

# Saint John's High School

## Student and Parent Handbook 2009-2010



*“In harmony small things grow”*

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### 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 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> 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 4<sup>th</sup> and 5<sup>th</sup> 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 14<sup>th</sup> 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 100<sup>th</sup> 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 21<sup>st</sup> 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. We are especially grateful to the Belanger and Foley Architectural Firm and Madigan Construction Company for the indispensable role they played in realizing these renovations.

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 of more than one thousand and a professional staff of Xaverian Brothers and 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 charisma 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 A. Conca, Principal  
Mrs. Jeanne Depasse, Acad. Dean, Gr. 10-12  
Dr. John Morse, Director of Admissions and Academic Dean Grade 9  
Mr. Patrick White, Dean of Students  
Mrs. Leah Carni, Principal's Secretary and Registrar  
Ms. Joanne Fitzgibbons, Dean of Students' Secretary  
Mrs. Edie Swenson, Headmaster's 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. LeeAnn Peterson, Secretary

### *Library*

Mrs. Elizabeth Kavanagh, Director  
Mrs. Jean Abdella, Librarian  
Mrs. Jane Harrington, Audio-Visuals

### *Office of Campus Ministry*

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

### *Office of Institutional Advancement*

Mr. John Ermilio, Dir. of Inst. Advancement  
Mr. Eric Butler, Dir. Of Annual Fund  
Mrs. Beth Hayden, Administrative Assistant  
Mrs. Pam LaBove, Administrative Assistant  
Mr. Benjamin Lizotte, Director of Alumni  
Mrs. Sarah Tipton-Lowe, Database Manager  
Mr. James Scholl, Dir. Of Communications

### *Staff Formation*

Mr. Dermot Healy, Director; Safe Environment Coordinator

### *Technology Department*

Mr. Robert Moynagh, Coordinator  
Mr. F. Michael Novick

### *Teaching Faculty*

Mr. Charles Abdella, Social Studies  
Mr. Michael Aristide, World Languages  
Mr. Christopher Benestad, Mathematics  
Mr. John Berger, Religious Studies  
Mr. Gregory Blondin, Computer Science  
Mr. Bertrand Bolduc, Mathematics  
Mr. E. Frederick Borchelt, Science  
Mr. Kevin Browne, Religious Studies  
Mr. Paul Capstick, Social Studies  
Mr. Michael Clark, Religious Studies  
Mr. Richard Connell, Science  
Mrs. Meg Curran, Religious Studies  
Mr. Thomas Danna, Science  
Mr. Steven Davis, Science  
Mr. John Deedy, English; Theater  
Mr. Albert DeLuca, World Languages  
Ms. Joanne Diaz, Social Studies  
Mr. Patrick Dolan, World Languages; Theater  
Mr. Thomas Duggan, World Languages  
Mr. Charlie Eppinger, Mathematics  
Mr. Brian Foley, Religious Studies  
Mr. Robert Foley, Sr., Social Studies  
Mr. Robert Foley, Jr., Physical Education  
Mrs. Carol Fredette, English  
Mr. Matthew Hastings, Social Studies  
Mr. Sean Hastings, Science  
Mr. Michael Hughes, Religious Studies  
Mr. William James, Science  
Mr. John Jeniski, Science  
Mr. Paul Jourcin, World Languages  
Mr. Raúl Laborde, Mathematics; Comp. Sci.  
Mr. Joseph Lane III, Social Studies  
Mr. Stephen Linde, English  
Mr. Michael Marsan, Religious Studies  
Dr. Russell McClintock, Social Studies

*Teaching Faculty (Cont.)*

Mr. James McCluskey, Music  
Mr. G. Michael Mead, Mathematics  
Mr. Richard Monroe, Music; Religious Studies  
Mr. Brian Mulcahy, Mathematics  
Ms. Dianne Mulligan, English  
Mr. Brian Murphy, English  
Mr. Michael Nicholson, Religious Studies  
Ms. Joelle Pedersen, English  
Ms. Sarah Pennington, Science  
Mr. William Prendiville, English  
Mr. James Scholl, Comp. Sci.  
Mrs. Ann Shi, World Language  
Mrs. Karen Shortsleeve, Art  
Mr. Michael Smith, English  
Mr. Gerald Taylor, Mathematics  
Mr. Brian Thomas, Jr., Physical Education  
Mr. Robert Vigeant, Social Studies  
Mr. Bolivar Vivanco, World Languages  
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, server/cashier

*Maintenance, Custodial, Grounds and Security*

Mr. Albert Etre, Project Manager  
Mr. Eric Ring, Plant Manager  
Mrs. Elizabeth Etre  
Mr. Louis Foisy  
Mr. Robert Herman  
Mr. Wayne Irish, Supervisor  
Mr. Troy Kasper  
Mr. James McCroughan  
Mr. Scott Nelson  
Mr. Steve Stinson  
Mr. Peter Tomaiolo

*Athletic Department*

Mr. Robert Foley, Sr., Director  
Mr. Robert Rausch, Trainer  
Ms. Joanne Fitzgibbons, Secretary

**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:*

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](http://www.stjohnshigh.org)

### 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 2009-2010 tuition schedule is as follows:

Tuition	\$9,800
Activity Fee	\$500
Science/Computer Lab Fee	<u>\$150</u>
<b>*TOTAL</b>	<b>\$10,450</b>
*Additional Fees (if applicable)	
Graduation Fee: Senior Year Only	\$300
Registration Fee: Freshmen and Transfer Students Only	
Non Refundable	\$300
Paid as part of	
Registration Process	

### 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 contract on file.

### 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, one for grade 9 and one 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

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 2008-2009 the student assignments are according to last name and are as follows:

#### **FRESHMAN**

Abdelkader-Kelley	Ann Gillis	Phone ext. 248
Kellicker-Zona	Dermot Healy	Phone ext. 257

#### **SOPHOMORES**

Aboulezz – Guyer	Ann Gillis	Phone ext. 248
Sodano – Zelly	Ann Gillis	Phone ext. 248
Hallice - Smith	Dermot Healy	Phone ext. 257

#### **JUNIORS**

Abraham – Dustin	Paul Brule	Phone ext 251
Erricola – Matchenski	David Wentzell	Phone ext 249
McCarron – Zawalich	Margaret Coggins	Phone ext 243

#### **SENIORS**

Abrahamian - Freilich	Paul Brule	Phone ext. 251
Gajnak - Millar	Dave Wentzell	Phone ext. 249
Miville - Zona	Margaret Coggins	Phone 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 credit per each year)
- 0.5 credits in Freshman Seminar\*

\*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 material, 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 and signature. 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 Staff 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, College Prep Level I and College Prep Level II. The sophomore, junior, and senior year Curricula are divided into A.P., Honors, College Prep Level I and College Prep Level II. Advanced Placement Courses provide valuable opportunities for exceptionally talented and motivate 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 Disabilities***

Although Saint John's does not provide specialized teachers for students with disabilities, the school attempts to make reasonable accommodations for the differentiated learning needs of our students. 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 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 accommodation requests. Once adequate documentation is provided, a protocol may be developed for the duration of enrollment. A Saint John's educational plan listing suggested accommodations will be created and 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. Seniors receive three interims, they do not receive a 4<sup>th</sup> quarter interim. The interim is issued at the midpoint of each quarter and includes a grade for each class along with accompanying attitude and effort comments.

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. 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.

***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 List.....all marks are A- or above
- First Honors..... all marks are B or above
- Second Honors.....all 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 a zero 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 three 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. Candidates selected for membership are required to attend the Annual National Honor Society Induction Ceremony in March of each school 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***

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. Homework does not mean written work only. A day's

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.

### ***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 School***

St. John's offers summer school classes for three 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 course failed during the previous school year. The final 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. Please contact the director of summer school, Dr. Morse with questions regarding these three purposes.

### ***Athletic, Extracurricular and Co-curricular Eligibility***

A student who earns more than one failure on an Interim or Quarterly Report is ineligible for any athletic, extracurricular or co-curricular activities until the next academic report is issued. 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. This 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.

### ***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, cheating, etc. 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, 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 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.

### ***Computer Equipment and Facilities***

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.

### ***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
- Introducing any form of computer virus to any school computer
- 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.

### ***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.

### ***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 call their son's cell phone during the day as cell phones are to be stored in a student's locker.

### ***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 will 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 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 St. John's 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 voluntarily withdraws from Saint John's will be responsible for payment of his tuition and fee obligation, based upon his date of withdrawal. Any student who has not meet his tuition and fee obligation on or before his withdrawal 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 funded, using the table below, upon written request. Please see the table below for specific tuition obligations in the case of student withdrawal.

<u>If the withdrawal occurs:</u>	<u>Tuition and Fee Obligation due to St. John's</u>
Aug 1 – Aug 31	20% of tuition + activity fee + lab fee
Sept. 1 – Jan. 15	50% of tuition + activity fee + lab fee
After January 15	100% of tuition + activity fee + lab fee

### 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 virtues 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.

Apart from serious illness, 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 be considered an unexcused absence. The Dean's office will be the final arbiter regarding classification of student absence(s).

Students will be required to serve three (3) detentions for each unexcused absence. 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 excused or absent unexcused. 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's appointments that cannot be scheduled outside of school hours. If you have questions as to whether or not an absence will be excused please contact the Dean's office in advance. Doctor's notes must be provided if requested by the Dean.

### ***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 will be judged as unexcused and 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 and community service as directed by the Dean of Students. Subsequent offences will qualify a student for expulsion.

Any student deemed truant from a class or school forfeits credit for any work 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 of the college visit 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 or Transfer of guardianship***

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 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](http://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 same 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 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. It is 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 any member of the St. John's community. 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 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 vandalism and theft 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 note that students who proactively seek out help for a chemical dependency will be helped in the spirit of developing our young men provided that such help was requested BEFORE the student committed the violation.*
- Violence: Because violence, for example fighting 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 to be read on the Saint John's website ([www.stjohnshigh.org](http://www.stjohnshigh.org)).
- Possession of Fireworks: Possession of fireworks or any dangerous flammable material poses a danger and is considered a matter of serious consequence.
- 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: 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 or harassment (including sexual, racial, or other), or threats in any form, by anyone associated with our community. (see below)
- Interfering with parental mail.
- Possession or circulation of indecent literature or materials.
- Use of electronic media (including, but not limited to, Facebook, MySpace, Twitter, etc.) for any purpose deemed to be illegal, inappropriate, or offensive
- Tampering with or attempting to tamper with (hacking) the school's computer system.

Please note that the St. John's Administration reserves the right to act upon other inappropriate conduct not listed or specified above.

### ***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 s/he 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. In addition to sexual harassment, the following forms of harassment are also strictly prohibited:

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

### ***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:* All students must wear a traditional dress shirt. 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 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 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 (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.

*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 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. Students must be clean shaven each day.

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

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.

### ***Fighting***

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.

### ***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.

### ***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 potential 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.

### ***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 dismissed 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. A student who cuts a class will receive 3 detentions. A student will receive no credit for any class from which he is absent without permission.

### ***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 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. 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, 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.

## ***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 (sports betting, NCAA pools, etc.) 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.

### ***Tattoos***

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

### ***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 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.

### ***Dances***

All dances begin at 7:00PM. Students will not be admitted to the dance after 7:30 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. Attendance at school dances is a privilege which may be forfeited by inappropriate behavior.

### ***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. Further clarification on the expectations of the MIAA, including the Chemical Health policy can be obtained via the MIAA website at [www.miaa.net](http://www.miaa.net)

### ***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 Inter-scholastic 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 the Spring 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. Any question involving athletics should be made first to the Head Coach. If not resolved at that level, the Director of Athletics would be the next level. If still unresolved, the next level would be the Principal. The principal will be the final arbiter of all matters.

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.

### ***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.

## ***Bell Schedules***

### Day Order – Normal School Day

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 - 11:25 Fifth Period  
11:29 - 12:18 Sixth Period

\*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

### Day Order – Early Release Day

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 - 11:15 Sixth Period

### Day Order - Delayed Opening

9:05 – 9:15 Homerooms open  
9:15 – 9:20 Homeroom period  
9:24 – 10:06 **Slightly abbreviated 2<sup>nd</sup> period is held, (1st period is eliminated)**

10:10 – 2:18 Continue with the normal school day order

### Day Schedule Rotation

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

St. John's High School  
Extra Curricular Activities 2009 – 2010

<b>Activity</b>	<b>Moderator</b>
Academic Decathlon	Mr. Carl Wilson / Mr. William White
Audio Production Club	Mr. Rick Connell
Aviation Club	Mr. Michael Novick
Breakfast with Books	Ms. Diane Mulligan
Chess Club	Mr. Kevin Browne
Chinese Club	Mrs. Ann Shi / Mr. Carl Wilson
Class Moderators: Freshman	Mrs. Gillis / Mr. Murphy / Mrs. Karen Shortsleeve
Class Moderators: Sophomore	Mr. Aristide / Mrs. Gillis
Class Moderators: Junior	Mr. Danna / Mrs. Fredette / Mr. Prendiville
Class Moderators: Senior	Mrs. Iuso / Mr. Jourcin / Mr. Vigeant
Computer Club	Mr. Brian Mulcahy / Mr. Greg Blondin
Cycling Club	Mr. Mike Novick
Debate Team	Mr. Russell McClintock / Ms. Joanne Diaz /
Drama	Mr. Pat Dolan / Mr. John Deedy / Mr. Mike Clark Mr. Richard Monroe
Entrepreneurial Club	Mr. Chris Benestad
Film Society	Mr. Tom Duggan
French Club	Mr. Paul Jourcin / Mr. Pat Dolan
Gourmet Chef Club	Mrs. Carol Fredette / Mr. Dermot Healy
Greek & Roman Club	Mr. Charles Abdella
History Club	Mr. Carl Wilson
ICON	Ms. Joelle Pedersen
Improv Society	Mr. John Deedy / Mr. Pat Dolan
Intramurals	Mr. Michael Mead / Mr. Bert Bolduc
Investment Club	Mr. Joe Lane
Math Team (Varsity)	Mr. Steve Gregory
Math Team (Freshmen)	Mr. Gerald Taylor
Mock Trial	Mrs. Carol Fredette
Model United Nations	Mr. Charles Abdella – Head Moderator Mr. Michael Marsan / Mr. Tim Williams Mr. Rick Connell / Mr. Mike Nicholson Mr. Carl Wilson / Mr. David Wentzell / Ms. Margie Coggins Mr. Mike Smith / Mr. Mike Hughes
Music Society	Ms. Sarah Pennington
National Honor Society	Ms. Diane Mulligan
Newspaper (Red & White) (4)	Mr. Michael Hughes / Dr. John Morse
Outdoor Club	Mr. Raul Laborde
Pen & Ink Society	Mr. Paul Brulé
Philosophy Club	Mr. Raul Laborde
Photography Club	Mr. Will James
SAT Practice Club	Mr. Jim McCluskey
School Photography	Mr. Brian Mulcahy / Mr. Greg Blondin
Science Club	Mr. Bolivar Vivanco / Mr. Michael Aristide
Select Jazz Combo	Mr. Joe Lane
Ski Club	Mr. Richard Monroe
Spanish Club	Mr. Joe Lane
Spring Show Lighting Designer	Mr. John Deedy / Mr. Steve Boudreau
Spring Show Musical Director	Mr. Dermot Healy
Spring Show Producer	Ms. Margie Coggins / Mr. John Berger
Spring Show Set Design	Mr. Paul Jourcin / Mr. Al DeLuca
Strategy Club	Mrs. Karen Shortsleeve
Student Activities Council	Mrs. Ann Shi
Student Directed Production	Mr. Brian Thomas / Mr. Bob Foley, Jr
Studio Art Club	
Table Tennis Tournament	
Volleyball Tournament/Team Handball Tournament	

Wiffleball Club  
Worcester County Young Writers  
Yearbook Committee

Mr. John Jeniski  
Ms. Diane Mulligan / Ms. Joelle Pedersen  
Mr. Matt Hastings / Mr. Sean Hastings / Mr. Steve Linde