Soccer, Varsity Cross Country, JV Cross Country, Varsity Golf, JV Golf, Crew

Winter Sports: Winter Sports begin the Monday after Thanksgiving. Sports offered in the Winter include:

Varsity Basketball, JV Basketball, Freshmen Basketball, Varsity Hockey, JV Hockey, Freshmen Hockey, Varsity Indoor Track, JV Indoor Track, Varsity Wrestling, JV Wrestling, Varsity Swimming, JV Swimming, Varsity Alpine Skiing, JV Alpine Skiing

Spring Sports: Spring Sports begin the third Monday in March. Sports offered in the Spring include:

Varsity Baseball, JV Baseball, Freshmen Baseball, Varsity Lacrosse, JV Lacrosse, Freshmen Lacrosse, Varsity Tennis, JV Tennis, Varsity Track & Field, JV Track & Field, Varsity Volleyball, JV Volleyball, Crew

Please note that the following sports are non-cut:

- Cross Country
- Indoor and Outdoor track
- Wrestling
- Alpine Skiing

Tryouts

Most sports at Saint John's will require potential student athletes to tryout. The varsity coaches of each sport will be responsible for facilitating the tryouts and roster selection for their particular sport. During the tryout period, potential student athletes will be given ample opportunity to demonstrate their athletic ability. Questions regarding tryouts and team selection should be directed to the head coach (see below) of the particular sport in question.

Playing Time

At the varsity level, teams will be comprised of the best players available, regardless of grade level. Those players who, in the coach's opinion, give Saint John's the best opportunity to win the athletic contest (game, meet, race, etc.) will play in said contest. While every attempt will be made to get as many players into a varsity contest as possible, contest conditions in conjunction with the coach's discretion will ultimately determine who plays in a given contest. Not all varsity student athletes will

participate in varsity games. However, all varsity players will have contributing roles during each practice, therefore helping their team best prepare for any upcoming athletic contest.

Teams at the junior varsity level, are primarily comprised of sophomore and selected freshmen students. On occasion, at the coach's discretion and after consultation with the Athletic Director, St. John's may allow our junior students to participate in a junior varsity athletic contest. At a minimum, every junior varsity student athlete can expect to participate in at least one junior varsity athletic contest, however many student athletes will see more frequent playing time. All junior varsity players will have contributing roles during each practice, therefore helping their team best prepare for any upcoming athletic contest.

Freshmen teams are comprised of freshmen student athletes only. At a minimum, every freshmen student athlete can expect to participate in at least one freshmen athletic contest, however many student athletes will see more frequent playing time. All freshmen student athletes will have contributing roles during each practice, therefore helping their team best prepare for any upcoming athletic contest.

All students can expect to receive feedback on their athletic performance, from their coach, at appropriate times during the season.

Concerns Regarding Coaching Decisions

On occasion a student- athlete or parent will express concern with the decisions of a coach relative to tryouts, starting positions, playing time, etc. When such concerns arise, the following steps should be followed:

1. The student-athlete should approach his coach to fully discuss the issue at hand. If the issue remains,
2. The student-athlete's parents should request a meeting with the coach to fully discuss the issue at hand. If the issue remains,
3. The student-athlete and his parents should approach the athletic director to fully discuss the issue at hand. If the issue remains,
4. The student-athlete and his parents should approach the principal to fully discuss the issue at hand. The principal will be the final arbiter in resolving any coaching decisions.

Appendix A:

Bullying Policy – Prevention and Intervention Plan

Introduction

The Saint John's Bullying Prevention and Intervention Plan, as described below, is published in response to the recently enacted Massachusetts law (M.G.L., c. 71; sec. 37O) against bullying and is an integral part of our efforts to promote a learning environment based upon Christian values. This plan articulates Saint John's comprehensive approach to addressing all forms of bullying, cyber bullying and retaliation.

This plan is consistent with past practices regarding the way in which Saint John's has traditionally dealt with matters of bullying. Simply stated, bullying in any form is not tolerated at Saint John's High School. Students who engage in bullying activities will encounter disciplinary consequences, including potential permanent removal from the school community.

The principal of Saint John's, in conjunction with the Deans of Students, is responsible for the implementation and administration of the plan. Questions and concerns related to this plan should first be referred to the Dean of Student's Office.

Definitions and Examples

Massachusetts Law, (M.G.L., c. 71; sec. 37O) utilizes the following definitions relative to bullying:

Aggressor: is a student who engages in bullying, cyber bullying, or retaliation.

Bullying: The repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that:

- (i) causes physical or emotional harm to the victim or damage to the victim's property;
- (ii) places the victim in reasonable fear of harm to himself or of damage to his property;
- (iii) creates a hostile environment at school for the victim;
- (iv) infringes on the rights of the victim at school; or
- (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

Cyber-bullying: Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Hostile Environment: a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

Retaliation: is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Target: is a student against whom bullying, cyber bullying, or retaliation has been perpetrated.

Examples of Bullying:

The following items are examples of bullying. Please note that this list is not exhaustive.

- Unwarranted physical contact, including but not limited to hitting, punching, striking, pushing, or other undesired physical exchange
- Teasing or threatening behavior that puts the target in a state of emotional anxiety
- Deliberately excluding someone from an event, spreading rumors or other actions that negatively impact the emotional wellbeing of the target
- Hazing and/or sexual harassment

Examples of Cyber Bullying:

The following items are examples of cyber bullying. Please note that this list is not exhaustive.

- Sharing a private email, text message or another electronic communication, or threatening to forward it with the intent to embarrass or ridicule the target
- Sharing and spreading unkind rumors about another person via Facebook, email, text message or other electronic means
- Threatening or insulting others through emails, instant messages, text messages, Facebook posts, or other means of electronic communication
- Posting, or threatening to post embarrassing or compromising pictures of the target online, without his or her permission
- Creating a web page, blog, wiki or other electronic forum in which the creator assumes the identity of another person or knowingly impersonates another person as the author of posted content or messages, which results in emotional distress for the target.

Policy and Statement against Bullying, Cyber-Bullying, and Retaliation

Saint John's High School is committed to maintaining a community in which the dignity and worth of each community member is revered and respected. Saint John's considers bullying, in all of its forms, to be a grave disciplinary infraction. Students who bully other members of the Saint John's community will be held accountable by the school's administration and therefore are subject to disciplinary action, including potential removal from the school community.

Also prohibited by this policy is any retaliation against any person who

- complains of bullying
- assists in a school investigation of bullying

Students are also strictly prohibited from interfering with an investigation of a bullying. Again, members of the Saint John's community will be held accountable by the school's administration and therefore are subject to disciplinary action, including potential removal from the school community. Bullying in all its forms, or retaliation against a student who reports an instance of bullying will not be tolerated at Saint John's High School.

Reporting and Responding to Bullying, Cyber-Bullying, and Retaliation

Students who are victims of bullying, or students, teachers, parents or community members, who witness acts of bullying, or are aware of acts of bullying, should immediately report these occurrences to an administrator or adult member of the Saint John's community. ***The Deans of Students will be the primary contact*** regarding instances of bullying. The Deans can be contacted using the following information:

Mr. Jason Barell: 508-842-8934, ext. 223; email, jbarell@stjohnshigh.org
Dr. David Lizotte: 508-842-8934, ext. 222; email, dlizotte@stjohnshigh.org

However community members can also report bullying to any adult member of the Saint John's community, including the following individuals:

- administrators
- campus ministers
- school counselors
- teachers
- coaches
- school nurse

While all individuals are strongly encouraged to be forthright with their reports, it is understood that in some instances an individual may report an incident anonymously. All reports of bullying, including those submitted anonymously, will be fully investigated by the school to determine their validity. Once validity has been established, corrective measures will be taken to reasonably ensure the safety of all community members. It should be noted that anonymous reports that, upon investigation, are not substantiated, will not result in disciplinary action.

As noted previously in this handbook, all students are expected to be truthful in all circumstances, including investigations of alleged bullying. Students who lie, or in any way deceive Saint John's personnel will be subject to disciplinary action.

Students:

Any student who is being bullied in any way should report this situation to the Deans of Students, as soon as possible. In order to effectively respond to incidents of bullying, it must be stressed to the school community that timely and appropriate reporting must occur. Absent such reporting, it can be very difficult for school administrators to effectively and properly respond to bullying incidents. Therefore, students are required to report all instances of bullying and all instances of retaliation resulting from the filing of a bullying report, to the Deans of Students. While all students are encouraged to openly report instances of bullying, anonymous reports can occur. To file an anonymous report, simply write a letter to the Deans of Students and place the letter in the Deans' mailbox, located in the main office of Conal Hall.

Parents, Families and Community Members:

Saint John’s understands that parents and families are often the first to uncover incidents of bullying, both on and off campus. In response to this reality, Saint John’s High school encourages all parents, families and community members to contact the Deans of Students if they discover that bullying is taking place. Moreover, should parents, families or community members uncover that students are being retaliated against for reporting matters of bullying, this information should also be communicated directly to the Deans of Students so that appropriate measures can be taken.

Faculty, Coaches, Staff and Moderators:

All employees of Saint John’s High School have a responsibility to safeguard the wellbeing of each student. Teachers, coaches and moderators have a duty to reasonably ensure that their individual classroom environment or meeting place is free from bullying activities. Employees who witness or suspect instances of bullying must immediately report this fact to the Deans of Students. Employees must also report instances in which they believe a student is encountering retaliation due to the reporting of an alleged instance of bullying.

Investigation and Notification Procedures

Investigation:

The school will thoroughly investigate matters of alleged bullying in order to mitigate any and all concerns. Such investigations will likely include interviews with students, parents, faculty and other community members who are proximate to the alleged bullying incident. Relevant documents, including text messages, posts via electronic social media (Facebook, twitter, etc.), school policy documents, and other items will be considered, as appropriate, in any investigation of bullying. Investigations will be conducted in order to ascertain the validity of any bullying claim. Similar investigations will transpire in the case of an alleged incident of retaliation against an individual who reports an instance of bullying.

Notification:

All parties involved in an alleged bullying incident, including the student target(s), perpetrators, parents and guardians, will be notified by the school during the course of the aforementioned investigation. The goal of this policy is to end any confirmed instances of bullying so that all community members can coexist within a safe and respectful environment.

Disciplinary Consequences for Bullying or Retaliation:

It should be noted that Saint John’s High School will utilize any and all available tools to effectively prevent and respond to instances of bullying, or instances of retaliation against a students who reports a bullying incident. These tools include the disciplinary measures of detention, suspension, probation and expulsion, as defined in the Student and Parent Handbook.

The confirmed circumstances surrounding each incident, in conjunction with the stated policies of the Student and Parent Handbook, will ultimately drive any disciplinary action. However it should be noted that perpetrators of bullying or retaliation expose themselves to all potential consequences, including permanent removal from the school community. Moreover, should the situation include criminal conduct, the principal or designated authority will notify local authorities, as appropriate.

It is important to bear in mind that stricter standards of behavior than those outlined in M.G.L., c. 71; sec. 37O, may apply so that we may prevent inappropriate verbal and physical conduct before a student has been subject to bullying, as it is defined under the law. For example, although the law defines bullying as “...repeated use...” of certain expressions, acts, and/or gestures, the St. John’s administration will likely discipline a student in a case of a single expression, act or gesture, if the Deans of Students determine that it is of sufficient severity to warrant disciplinary measures.

Support for Those Impacted by Bullying

In cases where a student has been impacted by bullying or the reporting of bullying, counseling is available. Often times such counseling is mandated as a condition of remaining at Saint John's. In most circumstances the counseling is administered by either a campus minister or school counselor, or in some cases both. Saint John's may also refer a student to an outside professional for the desired counseling. We believe that counseling can play an important role, as appropriate, in supporting those students impacted by bullying. Such counseling can also assist in maintaining a culture of respect throughout the school community.

Bullying Prevention Procedures

It should be noted that St. John's High School is keenly aware of its responsibility to create a school environment in which the academic, social, moral and ethical development of all students can occur, to the fullest extent possible. In this way, Saint John's works to prevent bullying, as well as other educational disruptive behavior, from occurring both on and off campus. In an attempt to accomplish this goal Saint John's High School engages in the following:

Student and Parent Handbook:

Each year the Saint John's administration publishes and distributes (via the school's website) the annual Student and Parent Handbook. This document clearly articulates all of the policies and procedures governing the Saint John's High School community, including all policies related to the prevention of bullying and the prevention of retaliation against those who report an instance of bullying. The Handbook is updated before the start of school each year, and both students and parents must sign the enrollment contract, signifying their willingness to be governed by all school policies, as stated in the Handbook. Students who do not sign the contract are prohibited from enrolling at Saint John's High School.

Opening of School Assemblies:

At the start of school each year, class-wide assemblies are held with all students. During these assemblies, the Deans of Students reinforce the policies and procedures contained within the Student and Parent Handbook. Select policies are discussed at length, including the school's policy against bullying and the fact that bullying in any form will not be tolerated at Saint John's High School.

Additionally, each year begins with a faculty and staff meeting, before classes commence. At this meeting, the administration reviews teacher expectations with all faculty members, including the responsibility of teachers to address and report instances of suspected bullying.

Response to Incidents:

At Saint John's High School, the Deans of Students in conjunction with the Principal, are responsible for responding to any and all instances that jeopardize the educational environment of the school. An alleged instance of bullying would certainly classify as an incident that would require a response from the Dean's Office. By responding to these incidents in a swift and decisive way, complete with appropriate disciplinary consequences for those deemed responsible, Saint John's High School is positioned to establish a culture of mutual respect. We believe that such an environment is essential to the educational growth of our students. Subsequently students who threaten this environment, encounter disciplinary consequences consistent with their actions, including in some cases potential removal from the school community.

Concluding Statement

By creating this bullying policy and adhering to its stated principles, Saint John's High school continues to be well positioned to minimize instances of bullying and bullying related retaliation. We are also well positioned to respond to and address alleged and confirmed instances of bullying. While members of the Saint John's community have routinely enjoyed high levels of respect and appreciation, we realize that bullying can occur anywhere people interact with one another. Therefore we will continue to work to ensure that all students at Saint John's enjoy a school community free of bullying and disrespectful behavior.

Appendix B – School Day Schedules

Normal School Day Schedule:

8:05 - 8:15 Homerooms Open
8:15 - 8:20 Homeroom Period
8:24 - 9:13 First Period
9:17 - 10:06 Second Period
10:10 - 10:59 Third Period
11:03 - 12:32 Fourth Period (*extended period for lunches**)
12:36 - 1:25 Fifth Period
1:29 - 2:18 Sixth Period

Lunch Schedules:

*4A - 11:03-11:23 Lunch, 11:27-12:32 Class
*4B - 11:03-11:23 Class, 11:27-11:47 Lunch, 11:51-12:32 Class
*4C - 11:03-11:44 Class, 11:48-12:08 Lunch, 12:12-12:32 Class
*4D - 11:03-12:08 Class, 12:12-12:32 Lunch

Mass/Prayer Service Day Schedule:

8:05 – 8:15 Homerooms Open
8:15 – 8:20 Homeroom
8:24 – 8:54 First Period
8:58 – 9:28 Second Period
9:28 – 11:03 Mass/Liturgy
11:07 – 12:36 Fourth Period (Lunches)
12:40 – 1:10 Third Period
1:14 – 1:44 Fifth Period
1:48 – 2:18 Sixth Period

Early Release Day Schedule:

8:05 - 8:15 Homerooms Open
8:15 - 8:20 Homeroom Period
8:24 - 9:00 First Period
9:04 - 9:40 Second Period
9:44 - 10:20 Third Period
10:24 - 11:00 Fourth Period
11:04 - 12:35 Fifth Period (*lunches*)
12:39 - 1:15 Sixth Period

Delayed Opening Schedule:

9:05 – 9:15 Homerooms open
9:15 – 9:20 Homeroom period
9:24 – 10:06 **Slightly abbreviated 2nd period is held, (1st period is eliminated)**
10:10 – 2:18 Continue with the normal school day order

Day Schedule - Period Rotations:

Day 1: Periods A, B, C, D, E, F

Day 2: Periods G, A, B, C, D, E

Day 3: Periods F, G, A, B, C, D

Day 4: Periods E, F, G, A, B, C

Day 5: Periods D, E, F, G, A, B

Day 6: Periods C, D, E, F, G, A

Day 7: Periods B, C, D, E, F, G

Appendix C - Extra Curricular Activities (44 Activities)

Academic Decathlon:	<i>Mr. Carl Wilson / Mr. William White</i>
Audio Prod. /Acoustic Club:	<i>Mr. Rick Connell</i>
Breakfast with Books:	<i>Ms. Diane Mulligan</i>
Chess Club:	<i>Mr. Kevin Browne</i>
Chinese Club:	<i>Mrs. Ann Shi / Mr. Carl Wilson</i>
Class Moderators, Frosh:	<i>Mrs. Gillis / Mr. Murphy / Mrs. Karen Shortsleeve</i>
Class Moderators, Soph:	<i>Mr. Aristide / Mrs. Gillis/Mr. Marsan</i>
Class Moderators, Jun:	<i>Mr. Danna / Mrs. Fredette / Mr. Prendiville</i>
Class Moderators, Sen.:	<i>Mr. Duggan / Mrs. Iuso / Mr. Vigeant</i>
Computer Club:	<i>Mr. Brian Mulcahy / Mr. Greg Blondin</i>
Cycling Club:	<i>Mr. Chris Benestad</i>
Debate Team:	<i>Mr. Tim Dodd / Mr. Bill White</i>
Drama:	<i>Mr. John Deedy / Mr. Mike Clark / Mr. Richard Monroe</i>
Entrepreneurial Club:	<i>Mr. Chris Benestad</i>
French Club:	
Gourmet Chef Club:	<i>Mrs. Carol Fredette / Mr. Dermot Healy</i>
Greek & Roman Club:	<i>Mr. Charles Abdella</i>
History Club:	<i>Mr. Carl Wilson</i>
Literary Works, ICON:	
Improv Society:	<i>Mr. John Deedy</i>
Intramurals:	<i>Mr. Michael Mead / Mr. Brian Foley</i>
Math Team (Soph. – Jun.):	<i>Mr. Steve Gregory / Mr. Bolduc</i>
Math Team (Freshmen)	<i>Mr. Gerald Taylor</i>
Mock Trial:	<i>Mrs. Carol Fredette</i>
Model United Nations:	<i>Mr. Charles Abdella / Mr. Michael Marsan / Mr. Tim Williams</i>
Music Society:	<i>Mr. Rick Connell / Mr. Mike Nicholson</i>
National Honor Society:	<i>Mr. Carl Wilson / Mr. David Wentzell / Ms. Margie Coggins</i>
Newspaper (Red & White):	<i>Mr. Mike Hughes</i>
Outdoor Club:	<i>Ms. Sarah Pennington</i>
Pen & Ink Society:	<i>Ms. Diane Mulligan</i>
Philosophy Club:	<i>Dr. John Morse</i>
Photography Club:	<i>Mr. Raul Laborde</i>
SAT Practice Club:	<i>Mr. Paul Brulé</i>
Science Club:	<i>Mr. Will James</i>
Select Jazz Combo:	<i>Mr. Jim McCluskey</i>
Ski Club:	<i>Mr. Brian Mulcahy / Mr. Greg Blondin</i>
Spanish Club:	<i>Mr. Bolivar Vivanco / Mr. Michael Aristide / Mr. Albert Deluca</i>
Strength Training:	<i>Mr. Steven Davis</i>
Student Activ. Coun.:	<i>Dr. Conca / Ms. Margie Coggins / Mr. John Berger</i>
Studio Art Club:	<i>Mrs. Karen Shortsleeve</i>
Table Tennis:	<i>Matt Hastings</i>
Wiffleball Club	<i>Mr. John Jeniski</i>
Worc. County Young Writers	<i>Ms. Diane Mulligan / Mr. Linde</i>
Yearbook Committee	<i>Mr. Matt Hastings / Mr. Sean Hastings / Mr. Steve Linde</i>

Index

Absences	pg 24
Academic Concerns (poor performance)	pg 17
Academic Honor Code	pg 19 – 20
Administration, Faculty and Staff	pg 7 – 8
After School Hours	pg 34
Athletic Code of Conduct	pg 37
Athletic, Extracurricular and Co-curricular Eligibility	pg 19
Attendance Policy	pg 23 – 24
Awarding of Diplomas	pg 18
Awards	pg 37
Before School Hours	pg 34
Behavior at Athletic Events	pg 32
Book Bags/Backpacks.....	pg 33
Book Sales	pg 15
Bullying	pg 28 – 29
Busing and Conduct on Bus	pg 31
Cafeteria Expectations	pg 34
Campus wide Lockdown	pg 36
Cell Phones and Electronic Devices	pg 33 – 34
College Visits	pg 25
Communication of Impending Events	pg 26
Communication with St. John’s	pg 9
Computer Use Policy	pg 20 – 21
Concerns Regarding Coaching Decisions	pg 39
Course Scheduling Process	pg 13
Credits Awarded via Local Colleges	pg 16
Dances	pg 35 – 36
Disclosure Policy (for graduating seniors)	pg 29
Disruptive Behavior	pg 31
Early Dismissal – From the Nurse	pg 24
Early Dismissal – Parent Request	pg 24
Educational Philosophy	pg 7
Enrollment Contract	pg 10
Fall, Winter and Spring Sports Offerings	pg 38
Field Trips, Foreign and Domestic Travel	pg 35
Final Exams	pg 17
Fire Drills	pg 36
Food in Classroom	pg 34
Funeral Attendance	pg 24 – 25
Gambling/Card Playing	pg 34
General Lobby	pg 35
Good Neighbor Policy	pg 32
Grading Policies, Procedures and Report Cards	pg 15 – 16
Grading System	pg 15

Graduation Requirements	pg 13
Grave Disciplinary Infractions	pg 27 – 28
Gum	pg 33
Hallways and Outside Walkways	pg 31
Homework	pg 18
Honor Roll	pg 16
Identification Cards	pg 32 – 33
Incomplete grades	pg 18
Indecent Materials	pg 30
Interfering with Parental Mail from St. John’s	pg 31
Introduction and History	pg 4 – 6
Issuing of Make-up work	pg 18
Junior Career Night	pg 22
Late to Class	pg 32
Leaving Campus	pg 31
Leaving Class	pg 31 – 32
Levels of Instruction	pg 13 – 14
Library, Media, and Educational Material Ethics	pg 22
Lockers and Locker Rooms	pg 33
Lost and Found	pg 36
Lying and Forgery	pg 30
Medical Forms	pg 38
Mission Statement	pg 6
Musical Instruments	pg 33
National Honor Society	pg 17
Non School Hours	pg 34
Notification of Move or Transfer of Guardianship	pg 25
Off-Campus Behavior	pg 32
Oversight of Athletics	pg 37
Parent Messages during the Day	pg 9
Parent Teacher Conferences	pg 22
Parking and Driving on Campus	pg 35
Personal Grooming and Dress Code	pg 29 – 30
Pioneer Field	pg 37
Pioneer Varsity Letter Policy	pg 37
Playing Time	pg 38
Policy for Movement between Levels and Course Changes	pg 14
Promotion	pg 18
Proper Use of Resource Period	pg 32
Purpose of Handbook	pg 9
Relaxed Dress Code and Spirit Day	pg 30
Required Course Load	pg 13
Role of Academic Deans	pg 12
Role of Guidance/Counseling	pg 12 – 13
School Cancellation, Delayed Opening, Early Dismissal	pg 25
School Records	pg 36
Search of School and Personal Property	pg 33
Selling of Items	pg 34
Senior Violations	pg 29
Services for Students with Learning Disabilities	pg 14 – 15

Sexual Harassment	pg 28
St. John's Contact Information	pg 9
Strength of Curriculum	pg 16
Student – Athlete Injuries and Insurance	pg 37
Student Ejected from Class	pg 32
Student Extra Help	pg 18
Student Posters, Publications and School Logo	pg 36
Student Withdrawal – Transfer Policy	pg 11
Summer Academic Programs	pg 18
Tardiness	pg 24
Teacher Absent from Class	pg 34
Tobacco and Tobacco-like products	pg 31
Transcripts	pg 16
Truancy	pg 25
Tryouts	pg 38
Tuition and Fee Contract	pg 10
Violations of Student Life Expectations	pg 26 – 27
Voter Registration	pg 36
Voucher Use	pg 24
Work Permits	pg 36