

# Student • Parent Handbook



ST. JOHN'S  
COLLEGE HIGH SCHOOL | Est 1851

Opening Minds • Unlocking Talents • Building Leaders

2011-2012



**ST. JOHN'S**  
**College High School**

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**STUDENT • PARENT**  
**HANDBOOK**

2011 - 2012



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**ST. JOHN'S ADMINISTRATION**  
**2011 - 2012**

Mr. Jeffrey W. Mancabelli.....President

Mrs. Barbara McCully.....Administrative Assistant

Brother Michael Andrejko, FSC.....Principal

Mrs. Susan Tremor.....Administrative Assistant

Mrs. Linda Majkrzak.....Assistant Principal for Academic Affairs

Mr. Ivan 'Ike' Wilkins.....Assistant Principal for Student Affairs

Ms. Laurie Grieb.....Administrative Assistant

Mr. Thomas Veith.....Athletic Director

Mr. Patrick Ward.....Assistant Athletic Director

Mr. Christopher Themistos.....Dean of Academic Services

Ms. Courtney Hall.....Dean of Students

Mr. Michael Esten.....Vice President for Institutional Advancement

Command Sergeant Major John McConnell.....Senior Army Instructor

Mr. Joseph Eloshway.....Business Manager

Mrs. Susan Hinton.....Director of Admissions

Mr. Melvin H. Colvin.....Director of Technology

Mrs. Elizabeth Lightfoot.....Director of Counseling

St. John's College High School does not discriminate on the basis of race, sex, color, nationality or ethnic origin in the administration of educational policies, admission policies, hiring policies, athletic and other school administered programs. St. John's College reserves the right to review the conduct of any student at any time and of all students on at least a yearly basis. Students whose conduct is poor, as well as students who do not contribute to the school in a positive manner, can be asked to withdraw.

The Student • Parent Handbook does not establish a contractual relationship between St. John's College High School and its students and/or their families. The Student • Parent Handbook only serves to highlight St. John's College High School's general policies, practices, and procedures for your personal benefit and cannot be construed as a legal document of any kind. Any procedure contained within The Student • Parent Handbook is strictly intended to provide all students and their families with a general framework for addressing and/or resolving various situations that may arise from time to time. St. John's College High School reserves the right to change, alter, remove and/or amend all procedures, policies, and regulations contained within The Student • Parent Handbook at any time, and at the sole discretion of the Administration, whenever such changes are deemed necessary, and without prior notice or cause.



## **HISTORY OF ST. JOHN'S**

St. John's was established in 1851 by Brother John of Mary, F.S.C. and two other Brothers who came to Washington, DC from the faculty of Calvert Hall College in Baltimore. St. John's is one of the oldest schools taught by the De La Salle Christian Brothers in the United States. The school was opened in St. Matthew's Parish at 15th and H Streets.

In 1866, the school was moved for two years to Carroll Hall at 10th and G Streets. The Brothers returned to St. Matthew's parish in 1868, when Father Charles White opened a new and larger school named St. Matthew's Institute at the corner of 16th and L Streets.

The Brothers expanded the school once again when they purchased the estate of General Montgomery C. Meigs at 1225 Vermont Avenue and began construction in August, 1878. At first the school was known as St. John's Institute, then as St. John's Collegiate Institute, and finally, in 1887 it was incorporated by the District of Columbia as St. John's College, empowered to grant both the Bachelor and Master of Arts Degrees along with secondary school diplomas. The first Bachelor's Degrees were conferred on six young men on June 24, 1892.

In 1915 Major J. Dapray organized the Cadet Corps for the U.S. Army largely through the efforts of Brother E. Alfred, F.S.C. Through the years, the Cadet Regiment has won recognition as an outstanding JROTC Unit. In 1921, the Board of Trustees decided to discontinue the collegiate programs and devote the school to secondary education alone, although the school did conduct a school of commerce and finance at 13th Street and Massachusetts Avenue for some years.

While St. John's continued on at Vermont Avenue, the Brothers purchased a property bounded by Rock Creek Park to house the freshmen classes and provide athletic fields. Later, as the Vermont Avenue buildings became less useful, the decision was made to move the whole school to the Military Road site. The new St. John's College opened its doors in September, 1959, and it is this chapter in the school's history that continues to the present day. In 1991, St. John's started a new tradition by admitting young women to the institution for the first time in its 140-year history. The JROTC program also became an optional choice.

## **LASALLIAN CHRISTIAN BROTHERS**

The De La Salle Christian Brothers are Roman Catholic laymen who by profession of the religious vows, live together in community for the purpose of advancing Christian education. In 1680 the French priest John Baptist de La Salle, who established schools in France to educate the sons of working class families, founded this Order. In May 1900, De La Salle was proclaimed a saint and in 1951 he was named the patron saint of all teachers.

Presently, approximately 9,000 De La Salle Christian Brothers teach nearly three-quarters of a million students in 900 schools, located in 85 countries of the world. In the United States 1300 Brothers conduct 116 institutions, educating over 70,000 students continuing a tradition of over 300 years of serving the religious and educational needs of God's people.

## **THE EDUCATIONAL PHILOSOPHY OF ST. JOHN'S**

The educational philosophy of St. John's is directly based on its nature as a Catholic secondary school in the tradition of the De La Salle Christian Brothers. St. John's is a college-preparatory school for young men and women, whose program includes an elective Junior ROTC Program available for all its high school students.

Education is primarily the responsibility of the parent; therefore, St. John's acts in a delegated, complementary way to assist students in the harmonious development of their moral, intellectual, and physical endowments. St. John's helps its students to build a sense of responsibility toward enriching their lives through constant effort and pursuing true freedom. St. John's encourages all students to accept the responsibility and ownership of their education.

As a Catholic school, St. John's requires courses in Religion and stresses the significance of traditional human and spiritual values as goals of a good education and the foundation of life. St. John's is committed to an education in justice and peace, a process based on human dignity which aims at growth in the social responsibility of each student.

As a college-preparatory school, St. John's focuses its curriculum on substantial courses in the disciplines of English, Mathematics, Science, Foreign Language, and the Social Studies. The academic demands our young men and women experience here help to get them ready for what will be expected of them in a good college program.

## **MISSION STATEMENT**

Faithful to the charism of St. John Baptist de La Salle, St. John's College High School is an independent, Catholic college preparatory school whose mission is to provide a human and Christian education to young men and women from diverse socioeconomic and cultural backgrounds.

St. John's is a community of faith and zeal with dedicated Lasallian educators committed to the spiritual, academic, cultural, physical, and moral development of the students. Rooted in Christian values, the Lasallian experience at St. John's prepares young men and women for a life dedicated to leadership, achievement, and service to the community.

## **GUIDELINES FOR ACADEMICS**

### **PRINCIPLES OF AN ACTIVE LEARNER**

The basic principle of our school's philosophy is that every student must actively engage in the educational process. Consequently, we expect each student to realize that the primary responsibility for learning rests squarely on his/her shoulders. Education is the student's primary responsibility. Parents, teachers, and friends may guide and direct the learning process, but real achievement in the academic endeavor is not possible if a student is not actively involved in their learning. The three pre-requisites for academic success are regular and prompt attendance, active participation in class, and completing homework as assigned.

Each student is expected to be on time for every class and to not miss a class except in the case of illness, school sponsored event, or another serious reason. Each teacher expects that a student will come to class fully prepared, ready, willing, and able to participate in the lessons of the day. Learning deserves an environment of respect and freedom from distraction; furthermore, each student is expected to assist in maintaining order by refraining from disruptive conduct.

### **ACADEMIC ETHICS**

The highest level of integrity must characterize the relationship between the teacher and the student. Students are expected to demonstrate honesty and integrity while in attendance at St. John's. When a teacher gives a student an assignment, whether it is a homework assignment, a paper, a project, a presentation, or a lab, or when a teacher gives a quiz or an exam, that teacher is building the framework for student learning. Please note the following academic guidelines and follow them explicitly in your work at St. John's.

The Academic Ethical Guidelines state:

1. A student will not use or give to another student any notes, materials, other sources of information, or other assistance for a class, including but not limited to a quiz, test, paper, project, oral presentation or power-point presentation, which have not been approved by the teacher. All work must be completed individually, rather than through a collaborative process, unless explicitly prescribed otherwise by the teacher.
2. A student's homework and in-class work fulfill the intention of the instructor in a specific class. Individual assignments must be represented by individual work. Group assignments must be represented by group work. In no case is direct copying allowed.
3. A student must represent his/her work honestly. That is, any and all work submitted by a student certifies that the student himself/herself did the work. In other words, if the assignment is about a book, it is presumed that he/she read the book; if the assignment is about an event he/she attended, it is presumed he/she attended said event; if the assignment is a translation of a work from a foreign language into English, or vice versa, it is presumed that the student performed the translation himself/herself without the use of any other aids. A violation of this certification will result in the imposition of an academic penalty and may result in further disciplinary action at the discretion of the Assistant Principal for Student Affairs. The examples provided above are only illustrative and other situations, as determined by the Faculty or the Administration, may give rise to a violation of this section.
4. A student will not plagiarize in any form. Plagiarism presents the work or ideas of another as one's own. This includes:
  - Direct copying of another person's (living or dead) work
  - Using any amount of another person's material or ideas without proper documentation
  - Paraphrasing another person's original material without proper documentation

Any infringement or violation of the norms stated above will affect both the student's status in the relevant class and his/her status as a St. John's student. In all cases of cheating the student will receive a zero on the assignment and the teacher will notify the parent(s) of the offense, the Assistant Principal for Academic Affairs, and the Assistant Principal for Student Affairs. All incidents of academic dishonesty will be kept on file in the Student Affairs Office.

In the case of a student's second offense, the student will face possible dismissal. Contested cases of cheating will be referred to the Student Affairs Office that will thoroughly investigate the instance, consult the student's disciplinary and academic history, confer with faculty persons in the subject area as needed, and render a judgment. In all cases, the Principal has and reserves the right to dismiss a student for academic deceit when he believes the circumstances warrant that action.

## **ACADEMIC STANDARDS**

For purposes of computation, each letter grade is assigned a numerical value according to the scale printed below. Advanced Placement and Honors courses receive a greater weight because of the increased level of difficulty.

Full Credit Courses		Honor and AP Courses	
<u>Grade</u>	<u>Quality Points</u>	<u>Grade</u>	<u>Quality Points</u>
A	4.0	A	5.0
B+	3.5	B+	4.5
B	3.0	B	4.0
C+	2.5	C+	3.5
C	2.0	C	3.0
D	1.0	D	2.0
F	0.0	F	0.0

## **ACADEMIC REPORTS**

Report cards with letter grades are issued four times during each academic year as a means of evaluating each student's scholastic progress. Information mailed to colleges indicates that St. John's uses the standard equivalents: A (90-100), B+ (85-89), B (80-84) C+ (75-79), C (70-74), D (65-69), F (64 or below). Only letter grades are actually recorded on reports and permanent records.

Listed on the school calendar are the progress report dates for each quarter. These dates represent the midpoints for each quarter. Teachers cannot always anticipate changes in a student's motivation or work habits; therefore, parents should check their child's PowerSchool grades on these dates and contact the teachers if they have any questions. Parents should feel free to contact teachers at any time during a marking period if they have a question or concern about their son/daughter's progress in a particular class.

At the beginning of the course each teacher should inform the students and the parents in writing of the method the teacher uses to arrive at the quarterly grades.

GRADES are computed as follows:

First Quarter Grade - 20%

Second Quarter Grade - 20%

Semester Exam - 10%

Third Quarter Grade - 20%

Fourth Quarter Grade - 20%

Semester Exam - 10%

The FINAL GRADE is computed by averaging all quarter grades and both semester exam grades.

## **GRADING**

Grades represent a judgment by the instructor. Although they do not always represent a perfect judgment, they are devices for measuring and reporting progress and achievement. They aid students in determining their individual strengths and weaknesses; they may also be incentives to further academic growth. Letter grades are not given for citizenship.

The letters "A", "B+", and "B" indicate successful completion of the course and are college recommending. The letter "C" indicates completion of the course but is not college recommending. The letter "D" indicates the course has not been successfully completed but the student is given credit toward graduation. However, to advance to the next level of instruction in that academic discipline he/she may have to remediate the course. The letter "F" indicates the course has not been successfully completed and no credit is given toward graduation.

The grade of "incomplete" may only be given with the permission of the Assistant Principal for Academic Affairs when excessive absences or other unusual circumstances warrant giving the student additional time to fulfill the course work. Incomplete grades are allowed to stand for a term of six weeks, after which they revert to a grade. Exceptions to this rule will be allowed in the case of illness.

## **ACADEMIC FAILURES**

An underclassman who fails courses totaling fewer than three academic credits must arrange to make up those failures at the St. John's Summer School or in another summer program approved by the Assistant Principal for Academic Affairs before being allowed to continue at St. John's. Seniors who fail courses totaling fewer than three academic credits may participate in the graduation exercise, but will not be awarded a diploma until those failures have been rectified.

Students who receive a passing grade in summer school will have that grade recorded on the official transcript and one quality point will be accorded for the course.

Students who receive a “D” in a course are strongly encouraged to attend St. John’s Summer School. If such a student receives an 80 or better in summer school, that will be recorded on the transcript and one additional quality point will be accorded for the course. Students who receive “D’s” are not required to attend summer school.

The Board of Trustees has determined that any student who fails the equivalent of three or more credits in any academic year will not be permitted to return to St. John’s. In addition, any senior who fails the equivalent of three or more credits will not be allowed to participate in the graduation ceremony and will not receive a diploma from St. John’s.

St. John’s school policy states, “Any student failing any summer school make-up course may not return to St. John’s for the following year.”

### **ATTENDANCE - ACADEMIC POLICY**

Class attendance is an essential part of the educational philosophy and process at St. John’s. It is expected that each student be on time for each class and the beginning of the school day.

Students who have eight (8) unexcused absences from an individual class during a semester will have five (5) points deducted from the semester average of the course (s) missed.

Unexcused absences over eight (8) within a semester may result in the student attending summer school or not receiving academic credit for the course.

### **RECOGNITION OF ACADEMIC ACHIEVEMENT**

The Roll of Academic Achievement is published at the end of each quarter. The quarter grades are used to determine which students will be recognized. Any student who has an Incomplete (I) at the time grades are due is not eligible for this recognition. Grades in Advanced Placement and Honors courses are not weighted in calculating averages for this purpose.

- Achievement with Distinction: 3.6 GPA with no grade lower than a “B”
- Achievement with Honor: 3.0 GPA with no grade lower than a “C”

In addition, special awards are given to students based on their academic achievement for the year. Underclassmen who have a final non-weighted GPA of 3.6 or higher with no final grade lower than a “B” will receive the “Achievement with Distinction Certificate” at the school’s Academic Convocation in the Fall of the following year. Awards for excellence in each subject are also given at this time.

The Valedictorian and Salutatorian will be chosen by the administration from the top 5% of the class according to the cumulative GPA at the end of the first semester of the senior year. Factors to be considered include, but are not limited to, the following: GPA, courses taken, attendance, school activities, and honors. Students will also be asked to present a speech as part of the process.

Other medals and prizes awarded at graduation are determined by the administration with input from the senior counselors and senior teachers. Students may be asked to submit materials to be considered for certain awards.

### **NATIONAL HONOR SOCIETY**

St. John’s operates the Archbishop Philip Hannan Chapter of the National Honor Society. Students who have a cumulative 3.600 grade point average (truncated) and whose attendance and discipline records are satisfactory in the judgment of the Assistant Principal for Academic Affairs are invited to apply for membership during the summer prior to their Junior or Senior year.

Candidates must demonstrate their character, leadership, and service to the satisfaction of a NHS admissions committee and the Principal. Students must maintain these high standards to continue in the organization. NHS regulations state that any student whose membership is revoked for any reason may not be readmitted to the NHS.

### **SCHOLASTIC ELIGIBILITY**

At each quarter, the Principal will review the record of any student who has a Grade Point Average (GPA) below a 2.0. During the review, the student’s academic, disciplinary, and attendance records will be considered and a decision will be made as to

whether the student may or may not participate in extra-curricular activities. If the student is deemed ineligible, the student may request a review at the time of the next official grade report (progress report or report card). The student must meet with the counselor to prepare this request.

### **SEMESTER EXAMINATIONS**

Teachers are required to administer a semester examination in the time period allotted for that exam unless specific permission is given by the Assistant Principal for Academic Affairs for a change. Semester exams represent an entire semester of work and therefore are significant. Should a proctor observe or suspect cheating he/she will collect all materials and send the student to the Assistant Principal for Student Affairs. After the exam, the proctor will meet with the Assistant Principal for Student Affairs and the Assistant Principal for Academic Affairs to discuss the matter. Should it be determined that the student has been cheating, the exam will be disregarded and the student will receive a significant academic punishment. This act may produce a failing grade in the course. In addition, disciplinary action up to, and including, expulsion may be taken against the student at the discretion of the Assistant Principal for Student Affairs.

### **FINAL EXAM EXEMPTIONS FOR SENIORS ONLY**

**HALF CREDIT COURSES**—Seniors are exempt from semester exams if they have an “A” average for the semester the class was taken.

**FULL CREDIT COURSES**—Seniors are required to take the semester exam in January. Those students who have an “A” average for the year will be exempt from the final exam.

### **HONORS AND ADVANCED PLACEMENT COURSES**

Advanced level courses, intended to meet the needs of academically gifted students, are offered in most disciplines. No student may take more than three advanced level classes without the permission of the Principal. Students wishing to register for Honors or A.P. classes must have a cumulative 3.0 grade point average, the approval of the current teacher in the department, and the approval of their counselor.

All students who are enrolled in an Advanced Placement Course should take the Advanced Placement Examination provided by the College Entrance Examination Board (CEEB). Even though an Advanced Placement Examination may be administered before the regular ending of classes, students are required to continue to attend class and complete graded activities specified by the teacher. If a student elects not to take the AP Exam they must take a final exam during the time period allotted for the course during Semester Exams.

To continue in advanced level courses in a particular department, a student must maintain a “B” average in that subject. Any student may petition for placement in an advanced course at registration time.

### **WRITTEN WORK**

Teachers reserve the right to collect and hold as their property any written classroom documents including but not limited to homework assignments, quizzes, tests, class essays, and term papers submitted by a student.

### **CHRISTIAN SERVICE**

Each year St. John’s students must complete a specified number of hours of Christian Service for their Religion course. The numbers of required hours of Christian Service are:

• Freshmen	10 Hours
• Sophomores	20 Hours
• Juniors	40 Hours
• <u>Seniors</u>	<u>20 Hours</u>
<b>Total Hours of Service</b>	<b>90 Hours</b>

Students are required to follow the guidelines established by the Religion Department. Failure to complete the Christian Service requirements or fulfill the Religion Department regulations will lead to a final grade of Incomplete (I) in Religion. Students will be given a period of time to complete the service. Students who do not complete the service may not return to St. John’s the following academic year. Seniors will not receive a diploma until the service requirement has been satisfied.

## **ADMINISTRATIVE PRACTICES AND PROCEDURES**

**NOTE: St. John's does not recognize students of the age of 18 as adults with privileges to sign any official school documents. In addition, students who do not reside with their parents while attending St. John's may be required to submit specific information and abide by additional policies set by the school.**

### **ACADEMIC TUTORS**

Students may not bring a tutor from an organization outside of St. John's into the school building.

### **ANNOUNCEMENT BULLETIN BOARD**

All students should regularly check the school bulletin board for school announcements or messages from home. The announcement bulletin board is located in the 27th Street Lobby entrance. All notices require administrative authorization prior to posting. Notices may NOT be posted on trees, woodwork, or other areas that could be defaced.

### **CHANGE OF ADDRESS**

Any change of address or telephone number change must be reported immediately to the school's Main Office.

### **COURSE CHANGES**

A student's class schedule will be changed in cases of a computer error, but St. John's cannot and will not accommodate requests from either a parent or student for placement in a particular instructor's class. A course cannot be dropped after the end of the first 6 day cycle of the school year. Half-credit courses that begin in January may not be dropped after the first 6-day cycle of the Semester.

### **EMERGENCY PROCEDURES**

Should an unforeseen emergency force the closure of the school, students will be directed to designated areas on campus. Students must remain on campus until they are given to the custody of their parents. Please note that in such an event students may only leave campus after the entire St. John's student body has, as part of the Emergency Procedure, convened at their designated area and attendance has been completed satisfactorily. If phone lines or cell phones are operational, parent permission to leave campus may be given to the Student Affairs Office or Principal over the phone.

### **EXTRA CREDIT ASSIGNMENTS**

Since following directions and timely effort are traits to be encouraged in education, teachers are asked to refrain from giving extra credit assignments as a means of attempting to override a student's past penalties for inadequate work. Any extra credit assignment given by a teacher must be offered to the entire class of students.

### **FIELD TRIPS**

Teachers may schedule field trips to visit sites that will enhance the student's learning experience. Teachers leading field trips will provide the required School Sponsored Program Agreement Form to the students to be completed by a parent or guardian. Students must present to the sponsoring teacher or moderators the completed form on the day prior to the trip.

The uniform of the day is normally worn on field trips. JROTC students will be instructed as to whether or not the JROTC uniform is appropriate for a particular trip. If JROTC students are not permitted to wear their JROTC uniforms, then those students must follow the 'Civilian Dress' policy as outlined on pg. 36. Any non-JROTC student out of school uniform (i.e. tennis shoes) will not be permitted to participate in the field trip unless the student presents a medical excuse from a doctor, the school nurse, or if the supervising teacher has granted specific allowances.

Field trips are a privilege, not a right. A student may be denied participation on field trips if his/her progress in other classes would be harmed by the trip. Likewise, the Assistant Principal for Student Affairs may withhold a student from a field trip if a student is on probation or if the student's behavior might disrupt the activity. All students are expected to notify their teachers in advance that they will be on a field trip and make arrangements to make up any work they will miss.

### **OVERNIGHT TRIPS (NON-ATHLETIC)**

It is the intention of St. John's College High School to sponsor educational trips as they enhance the academic and spiritual aspects of the school. These trips enhance the curriculum of the school and in one sense make what students have learned a living reality. Equally important is the call to serve others by using one's gifts and talents as a fundamental aspect of the school's philosophy. Being connected to others in a global world is part of this experience.

In order for this to take place for all concerned parties, the following policies must be adhered to:

- School sponsored trips are a privilege not a right.
- The principal reserves the right to remove any student from a trip for academic, discipline, attendance or financial reason(s) AT ANY TIME before the commencement of the trip.
- At any time during the trip itself that a student is found to be in violation of the St. John's code of conduct, the student may be immediately returned home from the trip at the financial expense of his/her parents/guardians.
- St. John's is NOT responsible for deposits or principal amounts of the trip that are paid when a student withdraws or is removed from a school trip.
- No student may leave the country without the proper documentation in compliance with US Law.

### **FIRE DRILLS**

Students must acquaint themselves with the Fire Drill instructions posted in each classroom. During a fire drill, students must leave the building quietly and orderly. Students must remain with their class at the designated location on campus. Any misconduct or horseplay during a fire drill will NOT be tolerated. Be advised that the pulling of fire alarms is forbidden, as it is a FEDERAL OFFENSE. Any student found setting off the fire alarms will be subject to serious disciplinary action.

### **FITZPATRICK LIBRARY**

The Fitzpatrick Library is an open environment conducive to independent study and interactive learning. The Fitzpatrick Library is a center where the traditions and values inherent in a Lasallian education are upheld. The entire school community is welcome in the Fitzpatrick Library. The library staff works with the administration and faculty to provide resources for instruction and research to support academic and curricular activities.

The Fitzpatrick Library is open daily Monday - Friday 7:45 a.m. to 4:00 p.m. The hours may vary according to the school schedule. Food is NOT permitted in the library.

The library collection houses over 13,000 books, periodicals, newspapers, online databases, academic journals, videos, and laptop computers. St. John's students will find many of the library resources online through the library web page. The site is available 24 hours a day and information can be accessed from any computer on campus or from home. Students will find academic links such as our library catalog (OPAC), databases, and curriculum related web sites. There are also numerous links to web sites that may be of help and interest to students and parents. To access the library web page from the St. John's home page go to ACADEMICS and select FITZPATRICK LIBRARY.

Circulating books may be checked out for a 2-week loan period. A student ID card is required to borrow books and for the use of laptop computers. A digital network photocopier is available for student use. Credit for walkup copies or network print jobs must be purchased in advance from the Director of Technology.

### **FRESHMEN ADVISORY NETWORK (F.A.N.)**

In an attempt to help freshmen students transition to the college preparatory atmosphere of St. John's, members of the faculty and staff will periodically meet (every four weeks) to review freshmen progress. As a result of these evaluations, any student failing a course will be required to attend the Academic Study Hall on Tuesday and Thursday, 3:00 p.m. - 3:45 p.m. At the next progress review, students who have not attained a passing grade will continue to participate in these after school study halls.

### **HALLWAY PASSES**

Students must have a hallway pass in their possession when in the hallways during class time. Teachers are instructed to request to see the hallway pass. Any student found in violation of this rule may be sent to the Assistant Principal for Student Affairs.

### **HEALTH SERVICES**—Infirmery: 202-363-2316 ext. 1050

St. John's seeks to facilitate a safe and healthy learning environment for its students. A school-based clinic provides health services daily between the hours of 8:00 a.m. - 3:15 p.m. during the school year. A Registered Nurse staffs the Infirmery. A student wishing to see the Nurse during the school day may do so by obtaining a Nurse's Pass from the teacher. If the Infirmery is closed, students should report to the Main Office.

Upon enrollment, parents are asked to provide current contact phone numbers, including cell phone numbers, along with alternate

emergency contact information of those individuals allowed to pick up their child in the event of an illness or emergency. The **Emergency Medical Treatment Permission Form** must be completed annually for every child in school and will be kept on file in the Infirmary. All students must also have a completed **Health/Immunization Record** upon entry to school including all transfer students.

It is expected that children with active symptoms (fever, vomiting, diarrhea, etc.) remain at home. Students who become ill during the school day should report to the Infirmary and be seen by the school Nurse who will contact the parent or guardian if necessary. Please note that school policy requires that the parent or designee pick up an ill child within one hour of being contacted by the Nurse. Students are NOT permitted to call parents/guardians on their own without first seeing the Nurse.

Any child with a rash, lice, or exhibits other highly contagious conditions/symptoms, will not be allowed in school until evaluated by their Physician. When a physician has verified that a child has a communicable disease, the parent should notify the school Nurse immediately so that necessary advisement regarding exposure can be distributed to others and any mandated reporting can be made to the Board of Health.

### **DISTRIBUTION OF MEDICATION**

**If possible, parents should give all medications at home. If necessary, medication may be administered by the School Nurse only with the written permission of both the parent and the prescribing Physician.** The appropriate **Distribution of Medication Form** is available in the Infirmary, and is effective for one school year, and must be re-submitted annually. Students are not permitted to carry or dispense medication, even over-the-counter medicines, while on school property. **In order to ensure student safety and meet state legal standards this policy will be strictly enforced.** In the case of an accident or an injury at school, first-aid will be administered followed by parent and EMS contact as appropriate.

### **IMMUNIZATIONS**

It is a requirement of the District of Columbia that every school maintain up-to-date immunization records. All children attending grades 9 - 12 are expected to comply with this law and maintain current immunization status in order to be in school. A schedule of these immunizations is mailed with the required health forms and may be obtained by calling the Infirmary. After the initial immunization records are received and are on file, it is the responsibility of the parents to notify the school of additional immunizations throughout the school year.

### **INCLEMENT WEATHER**

**In cases of inclement weather St. John's will follow the same policy on school closings as Montgomery County.** Students and parents should check the St. John's website and/or listen to radio station WTOP for announcements. **PLEASE DO NOT PHONE THE SCHOOL!**

For late starts, regardless of the county's starting time, St. John's will follow the "LATE START SCHEDULE" in which classes begin at 10:10 a.m.

For early dismissals due to inclement weather it is at the discretion of St. John's as to whether students are allowed to leave school early. This decision is NOT based on the policies of Montgomery County or that of any other county or school.

### **LOCKS**

Combination locks may be purchased for \$7.00 in the St. John's school store. **Only those combination locks purchased in the school store are to be used on a student's locker at any time.** At the Freshmen Orientation, all freshmen receive a school regulation lock. The Student Affairs Office reserves the right to cut off any non-regulation lock and the Dean of Students will remove the items from within the locker.

### **LOCKERS**

St. John's students are allowed to use school lockers to safeguard their belongings during the school year for academic purposes only. Likewise, athletic team lockers may only be used for athletic purposes. ALL lockers are the property of St. John's and may be opened at any time by the St. John's Administration. St. John's is not responsible for anything taken from within the lockers. It is therefore recommended that nothing of great value be left in the lockers. Any items remaining in a student's locker after the last day of Final Semester Exams are considered to be abandoned and will be removed and discarded at the discretion of the Dean of Students Office.

Locker assignments are indicated on the student data sheet. Freshmen lockers are assigned during Freshmen Orientation. The changing of lockers is rarely allowed and will be changed only with the approval of the Dean of Students.

Students may go to their lockers before or after school and during the five-minute change-of-period time. Lockers are to be kept orderly. Nothing is to be placed on the exterior of lockers. A student is responsible for any damage and repairs made to his/her locker as a result of physical abuse or defacing.

### **MAKE-UP ASSIGNMENTS**

Students with a legitimate absence are permitted to make up any course work and assignments missed during their absence. It is the responsibility of the student to contact their teacher for any missing work. Extended vacations and trips do not constitute valid reasons for absence, and teachers are not obligated to provide make-up work in these cases. Students who skip class or who have been placed on suspension forfeit their right to make up assignments.

When a student is absent, he/she is expected to check Homework Central and/or contact a classmate for each day's assignments and make arrangements for securing appropriate books. In the case of a prolonged absence, a student's parent should contact the Academic Affairs Office for assistance. In such cases, it is also prudent for students or their parents to contact teachers by e-mail in order to secure missed assignments and materials.

### **PERSONAL BELONGINGS**

St. John's assumes no responsibility for the personal belongings of any student. Students must have identification in all personal belongings (i.e. textbooks, backpacks, purses, and wallets), especially on all parts of the JROTC uniform. Do not leave personal belongings unsecured and/or unattended at any time during the school day.

### **PERSONAL INJURY INCURRED ON CAMPUS**

All personal injuries incurred on campus should be reported immediately to the Student Affairs Office. Under no circumstances should an ill or an injured student leave campus without notifying the Student Affairs Office or the Main Office.

### **STUDENT SERVICES: THE COUNSELING CENTER**

The St. John's Counseling Program strives to integrate the numerous aspects of a student's development—spiritual, intellectual, social, emotional, and physical. Consequently, the counselor's efforts are focused on student growth in three major areas: academic achievement; career and college decision-making; and personal, social, and spiritual development.

To achieve these goals the counselor will perform the following services:

- Assist students in planning and evaluating their academic programs in order to become more successful in their course work, to develop as independent learners, and to develop time management skills
- Facilitate meetings for students with adults in the school for additional support and assistance in achieving academic success
- Advocate for student experiences and exposures that will broaden their academic success, career and college awareness, and knowledge, as well as personal and social skills
- Consult with parents, teachers, and administrators to enhance their interaction with students
- Assist students in acquiring decision-making skills that will help them make appropriate educational, career, personal, and spiritual choices
- Monitor individual student progress toward achieving success in academic, career/college, and personal/social areas
- Provide short-term individual and small group counseling
- Work with students to help them identify symptoms of stress caused by internal and external factors and to select appropriate techniques to deal with the stress
- Participate in the planning and evaluation of standardized testing as follows:
  - Freshmen, Sophomores, and Juniors: PSAT
  - Juniors and Seniors: SAT Reasoning Tests, SAT Subject Tests, and ACT
- Facilitate the dissemination of homework assignments for students who have been ill for more than five days

## **COUNSELOR ASSIGNMENTS**

Counselors are assigned to students by grade level. Counselors are assigned as follows:

Allison Ward:	9th grade
Barbara Younger:	10th grade
Katherine Straw:	11th grade
Jonathan Gerelus:	12th grade (last name beginning with A - K)
Liz Lightfoot:	12th grade (last name beginning with L – Z)
	Counseling Center Chair
Kathleen Kyne	College Counselor
Sister Anne Mary Smith:	Administrative Assistant

## **COUNSELOR APPOINTMENTS**

Students are welcome to make an appointment with their assigned counselor by coming into the Counseling Center before school, during unscheduled time, during lunch, or after school. Parents may call or e-mail the counselor directly to schedule an appointment. While this is the preferred process, sometimes an unforeseen problem or crisis happens quickly, in which case “drop in” appointments are accepted.

## **STUDENT ASSISTANCE COMMITTEE (SAC)**

St. John’s College High School has in place a Student Assistance Committee (SAC) that seeks to identify students that are struggling with issues related to drugs, alcohol, truancy, bullying, grief, stress and self-esteem. The aim of our SAC is to identify troubled students and connect them with the helping services that are available to them in the school or in the community. The confidential service of SAC is based on an educational premise: students who receive help and support to deal with pressing personal concerns will be able to focus their energy on their schoolwork and other important issues related to social, emotional and academic development. The goal is to identify and remove barriers to learning so that students can meet their full potential.

This committee is composed of faculty and staff from a variety of viewpoints in the SJC community. Assigned to the committee are: two members of the administration, five teachers, six counselors, the school nurse, the Cadet Sergeant Major, and the Assistant Athletic Director. These people were chosen to represent a wide interaction with St. John’s students.

Teachers refer a student about whom they have concerns to the SAC. The committee takes the information supplied by teachers and develops a plan for intervention, if necessary. Students may be referred for individual counseling, group therapy, or whatever intervention is deemed appropriate.

## **CONFIDENTIALITY**

Confidentiality is practiced in the Counseling Center according to the ethical standards of the American School Counselors

Association which states: “The professional school counselor keeps information confidential unless disclosure is required to prevent clear and imminent danger to the student or others or when legal requirements demand that confidential information be revealed.” Counselors will consult with other professionals when in doubt as to the validity of an exception.

## **EXTENDED TIME TESTING**

In order for a student to use the accommodation of extra time testing, they must have current—within three years—psycho-educational testing on file with their counselor. The testing must include a recommendation for this accommodation. St. John’s does not recognize IEP or 504 plans when granting accommodations. Should a student choose NOT to use the accommodation, they must submit a letter from their parent or guardian waiving the use of testing accommodations. Please be aware that if a student waives the use of this accommodation at St. John’s, they will NOT be able to use the accommodations for any further standardized testing, including the PSAT, the SAT, the ACT, and Advanced Placement exams.

In order to receive accommodations on Semester and Final Exams, students must submit to their counselor complete psycho-educational evaluations by the following dates:

December 15th for Semester Exams

May 15th for Final Exams

Students who submit evaluations after the dates listed above will not receive new or additional accommodations.

### **TRANSCRIPTS**

All requests for transcripts begin with the Administrative Assistant in the Counseling Center. When requesting transcripts for colleges, scholarships, or the NCAA Eligibility Center, a FERPA form, signed by a parent or guardian, must be on file with the counselor. All seniors receive ten transcripts for free, the cost is \$3.00 thereafter. All other students pay \$3.00 for each transcript. Please allow three weeks for processing college transcripts.

### **STUDENT RECORDS**

Student records are purged four (4) years after a student graduates.

## **GUIDELINES FOR STUDENT BEHAVIOR**

### **THE ATTITUDE OF A ST. JOHN'S STUDENT**

By choosing to attend St. John's, a student has selected a Catholic, college preparatory school with particular programs, customs, traditions, and rules. The philosophy of St. John's is based on the principle that all students live according to high moral standards. Thus, all students are expected to act with personal pride and school pride in everything they do. Student behavior and discipline is a critical factor in maintaining a safe environment for both students and faculty. Students should

avoid any behavior that interferes with his/her own performance in class or distracts other students. In the interest of enforcing school rules and regulations parents are expected to support and cooperate with school policies.

### **BEHAVIOR IN PUBLIC**

Students in public, especially while in school uniform, are often well known and highly regarded by many people in the community at large. Therefore, students have a definite responsibility to monitor their personal conduct and appearance. Unbecoming behavior in public areas or on private property has very negative reflections on both the St. John's student body and the St. John's community as a whole. Misconduct of any nature will be considered serious by the school and will be handled accordingly and could lead to dismissal.

### **BEHAVIOR AT ATHLETIC EVENTS BY PARTICIPANTS AND SPECTATORS**

Students are expected to conduct themselves in a sportsmanlike manner at all times. This means that students are to treat players, coaches, cheerleaders, officials, and all fans with courtesy and respect. The use of profanity will not be tolerated. Any violation of these guidelines will result in removal from the event and may result in further disciplinary action.

### **CONDUCT EXPECTATIONS: ST. JOHN'S CODE OF INTEGRITY**

As a member of the St. John's community, you are faithfully called to model the teachings of Jesus Christ as you seek truth, honor, and justice. As a member of this community, you are asked to make a commitment to integrity. The St. John's Code of Integrity is based on the fundamental, positive principles of honesty, respect, fairness, and support. The spirit of the Code of Integrity encourages the school community to do the right thing and live with character.

As a member of the St. John's community you agree to subscribe to the following code:

## **St. John's Code of Integrity**

- **I CHOOSE TRUTH** • I will not give my family, teachers or peers any reason to doubt my word. I expect others to be responsible and do the same. I will not avoid the truth by means such as forgery, falsification or misrepresentation.
- **I CHOOSE HONESTY** • I will neither give nor receive unauthorized aid from any source on any academic endeavors, including but not limited to, homework, quizzes, tests, papers, projects or presentations.
- **I CHOOSE RESPECT** • I will respect the property, belongings, and person of others. I will never take anything that does not belong to me unless I have received permission from the owner.

Truthfulness, honesty, and respect...As a member of St. John's, a Lasallian community, these are traits of integrity that I choose and to which I commit myself. My name and/or my signature on all my work affirm my character and are a declaration of my commitment to integrity.

## **ATTENDANCE PROCEDURES**

### **ATTENDANCE OF CLASSES**

Class attendance is an essential part of the educational philosophy and process at St. John's. It is expected that each student be in school on time everyday. When a student is absent from class he/she misses a significant portion of academic discussion and interaction with the teacher and other students. Frequent absences are unacceptable and may affect a student's academic performance.

### **EXCUSED ABSENCES**

An excused absence occurs when a student unexpectedly misses an entire school day. Generally, unanticipated absences occur when there is an illness.

#### **EXCUSABLE REASONS FOR ABSENCE:**

- Illness
- Medical, dental, legal appointments
- Religious observances
- Death in the immediate family
- Funeral

If the Assistant Principal for Student Affairs views that an absence warrants further verification, he reserves the right to ask for a doctor's note or to speak with a parent or guardian in person.

### **CONTACTING THE SCHOOL REGARDING AN EXCUSED ABSENCE**

The following procedure must be followed on any day a student is absent from school:

1. It is the parent's responsibility to leave a message on the Student Affairs Office Attendance Line (202-363-2316 ext. 1975 or choose option "4" from the main phone menu) before 9:00 a.m. to notify the school of a student absence. Please note—If family circumstances prevent a phone call by 9:00 a.m., an email to [lgrieb@stjohns-chs.org](mailto:lgrieb@stjohns-chs.org) by 9:00 a.m. is acceptable, so long as it is followed up by a phone call to the Attendance Line by 12:00 noon the same day of the absence. Failure of a parent or guardian to contact the Student Affairs Office within 48 hours of his/her child's absence will result in an *unexcused* absence.

When calling the Attendance Line please leave the following information:

- Name of the student and grade
- Name and relationship of person calling
- Reason for absence

Upon the student's return to school, he/she must present a signed note from their parent to the Student Affairs Office as verification of their absence. The note should include the student's name, reason for absence, date(s) of absence, parent contact information, and parent signature.

2. It is the student's responsibility to get all missing work on the date(s) of the absence. As stated under '**MAKE-UP ASSIGNMENTS**', a student is expected to check Homework Central or contact his/her classmates for any assignment missed and make arrangements for securing appropriate books.

### **PLANNED ABSENCES**

Students and parents are strongly discouraged from using school days for absences other than medical or emergency reasons. It is important to note that St. John's does not concede to parents the right to alter the school calendar for their own convenience.

Planned absences fall into two different categories: school related and non-school related.

- **School related absence:** When a student misses class to attend a school-sponsored activity (i.e. a field trip, a school retreat, or an athletic game), the supervising faculty member will notify the Student Affairs Office. In such instances, a student does not need to provide a parent call or written verification of his/her absence. In these situations, the student is expected to contact his/her teachers in advance to receive the necessary instructions and/or assignments. Please note that participation in a school-sponsored activity does not mean that your child is not responsible for class activities and any assignment or homework missed due to their absence.

- **Non-School related absence:** When a student anticipates missing school for a non-school related reason, such as family vacations, college visits, and non-school athletic contests, a written request must be made to the Student Affairs Office one week prior to the absence. If approved by the Assistant Principal for Student Affairs it is the responsibility of the student to procure both class instructions and/or assignments in advance of the absence.

### **SCHEDULED APPOINTMENTS**

In general, students should NOT schedule appointments during the school day. After school, Wednesday afternoons, holidays, and vacation periods are times that should be used for scheduling appointments.

In the rare instance when a student needs to be excused from class for a medical, dental or orthodontist appointment, or a court appearance, the following procedures must be followed:

1. **Late arrival due to a scheduled appointment:** A parent must contact the Student Affairs Office Attendance Line by 9:00 a.m. on the day of the appointment to notify the school that their child will miss the start of the school day due to an appointment. When the student arrives to school, he/she must present a signed note from their parent to the Student Affairs Office as verification.

2. **Early Dismissal due to a scheduled appointment:** Students who need to leave campus early for an appointment must have a parent/guardian call the Attendance Line before 9:00 a.m. **AND they must present a written note from a parent to the Student Affairs Office before the first period class to obtain an Early Dismissal Slip to be excused early from school.** Prior to leaving school, the student must check out with the Student Affairs Office, and upon returning back to school the student must check in with the Student Affairs Office. Any student who requests an early dismissal before 11:00 a.m. and does not return to school will be marked absent for the day. Please refer to '**EARLY DISMISSAL**' for more information.

Any student who does not follow the proper procedures will be thought to have skipped a class and will be dealt with accordingly. If the Assistant Principal for Student Affairs believes that the circumstance warrants further verification, he reserves the right to ask for a doctor's note or to speak with a parent/guardian in person.

### **EARLY DISMISSAL**

The number of Early Dismissal requests may NOT exceed ten requests per academic year. The Assistant Principal for Student Affairs grants permission only for serious reasons.

### **ATTENDANCE AT EXTRA CURRICULAR ACTIVITIES**

In order for a student to attend or participate in any extra curricular activities, without the prior permission of the Assistant Principal for Student Affairs, a student must arrive to school by 11:00 a.m.

### **UNEXCUSED ABSENCES**

The Student Affairs Office will investigate absences that appear unusual or suspicious. Based on the facts, the Student Affairs Office will determine if an absence is unexcused. If an absence is deemed unexcused, the absence will result in disciplinary action up to and including suspension. When a student misses class for an unexcused reason, his/her teachers will be notified by the Student Affairs Office and informed of the situation. Teachers will be advised that they have no obligation to accept any work missed during the student's absence.

### **FALSIFICATION OF NOTES AND/OR MISREPRESENTATION BY PHONE**

Honesty regarding an absence is one of the most important ways that parents and school officials can collaborate in forming responsible adults. Forging a parent or guardian signature on a note or other communication, altering a note or communication in any way, and having someone else make a phone call to the school in which the caller falsely claims to be a parent or guardian, is illegal, dishonest, and a violation of the St. John's Code of Integrity. Moreover, notes written by parents giving false reasons for absences or requests to be off campus are dishonest. Students found guilty of forgery and/or misrepresentation will be subject to severe disciplinary action taken by the Assistant Principal for Student Affairs up to and including suspension.

### **LATE TO SCHOOL**

Students are expected to be at school on time. The school has the right to determine whether tardiness is warranted. Students who arrive **LATE TO SCHOOL** during 1st Period (prior to Homeroom) must report to the Dean of Students Office. Students arriving late to school after 1st Period must report to the Student Affairs Office. Students who report late to school after 11:00 a.m. will be marked absent for that day but must still check in with the Student Affairs Office.

All students who arrive Late to School will automatically be marked as *Late to School Unexcused* unless a legitimate reason is provided with a phone call and/or a note from a parent or guardian. All phone messages and notes should include the student's name, reason for tardiness, date of tardiness, parent contact information, and parent signature. Please note that "everyday traffic" is not considered a legitimate reason.

LEGITIMATE REASONS FOR LATE TO SCHOOL ARE:

- Illness
- Medical, dental, legal appointments
- Religious observances
- Death in the immediate family
- Funeral

If a student is *Late to School Unexcused*, an administrative detention will automatically be assigned and must be served within 48 hours. At eleven (11) Late to School Unexcused arrivals, the student's name will be submitted to the Assistant Principal for Student Affairs for review and disciplinary action may be taken.

### **LATE TO CLASS**

Students arriving **LATE TO CLASS** after 1st Period must report to the Main Office to receive a time stamped tardy pass. Students will be issued either an Excused Tardy pass or an Unexcused Tardy pass. Students will NOT be permitted to enter class without the proper time stamped pass. No extra time is given to a student for work missed due to tardiness. If a student arrives late to class after twenty (20) minutes he/she will be marked absent from that class for the day.

Each unexcused tardy will result in an automatic administrative detention. Any unserved unexcused tardy to class detentions may result in a Saturday detention. If at the end of the semester, a student has an excessive amount of tardiness, the student may be placed on attendance probation.

### **ATTENDANCE PROBATION**

A student who has not shown significant improvement in his/her attendance after warnings from the Student Affairs Office is placed on attendance probation. Probationary status will be implemented at the end of the semester. Those students placed on attendance probation will be subject to disciplinary action as determined by the Assistant Principal for Student Affairs, including suspension. The Student Affairs Office will conduct a status review after one semester of being placed on attendance probation. At the discretion of the Student Affairs Office, a student may be removed from attendance probation at that time.

At the discretion of the Principal, a student who has been absent from school or from a single class for ten (10) or more days during a semester or twenty (20) days of classes for the entire year, WITHOUT MEDICAL VERIFICATION, may be required to attend summer school before being advanced or being awarded a diploma.

## **TEACHER ABSENCES**

A substitute teacher will be assigned to cover all Freshman and Sophomore classes. All 9<sup>th</sup> and 10<sup>th</sup> grade students must report to their assigned classes.

Unless otherwise posted, Juniors and Seniors are excused from class when their teacher is absent, except those students in mixed classes. The Assistant Principal for Academic Affairs will determine if a class will convene. If a Junior or Senior class is scheduled for last period and the teacher is absent, and it has been decided the class will not meet for the day, the student may leave school early only after a parent has contacted the Student Affairs Office approving the early departure.

## **STUDENT REGULATIONS**

### **CAFETERIA**

Food and drink can be consumed in the cafeteria only. NO food or drink may leave the cafeteria, including water. NO food or drink are allowed in the Main Lobby.

A consideration for others is shown by cleaning up after yourself when you are finished eating. Students are expected to clean up after themselves. Excessive noise and horseplay in the cafeteria and the area immediately outside the cafeteria doors are inappropriate behaviors. Students who do not follow the instructions of the supervising faculty and staff working in the cafeteria will be assigned an administrative detention or some other appropriate action at the discretion of the Dean of Students.

After eating lunch, students must stay in the cafeteria or within the patio area. Students may NOT go to the classroom wings, hallways, stairwells, or the Main Lobby. Any type of liquid container, including water, is NOT permitted outside of the cafeteria especially in the Main Lobby.

### **CHEWING GUM**

Chewing gum during the school day is strictly prohibited. Students found in violation of this rule may receive an administrative detention.

### **DANCES AND SCHOOL SPONSORED EVENTS**

Dances are open only to students of St. John's unless otherwise advertised. Students and guests that cause problems will be asked to leave and will be excluded from future social events. The St. John's student is responsible for the conduct of their guest.

**General regulations** covering all dances and school sponsored events at St. John's are as follows:

- All school rules and regulations are in effect during dances and school sponsored events. Students will maintain acceptable conduct and have respect for peers, so as not to jeopardize future social events. Anyone found violating school rules and regulations is subject to suspension or expulsion from St. John's. The parents of the student found to be in violation of any policy will be called and asked to take their child home from the event.
- Each dance will have an entrance time. One minute after that time, the doors will be closed and students may not enter. Parents will be notified if their child is turned away.
- No student is permitted to miss class or school to prepare for a dance or social affair.
- Vandalism will not be tolerated.

### **DANCE REGULATIONS**

Dances are viewed as an opportunity for students to socialize in a supervised and safe environment. Student behavior and manner of dress should reflect the Catholic Christian values that recognize the dignity and self-worth of all people.

**Dance Regulations include:**

- Large jackets, purses, and backpacks may be inspected by school personnel before admittance to the dance. Students bring valuables at their own risk. St. John's is not responsible for any lost or stolen items during a dance. Students are encouraged to leave purses and backpacks at home as the school cannot monitor them during the dance.
- All dance styles must comply with the standards of Christian morality, standards that include modesty and safety. School personnel will be the final judge of the appropriateness of dance style. School personnel will confront any student behavior

or dancing deemed inappropriate. Inappropriate dancing includes, but is not limited to, the following: slam dancing, break-dancing, moshing, “freaking,” suggestive, aggressive, or otherwise inappropriate dancing.

- The use of tobacco, alcohol, or any other illegal drug is not permitted.
- Glow sticks, or other similar items, are not permitted at the dance.

Students violating any of these dance regulations may have their parents phoned and may be asked to leave the dance. Students who are in violation of any school policies will also be subject to school disciplinary procedures up to and including dismissal. In the event of any violation of dance or school regulations by a guest student, the Dean of Students of the guest’s school will be notified of the incident.

### **ELECTRONIC DEVICES**

Cell phones, pagers, radios, walkmans, compact disc players, ipods, and MP3 players may not be seen or heard at any time during the school day. Students are allowed to use cellular phones and electronic devices until 7:45 am and after school is dismissed. All cell phones and electronic devices must be turned off and placed in lockers—OUT OF SIGHT—at the ringing of the 7:45 am bell. A student in violation of this rule is subject to disciplinary action.

Any student who possesses a cell phone or electronic device that is seen, heard or used during the school day will have their cell phone or electronic device confiscated for one week. If a student is found in violation of this policy a second time, the cell phone or electronic device will be confiscated for a week and will then only be released to the parent or guardian.

Electronic devices are brought to school at the student’s own risk. St. John’s is not responsible in the case of theft and will not initiate an investigation into the matter.

When deemed necessary, the Administration has the right to search the content of a student’s electronic device for content, this includes but is not limited to call lists, phone logs, text messages, and pictures.

### **GAMBLING**

Card playing and games of chance are prohibited at St. John’s for all students. Participation in these activities will result in disciplinary action, as well as confiscation of the playing cards.

### **HALLWAYS**

Students must have a hallway pass in their possession at all times when in the hallways during a class meeting. **Students may NOT eat or drink in the school corridors.** Students are expected to pick up after themselves and place litter in the receptacles located in all of the hallways.

### **HARASSMENT: DEFINITION OF HARASSMENT**

(Racism, Sexism, and Homophobia)

The St. John’s philosophy states: *“St. John’s cherishes its diversity as it strives to educate each student to accept that all persons are created in God’s image and are unique expressions of the divine.”* This sentence derives from both biblical and Catholic teaching. Further, it represents the highest acknowledgment of each person’s innate and inestimable value as created by God and in God’s image. Finally, it expresses how all people are endowed with his or her fundamental God-given human rights.

For all these reasons, the language that we use to speak to and about one another must reflect and develop these fundamental attitudes. In an ideal setting, we are called to love one another. But in any circumstance, we must tolerate and accept one another. All violations of this mandate of love or tolerance radically deny the reasons for St. John’s existence. When these violations are expressed openly in any language or behavior that specifically denies these rights, these expressions are particularly reprehensible. Specifically, St. John’s will not allow any expression that mocks, diminishes, or imputes the dignity or integrity of any person or group. **No racist, sexist, homophobic expression, behavior, or abusive language will be tolerated at St. John’s.**

Harassment runs contrary to the mission and philosophy of St. John’s. Harassment occurs when an individual is subjected to treatment or to a school environment that is hostile or intimidating because of the individual’s race, creed, color, national origin, physical disability, gender, or sexual orientation. Harassment can occur at any time during school-related activities. It includes, but is not limited to any of the following behaviors:

1. **Verbal harassment** includes derogatory comments and jokes as well as threatening words spoken to another person.

2. **Physical harassment** refers to unwanted physical touching, contact, assault, deliberate impeding or blocking movements, as well as any intimidating interference with normal work or movement.

3. **Visual harassment** includes derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.

4. **Sexual harassment** includes unwelcome sexual advances, requests for sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

- (a) submission to such conduct is made either explicitly or implicitly a term of condition of a student's academic status or progress;
- (b) submission to such conduct by a student is used as the basis of academic decisions affecting the individual;
- (c) such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to the following:

- (a) making unsolicited sexual advances and propositions;
- (b) using sexually degrading words to describe an individual or an individual's body;
- (c) displaying sexually suggestive objects or pictures;
- (d) telling inappropriate or sexually-related jokes;
- (e) making reprisals, or implied threats of reprisals following a negative response to sexual advances.

5. **Cyber-Bullying** occurs when a student is bullied, harassed, humiliated, threatened, embarrassed, or targeted in some way by another person through the use of the internet, cell phones, and/or any other form of digital technology. Cyber-bullying may be as simple as continuing to send an e-mail to someone who has said they want no further contact with the sender, but it may also include threats, sexual remarks, or hate speech. Cyber bullying may also include disclosing a person's personal data at websites or forums (i.e. real name or work place/school), or assuming the identity of a person for the purpose of publishing material in their name that defames or ridicules them. It is also considered cyber-bullying by sending threatening emails and instant messages. In addition, posting photos or edited photos with defaming captions, or pasting people's faces on other images is considered to be cyber-bullying.

### **MYSFACE, FACEBOOK, TWITTER**

Nationwide websites and blogs are known targets for predators on the internet and have been a hot bed for cyber-bullying. We strongly urge parents to inspect your children's computers for any inappropriate activity. If inappropriate internet activities create disruptions to the school community, appropriate action (i.e., detentions, suspension, legal proceedings) will be taken. Please note that colleges, employers and military recruiters have little patience for students with discipline and/or criminal records. We urge our students to clean up their websites and we urge our parents to monitor their children's computer activity.

### **ST. JOHN'S HARASSMENT POLICY**

St. John's is watchful for conditions that create or may lead to a hostile or offensive school environment. St. John's will treat allegations of harassment seriously. The Assistant Principal for Student Affairs will review and investigate such allegations in a prompt, confidential, and thorough manner. It is important to remember that because St. John's is a school, we will attempt at first to treat violations of this principle in a way that resolves the conflict in an educational and developmental manner. However, any serious violation against the dignity of another or any repetition or flagrant expression may result in disciplinary action up to and including dismissal.

To avoid committing an act of harassment, it is the responsibility of the students to conduct themselves in a manner that contributes to a positive school environment. Students must avoid any activity that may be considered discriminatory, intimidating, or harassing. When told that he/she is perceived as engaging in discriminatory, intimidating, harassing, or unwelcome conduct that person must cease that conduct immediately.

Should a student be the object of behavior that is offensive and unwelcome, he/she should tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the individual must report the harassment to the Dean of Students.

### **HARASSMENT: FILING A CLAIM**

Procedures must be followed for filing a harassment claim to begin an investigation. The student making the complaint should report the matter to the Dean of Students. The individual alleging harassment will be asked, but is not required, to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible. The investigation will begin with a meeting of the person(s) accused of the harassment and the Dean of Students. At that meeting the nature of the allegations and the name(s) of the person(s) bringing allegations will be presented. If appropriate, during the investigation the accused student(s) may be suspended. Once the facts of the case have been gathered, the Dean of Students will consult with the Assistant Principal for Student Affairs and decide whether disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment. Penalties may include any form of disciplinary action up to and including dismissal.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including dismissal. Students found to have filed frivolous charges will also be subject to disciplinary action, up to and including dismissal.

### **ILLEGAL SUBSTANCE POLICY**

The use of alcohol or other illegal drugs contradicts the mission of St. John's. Therefore, any possession, use, sale, and/or distribution of any quantity of alcohol or other illegal drugs/paraphernalia will be handled with great seriousness and care. In determining what is best for the student and the school, the Administration will consider all the relevant facts and circumstances surrounding any incident that is brought to its attention.

Any student who is discovered or reasonably suspected of possessing, using, selling, and/or distributing alcohol or other illegal drugs, as well as any student who is in possession of what may be construed as drug paraphernalia will face a disciplinary process which could ultimately result in penalties up to and including dismissal. This disciplinary process will attempt to address the totality of the person, event, context, and consequences of the offense. Among the issues taken into account will be: intent of the offender (i.e. use, possession, sale, distribution), the location of the offense, the nature of the offense, the history of use by the student, the harm to the user or others, school-community impact, public notoriety, and level of criminality. No one of these issues is more important than the others; however, in each case, one or some issues will ultimately outweigh others.

**St. John's may notify the police of any drug-related crime that occurs on school grounds.**

As part of an investigation or as a condition for remaining at St. John's in cases where dismissal is not the outcome, a student may be required to obtain, at his/her parent's expense, a drug assessment at a school-approved facility. In such circumstances, continued enrollment will be contingent upon completing the assessment and recommended follow up care.

Students who violate the illegal substance policy while concurrently involved in a school activity (i.e. school retreat, an athletic event, a club trip, etc.) may face a consequence from his/her moderator or coach that is in addition to the penalty prescribed by the Assistant Principal for Student Affairs.

In addition to any school sanctions, it is also important to bear in mind that a person who supplies alcohol or other illegal drugs to a minor, or who allows alcohol or other illegal drugs to be used by a minor when he/she is in a position to prevent that use, may be liable for damages resulting from the minor's impairment. For example, a person who supplies alcohol to minors or hosts a party where drinking is allowed, could be assessed for significant damages if the minor causes injury to himself/herself, others, or property. Even if no injury or damages occurs, a person who furnishes alcohol for a minor may be subject to fines and possible jail time.

**Any student who comes forward to a teacher or counselor, of his/her own initiative and volition, with an alcohol or drug problem, will be met with pastoral care.** Such a student will be directed towards an assessment, counseling, and/or rehabilitation program that will enable him/her to overcome his/her abuse or misuse of drugs and/or alcohol. Any costs associated with assessment or treatment will be borne solely by the family of the student.

### **INSPECTION OF PERSONAL BELONGINGS**

St. John's provides lockers for the safekeeping of students' books and other personal property while on school premises and permits students to carry such property in bags and parcels to and from school. Student lockers, bags, and other parcels are subject to inspection at any time at the discretion of the Principal or the Assistant Principal for Student Affairs. In addition, any school employee may search any automobile located on campus of any student in conjunction with an investigation into any possible violations of school policy.

### **INTERPRETATION OF DISCIPLINARY POLICY**

If at any time a conflict arises concerning the rules of St. John's, the Principal, the Assistant Principal for Academic Affairs, and the Assistant Principal for Student Affairs reserves the right to clarify and make all interpretations.

### **JEWELRY/BODY PIERCING/TATTOOS**

NO body piercing is acceptable other than earrings for female students only. Nose rings, eyebrow rings, and tongue rings are prohibited during the school day and may not be covered with a band-aid. Any student found with a nose ring, eyebrow ring, or tongue piercing will be required to remove the jewelry. Small, appropriate earrings, not to exceed the size of a quarter are acceptable for female students only, one pair only. Visible tattoos for both male & female students are prohibited. Students will not be allowed to participate in extra-curricular activities with visible tattoos.

### **LOST AND FOUND**

Lost and found items may be claimed in the Student Affairs Office. Unclaimed items are discarded after two weeks. St. John's is not responsible for items or valuables left on campus, in classrooms, in hallways, or in athletic areas. Found items should be brought to the Student Affairs Office. As a matter of policy, students should write their names in their textbooks and notebooks. This will facilitate the return of lost or stolen items.

### **MESSAGES FROM HOME**

As a school, St. John's understands that, at times, parents must communicate with their child during the school day regarding issues such as medical appointments or family matters. If a message of urgent nature must be delivered, parents may call the Student Affairs Office to relay a message to their son/daughter during the school day. Students must check the bulletin board located in the 27th Street Lobby entrance to know whether they have a message waiting. Telephone messages may be picked up from the Student Affairs Office. Only in cases of extreme emergencies will telephone messages be delivered to students in class during the school day.

In addition, the Student Affairs Office will post names of students when personal items are delivered to the school from home. Please be sure to have the student's name on the item/s. It is the student's responsibility to check the message board in order to pick up his/her belongings in a timely manner.

Since students are not permitted to use cell phones during the school day, a phone is located in the Student Affairs Office that is available to all students throughout the day. However, the primary use of this phone is to contact parents.

### **PHOTOGRAPHS, VIDEOS, ETC.**

Students may appear in St. John's related photographs, videos, or on the school website without recompense or royalty. Parents who do not want their child to appear in such media must contact the Student Affairs Office in writing.

### **PREGNANCY**

The Administration of St. John's will work with the family through the Counseling Center to keep the expectant student at school. Consideration will be given in the best interest of the student.

### **PUBLIC DISPLAY OF AFFECTION**

Public displays of affection by any student will not be tolerated on school property and may result in disciplinary action.

### **PRESENCE ON CAMPUS DURING THE SCHOOL DAY**

St. John's campus is open daily for students between the hours of 6:30 a.m. and 4:00 p.m. Students not being supervised by a teacher, coach, or moderator must leave the school building by 3:30 p.m.

The Main Lobby outside the Administrative Offices and the Chapel are for the pick-up and drop-off of students only. Students are prohibited from loitering in this area at all times during the school day. At 3:15 p.m. any student remaining in the Main Lobby and Chapel areas will be redirected to the 27th Street Lobby for pick-up or asked to wait outside.

Unless prior approval has been received from the Assistant Principal of Student Affairs, students are not permitted to leave campus during the school day.

### **SCHOOL GROUNDS**

St. John's uses video surveillance to protect both school and personal property from vandalism and theft.

## TECHNOLOGY

St. John's is pleased to offer Computer Accounts with Internet Access to all students. St. John's goal in providing this service is to foster a readiness for a collegiate environment by building community, encouraging critical reflection, and promoting educational excellence by facilitating resource sharing, innovation, and communication. The following applies to all users of the St. John's network and computing systems.

The Internet is an "Electronic Superhighway" that offers vast, diverse, and unique resources made up of millions of computers and users all over the world. With access to the Internet also comes the availability of material that may not be considered to be of educational value in the context of the school setting. St. John's has taken precautions to restrict access to controversial material, however, on a global network it is impossible to control all materials and occasionally students may encounter this controversial material. St. John's firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may encounter material that is not consistent with St. John's educational goals.

Assurance of the smoothest operation of the St. John's Computer Network and its access to the Internet relies upon the proper conduct of the end users. A series of guidelines are required to be followed to ensure efficient, ethical, and legal utilization of the network resources. Violation of any of these provisions may result in a user losing some or all access privileges and/or a disciplinary review within the philosophy and policies of St. John's, including suspension and expulsion from school.

### Computer & Internet Use Terms and Conditions:

1. Acceptable Use Policy—The purpose of St. John's offering computer accounts with Internet access is to support research and education in and among academic institutions around the world by providing access to unique resources and the opportunity for collaborative work. Transmission of any material in violation of any US or state regulations is prohibited. This includes, but is not limited to copyrighted, threatening, or obscene material.
2. Privileges—The use of school computers and the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The system administrator, in conjunction with the Student Affairs Office, will deem what is inappropriate use. Also, the system administrator may close an account at any time as required. The administration, faculty, and staff of St. John's may request the system administrator to deny, revoke, or suspend specific user accounts.
3. Users may not access or copy the programs and data belonging to other individuals, groups or the institution. Programs, subroutines, documentation, and data provided by the institution may not be taken from the facility or campus without permission. Unauthorized copying of copyrighted software, licensed software, or copyrighted documentation is in violation of the Acceptable Use Policy and the Federal law.
4. Network Etiquette—You are expected to abide by the generally accepted rules of network etiquette. Network etiquette includes, but is not limited to, the following:
  - (a) Be polite. Do not get abusive in your messages to others.
  - (b) Do not encroach on others' use of the facilities.
  - (c) Do not swear, use vulgarities, or any other inappropriate language.
  - (d) Do not reveal personal addresses, phone numbers, or passwords, be it yours or others.
  - (e) Note that e-mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to authorities.
  - (f) Do not deprive others of resources. For example, users are not to play computer games, use web browsers for fun, write e-mail, or chat/talk together via instant messaging, etc.
  - (g) Do not interfere with or disrupt other network users, network services, or network equipment. Interference or disruptions include, but are not limited to, distribution of unsolicited advertising or chain letters, propagation of computer worms and viruses, and use of the network to make unauthorized entry to any other machine via the network.
  - (h) Do not change the configuration of any workstation.
5. St. John's makes no warranties of any kind, whether expressed or implied, for the computer service it is providing. St. John's will not be responsible for loss of data, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or your errors or omissions. St. John's specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. Security—Security on any computer system is a high priority, especially when the system involves many users. Network accounts are to be used only by those persons for whom the account has been established. Account users may not authorize anyone else to use their accounts. Any user identified as a security risk or having a history of problems may be denied access the use of the school computers and/or the Internet.

7. It is not the policy of St. John's to monitor personal data; however, St. John's reserves the right to monitor any data on the St. John's network.

8. Vandalism—Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other user or network connected to the Internet and damage or theft to any hardware or software at St. John's. Any type of vandalism will result in the cancellation of privileges and will be reported to the Assistant Principal for Student Affairs.

9. All St. John's network resources and workstations are to be used only for school related work.

10. Users who own their own computer and are connected to the St. John's Network agree to take full responsibility for all actions taken through their computer. Nobody other than the assigned user (owner) of the computer may use the computer while a network connection (file or application servers, Internet, printing) is active.

### **THEFT**

Any theft that occurs on campus cuts to the core of the trust necessary to foster the community we strive to be. Students are expected and encouraged to store and lock personal belongings either in their locker or in their car at all times. Students participating in after school activities are strongly encouraged to secure their belongings during practice or rehearsal. St. John's is not responsible for any items lost, stolen, or damaged on campus.

The Student Affairs Office will investigate any occurrence of theft. Students found to have stolen an item or items from faculty members, staff members, or other students may be liable to pay retribution and will face disciplinary action up to and including dismissal.

### **TOBACCO**

The use of tobacco in any form is not permitted on the school campus. Students in violation of this policy will be suspended.

### **VEHICLE PARKING**

The parking lot behind the school is the only student parking area. Students may NOT park in the front of the school except in special cases. Under no circumstances may students park in spaces on campus designated handicapped or staff personnel. Students who violate this policy will receive a punishment that may include a fine and loss of parking privileges. Cars parked on school property are subject to search at the discretion of the school administration.

Students may NOT go to their cars during the school day without written permission from the Student Affairs Office. Loitering in the parking lot at anytime during the school day is absolutely forbidden. This behavior may result in immediate suspension.

### **VEHICLE REGISTRATION**

Students must register their vehicles with the Dean of Students at which time they will receive a Student Parking Pass. All student vehicles must display a Student Parking Pass in the front windshield of their vehicle while on school property. Any vehicle parked on school property that is not displaying the proper St. John's issued parking pass is subject to being towed. Cars parked on school property are subject to search at the discretion of the school administration.

### **VULGARITY**

As a Christian community, obscene, vulgar, immoral or indecent language, writings, pictures, signs, or acts will not be tolerated. Offenders will be subject to disciplinary action.

## UNIFORM AND DRESS CODE POLICY

**The Assistant Principal for Student Affairs is the final arbiter of the appropriateness of a student's dress and appearance. Any student found in violation of the St. John's policy on UNIFORM AND DRESS may be subject to disciplinary action as determined by the Assistant Principal for Student Affairs and the Dean of the Students.**

### SCHOOL DRESS

The JROTC uniform is the required dress for St. John's students participating in the JROTC Program. A prescribed uniform is required for all other students.

### SCHOOL UNIFORM

The St. John's white polo, sweater, and school tie must be purchased from the School Store (202) 363-2316 ext 1025. Trousers, skirts, slacks, oxfords, and blouses must be purchased from Flynn and O'Hara Uniform Company (301) 838-8958.

#### **MALE**

Dress shirt:	Oxford, long or short sleeve with logo, white (Flynn & O'Hara)
Polo shirt:	St. John's White Polo with School Logo – Fall and Spring Only (School Store) <b>Oxford/polo must be tucked-in</b> *Only a solid white t-shirt may be worn under the oxford/polo shirt. No graphics and/or lettering are permitted on the t-shirt.
Trousers:	Blue or grey (Flynn & O'Hara)
Belt:	REQUIRED, black or brown (solid color only)
Sweater:	Cardigan (Maroon), V-Neck (Grey) or SJC School Fleece (Black)-Optional (School Store)
Footwear:	Sperry Top Sider-Authentic Original Boat Shoe (Color: Sahara, Model # 0197640) (Required for Freshmen, Sophomores and Juniors) **SENIORS ONLY-Dress shoes (Tie or loafer), black, brown, cordovan, and all leather quality <b>NO athletic shoes, boots, or sandals of any type</b>
	Shoelaces: Black or brown (solid color only)
Socks:	Blue or black crew socks (solid color only) <b>White socks and athletic socks are NOT permitted</b>
Earrings:	None, bandaids may not be worn to cover any piercings; NO tongue piercings are to be worn during the school day
Necktie:	School Tie (School Store)

#### **FEMALE**

Blouses:	Oxford, long or short sleeve with logo, white (Flynn & O'Hara)
Polo shirt:	St. John's White Polo with School Logo – Fall and Spring Only (School Store) <b>Oxford/polo must be tucked-in</b> *Only a solid white t-shirt may be worn under the oxford/polo shirt. No graphics and/or lettering are permitted on the t-shirt.
Skirt:	Red and grey plaid (WINTER) or light grey (FALL/SPRING) (Flynn & O'Hara) <b>Length of skirt must be at the top of the knee</b>
Slacks:	Grey (Flynn & O'Hara)
Belt:	REQUIRED, black or brown (solid color only)
Sweater:	Cardigan (Maroon, V-Neck (Grey) or SJC School Fleece (Black)-Optional (School Store)
Footwear:	Sperry Top Sider-Authentic Original 2-Eye Boat Shoe (Color: Sahara, Model # 9155240) (Required for Freshmen, Sophomores and Juniors) **SENIORS ONLY-Dress shoes (Tie or loafer), black, brown, cordovan all leather quality <b>NO athletic shoes, boots, or sandals of any type</b>
	Shoelaces: Black or brown (solid color only)
Socks:	Black or white with School Logo (Flynn & O'Hara or School Store) Black tights/stockings (solid color only-NO designs or patterns)
Earrings:	Small, appropriate earrings, not to exceed the size of a quarter; NO nose rings or tongue piercings are to be worn during the school day, bandaids may not be worn to cover any piercings
Turtleneck:	Black or white may be worn under the blouse only

## HAIRCUTS/STYLES

**The Assistant Principal for Student Affairs and the Dean of Students are the final arbiters of the appropriateness in matters concerning HAIRCUTS/STYLES and FACIAL HAIR. Any student found in violation of the St. John's policy on HAIRCUTS/STYLES and FACIAL HAIR may be subject to disciplinary action as determined by the Assistant Principal for Student Affairs and the Dean of the Students.**

•**MALE/FEMALE:** It is the responsibility of each student to see that he/she has a neat appearance at all times. The change of hairstyle is an individual decision. Students are expected to be properly groomed at all times. Hair should be neat and clean. Exotic colors and hairstyles such as spiked hair, mohawks, or hair with a logo cut into it are not permitted. Any form of braids, cornrows, twists, or dreadlocks are prohibited. Length of hair may not cover eyes or ears. Shaving of the sides of the head that presents an exotic look is prohibited. **Neatness and grooming is the paramount consideration and takes precedence over any other factor.**

•**MALE:** Haircuts, without reference to style, will conform to the following standards: The hair on top of the head will be neatly trimmed. In all cases, the sides and backs will be trimmed and evenly tapered. Any sideburns must be neatly trimmed with straight lines and no flair at the base. The base of the sideburns will not exceed downward beyond a horizontal line located at the bottom of the ear.

## FACIAL HAIR

Students must be clean-shaven at all times. A clean-shaven face, not the frequency of shaving, will be the criterion of evaluation. A neat mustache will be allowed. If a mustache is worn, it must be kept neatly trimmed, tapered, and tidy and will not present a chopped-off appearance. No portion of the mustache will cover the upper lip line or extend sideways beyond a vertical line drawn upward from the corner of the mouth. Handlebar mustache, goatees, and beards are not allowed. If appropriate medical authority prescribes beard growth, **official documentation from the appropriate medical authority must be submitted to the Student Affairs Office.** The length required for medical treatment must be specified. A student will be held accountable to the uniform dress code policy until documentation is provided to the Student Affairs Office.

## UNIFORM AND DRESS CODE POLICY

The Assistant Principal for Student Affairs is the final arbiter of the appropriateness of a student's dress and appearance. Any student found in violation of the St. John's policy on Uniform and Dress may be subject to disciplinary action as determined by the Assistant Principal for Student Affairs and the Dean of Students.

Students who are not in the proper uniform when they arrive to a class will be considered not prepared for class and sent to the Student Affairs Office. Students will be given a time stamped Uniform Violation pass. Students will NOT be permitted to enter class without the proper time stamped Uniform Violation pass. No extra time will be given to a student for work missed due to loss of class time because of a uniform infraction.

Each uniform infraction will result in an automatic Administrative Detention. Any detentions not served for uniform violations may result in a Saturday detention.

Continuous uniform infractions may lead to a formal review of the students' status at St. John's College High School.

## OUT OF UNIFORM

A student out of the prescribed uniform on a given day must present a note signed by a parent or guardian to the Student Affairs Office upon arrival to school. A note does not necessarily excuse this behavior and a student may still receive an administrative detention. Permissible out-of-uniform clothing for males is dress slacks, dress shirt, dress shoes, socks/stockings, and a tie. A sweater or dress jacket may also be worn. Females must wear similar clothing to that of the prescribed uniform. No sweatshirts or casual jackets of any type or tennis shoes will be worn at anytime during the school day.

Students who wear tennis shoes during the school day due to injury will not be allowed to participate in extra-curricular activities unless official medical documentation is submitted to the Student Affairs Office.

Students that present an appearance that is unacceptable to the Assistant Principal for Student Affairs and/or the Dean of Students, or those who are out of uniform without permission, may be sent home.

## **DISCIPLINARY PROCEDURES**

### **DISCIPLINE**

The disciplinary procedures provide the structure for maintaining a safe, caring, and orderly environment that ultimately promotes student success. The Administration reserves the right to question a student without parental notification while investigating any potential discipline matters. The primary responsibility for maintaining discipline lies with the Assistant Principal for Student Affairs and the Dean of Students.

The Assistant Principal for Student Affairs is authorized to impose any sanction or punishment on a student short of dismissal. Punishments that may be recommended or imposed by the Assistant Principal for Student Affairs include:

- Official Censure
- Administrative Detention
- Saturday Detention
- Attendance Probation
- Reduction in Rank for JROTC students with concurrence of Senior Army Instructor
- Restitution that may be in the form of money or service to repair damage
- Probation Pending Dismissal—a severe warning of dismissal if misconduct continues or recurs
- Suspension and Probation Pending Dismissal

In the absence of the Assistant Principal for Student Affairs the Dean of Students is charged with all his authority.

### **3 TYPES OF DETENTION:**

#### **1. PRIVATE DETENTION**

Teachers may choose to assign a private detention when they believe that a student's behavior needs to be corrected. Teachers are encouraged to hold private detentions for students who are disruptive. An individual teacher may hold a private detention at a time and place decided by that teacher.

#### **2. ADMINISTRATIVE DETENTION**

When a student is given an administrative detention, they will receive a 24-hour notification. Administrative detentions are held twice a day. Morning detention begins at 7:15 a.m. and ends at 7:55 a.m. Afternoon detention begins at 2:50 p.m. and ends at 3:30 p.m. Transportation is the responsibility of the parent or guardian.

Typically, but not exclusively, administrative detention is given for the following reasons: tardiness (oversleeping, missing the bus, car trouble, or staying at home for any questionable reason); unacceptable personal appearance; classroom disturbance; littering on campus or in the surrounding neighborhood; parking or driving violation on or around campus; failure to return required documents signed by a parent at the required time; possessing a cell phone or any other electronic device that is used or heard during the school day; failure to follow any school procedures or policies. Administrative detention may also be given to a student for any behavior or conduct the Assistant Principal for Student Affairs or the Dean of Students finds inappropriate.

A student may accrue seven (7) administrative detentions within a quarter. Any student who receives an eighth administrative detention will automatically be assigned a Saturday detention by the Assistant Principal for Student Affairs or the Dean of Students. All subsequent detentions within the quarter will also result in a Saturday detention. If a student receives ten (10) detentions within the quarter, the student will be assigned in-school suspension (ISS) on the 10th detention. The criteria for receiving a detention has not changed.

Students are expected to arrive to detention on time. A student has 48 hours to reschedule an administrative detention with the Dean of Students. If a student fails to attend detention or reschedule a detention due to conflict or illness, Saturday detention will automatically be assigned to the next available Saturday designated by the Dean of Students. When St. John's starts late because of inclement weather, disciplinary detention will not be held. In that case, the detention will be served on the next full day of school.

Failure to report to an administrative detention is a very serious matter and may result in disciplinary action up to suspension.

### **3. SATURDAY DETENTION**

Misconduct of a more serious nature that does not warrant suspension or probation may result in a Saturday detention. If a student is given a Saturday detention they will receive at least a 48-hour notification. Saturday detentions begin at 8:00 a.m. and end at 11:00 a.m. Transportation is the responsibility of the parent or guardian. Given the serious nature of Saturday detention, it is assigned only by the Assistant Principal for Student Affairs or the Dean of Students. Saturday detention is scheduled at the convenience of the school and takes precedence over any personal plans the student or family may have. Failure to attend a scheduled Saturday detention will result in suspension.

### **SKIPPING CLASS**

Students who skip a class will receive a Saturday detention. This detention will be served on the next scheduled Saturday. Any homework, class work, quiz, test, project, or presentation missed from the skipped class(es) will receive a grade of zero. Repeat offenders will receive one day of suspension.

### **SUSPENSION**

Suspension is a serious disciplinary action in response to a major disciplinary infraction. The suspension period may allow time for the Assistant Principal for Student Affairs to conduct a thorough investigation, and may be as long as one to three days. The Principal can impose a suspension period of longer duration if the action is deemed warranted. The Assistant Principal for Student Affairs may deem any inappropriate behavior as a suspendable offense.

The following acts are some examples of behavior that may lead to suspension:

- Disruption of class, cutting class, or school truancy
- Use of Profanity
- Willful failure to report to school detention
- Consistent failure to meet standards of the uniform and appearance
- Any form of gambling and card playing
- Cheating or plagiarism, including copying of another student's homework
- Repeated violation of school rules

When a student is suspended, any homework, class work, and tests will not be accepted during the period of suspension. During suspension any homework, class work, quiz, test, project, or presentation missed in each class will receive a grade of zero. While on suspension, a student may not participate in or attend any school sponsored athletic or social events. The Assistant Principal for Student Affairs reserves the right to increase consequences for this infraction if deemed necessary. A student who has been suspended may not return to classes until the Assistant Principal for Student Affairs has spoken personally with the student's parent or guardian. If at all possible, the student must leave school immediately upon being suspended.

### **DISCIPLINARY PROBATION**

A student is placed on probation for any serious misconduct. It is assigned to students who have not shown an improvement in conduct after warnings from the Assistant Principal for Student Affairs, or who have been involved in a serious offense against school policy. Probation is both a formal notification to parents that their child faces possible dismissal from St. John's and serves as a trial period for the student in which he/she must demonstrate a significant improvement in behavior.

When a student is placed on disciplinary probation the student will receive a behavioral contract that must be signed by a parent. As part of this contract, the student is allowed to attend classes, to participate in liturgies, and to perform Christian Service. At the discretion of the Assistant Principal for Student Affairs and/or the Dean of Students, the student may also be allowed to attend some school activities or functions.

A violation of probation will result in a recommendation for dismissal from the Assistant Principal for Student Affairs or may result in immediate dismissal by the Principal if circumstances warrant this action.

### **DISMISSAL**

St. John's reserves the right to dismiss any student whose values are in conflict with those of St. John's as outlined in the Student • Parent Handbook. The Principal reserves the right to dismiss any student if a situation or general behavior warrants this type of action. The Principal may deem any inappropriate behavior as a dismissible offense.

The following acts are possible behaviors that may lead to dismissal:

- Excessive absence or lateness and repeated conduct not consistent with good order and discipline
- Disrespectful behavior toward a teacher or other staff member
- Poor conduct and a failure to contribute to the school morale in a positive manner

- Willful destruction of school property
- Violation of the St. John's Technology Policy
- Stealing
- Fighting at school or in the local community
- Harassment as outlined in the Student • Parent Handbook
- Any action that in the judgment of the school, seriously endangers the safety and well being of others, i.e. bringing weapons to school, starting fires, reckless driving on campus
- The sale, possession, or use of alcohol, drugs, drug paraphernalia on school premises or at any school activity or event
- Seriously damaging the good reputation of St. John's in the eyes of the community

Students dismissed from St. John's may not return to campus for any reason until that student's class graduates. In addition, in some instances, some students may not be allowed to return to campus for a longer period of time.

### **APPEAL**

The punishment of suspension or probation by the Assistant Principal for Student Affairs may be appealed to the Principal within 48 hours of the decision.

A dismissal by the Principal may be appealed in writing to the President of St. John's within 48 hours of the decision.

## **JROTC STUDENT CONDUCT AND APPEARANCE**

### **PURPOSE**

This document articulates the general appearance and conduct standards of the JROTC Program for general familiarity and use by all students and faculty of St. John's. All St. John's faculty members may make corrections of JROTC Cadets in violation of these standards, or bring these violations to the attention of the JROTC instructors. Additional information may be found in the Department of Defense, Army, and Cadet Command issuances. In any instance of conflict, the Federal government policies and standards will take precedence.

### **STANDARDS**

The following standards will apply as indicated.

#### **A. GENERAL—Applicable everywhere and to every aspect of JROTC**

- (1) Remember the Code of the Cadet. The St. John's Cadet is a young adult of honor and integrity, who continually strives for excellence. Cadets respect the property of others and make every effort to fulfill their promises and obligations. As young men and women of their word, they insure their work is their own. When making a report, they are certain, to the best of their knowledge and belief, that it is true, complete, and accurate.
- (2) Be honorable - do not lie, cheat, or steal, or tolerate those who do. This is fundamental to good leadership and citizenship. Cadets will maintain their HONOR above reproach at all times. This means maintaining an acceptable standard of conduct at times, being honest, truthful, and honorable in dealings with everyone. YOUR WORD IS YOUR BOND.
- (3) Do what you are told to do. This refers to "specific performance." Follow instructors precisely. Be precisely where you are supposed to be, when you are suppose to be, with the specified uniform and/or anything else specified. Meet deadlines or "suspenses." Cadets will be expected to devote their wholehearted efforts to perform their DUTY to the best of their ability. They should strive for perfection in each task assigned, no matter how small or trivial it may seem.
- (4) In the absence of specific instructions, do the right thing. In all cases, this means acting honorably. In almost every case, it means acting in accordance with superiors' intent--asking the question, "What is the Regimental Commander or SAI trying to achieve here and what action(s) can I take that will best further that objective?" Sometimes, doing the right thing means doing something averse to personal interest; that's regrettable but it's the price of leadership and the price of acting honorably.
- (5) Meet uniform and appearance standards at all times. Cadets will at all times maintain the highest standards of dress, appearance and conduct. Personnel must project an image that leaves no doubt that they live by a common high standard and are responsible for order and discipline.

- (a) Have a proper haircut and hairstyle (both genders). The following guidelines apply:
- (1) General: There are many hairstyles that are acceptable at St. John's. So long as the Cadet's hair is kept in a neat and clean manner, the acceptability of the style will be judged solely by the criteria described below. Extreme or fad style haircuts are not authorized. If dyes, tints, or bleaches are used, colors used must be natural to human hair. Styles of hair and texture differ for different ethnic groups, and these differences affect the length and bulk of hair as well as the style worn by each Cadet. Haircuts, without reference to style, will conform to the following standards.
  - (2) Male: The hair on top of the head will be neatly groomed. The length and bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. Hair will present a tapered appearance and when combed will not fall over the ears or eyebrows or touch the collar except for the closely cut hair at the back of the neck. The block cut fullness in the back is permitted in moderate degree as long as the tapered look is maintained. In all cases, the bulk or length of hair will not interfere with the normal wear of headgear. Sideburns will be neatly trimmed. The base will not be flared and will be a clean-shaven, horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening.
  - (3) Female: These guidelines apply at ALL times when in uniform, to include yearbook photos, Regimental Ball, and graduation. Hair will be neatly groomed. The length and bulk of the hair will not present a ragged, unkempt, or extreme appearance. Hair will not fall over the eyebrows or extend below the bottom edge of the collar. Hairstyles will not interfere with proper wearing of military headgear. Hair holding ornaments (barrettes, pins, clips), if used, must be transparent or similar in color to the hair and will be inconspicuously placed. Beads or similar ornamental items are not authorized.
  - (4) Hairnets will not be worn unless they are required for health or safety reasons.
  - (5) Wigs may be worn as long as the hairpiece is of a natural hair color and the style and length conform to appearance standards.
- (b) The face will be clean-shaven: mustaches are permitted. If a mustache is worn, it will be kept neatly trimmed, tapered, and tidy and will not present a chopped-off appearance. No portion of the mustache will cover the upper lip line or extend sideways beyond a vertical line drawn... upward from the corner of the mouth. Handlebar mustache, goatees, and beards are not permitted. If beard growth is prescribed by appropriate medical authority, the length required for medical treatment will also be specified.
- (c) Observe limitations on jewelry (both genders).
- (1) The wearing of a wristwatch, a wrist identification bracelet, and not more than two rings is authorized with JROTC uniforms as long as the style is conservative and in good taste. No jewelry, watch chains, or similar items, to include pens and pencils, will appear exposed on uniforms. Authorized exception is the St. John's tie clasp which will be worn with the black four-in-hand necktie.
  - (2) Female Cadets are authorized optional wear of screw-on, clip-on, or post type earrings with the service uniforms. No earrings are authorized with BDU's. Earrings will not exceed 6mm or 1/4 inch diameter. They will be of gold, silver, or white pearl, unadorned and spherical. When worn, earrings will fit snugly against the ear and will be worn as a matched pair with only one earring per ear lobe. The band connecting non-pierced earrings may extend slightly below the ear lobe. Male Cadets are not authorized to wear any type of earring when in uniform or when wearing civilian clothing at school. Fad devices, vogue medallions, personal talismans, or amulets are not authorized for wear in uniform or on duty.
- (d) Female Cadets are authorized to wear cosmetics applied conservatively and in good taste. Exaggerated or fad-dish cosmetic styles are inappropriate with the uniform and will not be worn. Lipstick and nail polish may be worn with all uniforms as long as the color is conservative and compliments the uniform. Extreme shades of lipstick and nail polish such as purple, gold, blue, and white will not be worn.
- (e) Insure that the uniform is complete, properly fitted, serviceable, cleaned and pressed (both genders).

- (f) Metallic devices such as metal insignia, belt buckles, and belt tips will be kept in proper luster and will be free of scratches and corrosion; shoes and boots will be cleaned and shined.
  - (g) If the uniform includes ties or neck tabs, insure that you are wearing one (both genders).
  - (h) Hats are required when outdoors and civilian clothing items, such as civilian coats, hats or windbreakers, will not be worn with the Army uniform. This guidance applies on campus and, most particularly, off-campus, to include traveling to and from school. The former “no hat/no salute” area in the rear portion of the St. John’s campus (rear parking lot, area around the gymnasium, and the upper track) is cancelled effective 19 August 2002.
  - (i) Cadets will insure that when articles are carried in pockets, i.e., wallets, checkbooks, combs, and keys, these articles do not protrude from the pocket or present a bulky appearance. While in uniform, personnel will not place their hands in their pockets, except momentarily to retrieve carried objects. Uniforms will be kept buttoned, zipped and snapped.
  - (j) Cadets will remain in the complete military uniform at all times before, during and after school, to include head-gear, anytime they are in public. This is especially important if traveling to and from school in uniform utilizing public transportation. Cadets will not remove portions of the uniform (such as shirts or shoes) at school or in public at any time. Cadets will not play sports or participate in any athletic activities while wearing the Class A or B green uniform.
  - (k) Civilian Dress. A Cadet out of uniform on a given day must present a note from his/her parent or guardian to the JROTC office before 8:00 a.m. that day. Permissible civilian dress is slacks (no jeans, corduroys, or paint pants), dress shoes and socks, dress shirt, and tie, or school polo. A sweater or dress jacket may be worn. No athletic sweatshirts or white socks are permitted.
  - (l) St. John’s Cadets, do to their distinctive uniforms, are very visible representatives of the school and its representation in the community. You also represent the traditions of the US Army as members of the JROTC. Remember that the outside world observing you is likely to think “Army Soldier” before they think “SJC Cadet.”
  - (m) Bottom Line: If the uniform is worn at all, it will be worn completely and correctly. The only other alternative is to change completely into civilian clothing. Anyone (Cadet, parent or faculty) seeing a St. John’s Cadet out of uniform or acting inappropriately while in uniform is encouraged to immediately correct the Cadet, get their name, and report them to one of the JROTC Instructors.
- (6) Render proper military courtesies to actual officers and noncommissioned officers as well as to Cadet officers superior to you in rank. Again, this applies with special emphasis off-campus. Your military courtesy in all situations should be flawless.
- (a) Courtesy infers polite and considerate behavior toward others, whether senior or junior, and whether or not they are members of the military fraternity. Juniors habitually give the same preference to and show the same deference toward their seniors that any courteous person should show to his/her elders. These courtesies should be shown promptly and smartly. Slovenly and half-hearted execution of these acts is, in itself, discourteous.
  - (b) Courtesy among the military is indispensable to discipline. It is just as important in civilian life. We cannot enjoy friendships nor have loyal subordinates in any walk of life unless we treat other people courteously. Courtesy must be second nature to the Cadet; so that it is an almost unconscious habit. Of everything we do, courtesy pays the largest returns for the least amount of effort.
  - (c) Courtesy in civilian life is nothing more than the habit of being well mannered (ladylike or gentlemanly), thoughtful, kind, and considerate to others. It takes certain forms, such as saying, “Good Morning,” or “Good Afternoon,” shaking hands, tipping your hat to women, and so forth. In the military, the expression of courtesy is more formal and precise than civilian life. The most important expression of courtesy in the military is the hand salute.
    - (1) Cadets must render appropriate courtesies to the flag and the National Anthem. When in uniform, a Cadet will stand at attention and salute anytime when the National Flag passes by. They will do the same when in sight and gearing of the daily raising and lowering of the flag outside of the building. They

will also stand at attention and salute until the last note. This is done during rehearsals as well as actual ceremonies. When in civilian clothes, they will stand at attention, remove any headgear, and hold their right hand (with headgear, if appropriate) over the left breast.

- (2) When in uniform and outdoors, or as otherwise appropriate, St. John's Cadets will salute and respectfully greet any Commissioned Officer of the Armed Forces in uniform, as well as upper class Cadet Officers.

## **B. FOR SENIORS AND KEY JUNIORS—Officers Inspection**

- (1) Do not be absent or late. Present and on time means being in your position in formation, in the prescribed uniform, with saber, when the command "ATTENTION" is issued. It very specifically DOES NOT mean coming through the door headed for the formation or showing up without a hat, tie/necktab, or saber that is in your locker that you didn't have time to get because you arrived late. You are responsible for timely and consistent attendance.
- (2) Plan your schedule so as to enable yourself to arrive with sufficient time to be in formation properly uniformed and equipped. Consider weather and traffic. Recommend you check morning TV or radio for traffic or weather problems. Obviously, if the SJC Administration cancels school or declares a late start for a particular day, Officers' Inspection will not be held on that day.
- (3) Excusable reasons for absence or lateness are governed by SJC policy. Note specifically that seeing another teacher is not an acceptable excuse for missing Officers' Inspection. It is tantamount to skipping a JROTC class and a discourtesy to the Regimental Commander and the SAI. Also note that delays incident to accommodating a fellow car-pooler are not acceptable excuses for absence or tardiness.

## **C. CLASSROOM**

- (1) Be on time in the proper uniform and with the right books and equipment, sit in your seat, and ask permission to speak.
- (2) Classroom behavior merits special attention. Informality can too frequently degrade to chaos which impedes the teaching process. Classroom behavior is a component of your leadership grade; let your conduct be guided accordingly.
  - (a) Cadets will report to the classroom designated on their individual academic schedule, will be called to attention at the sounding of the bell, and will remain at attention until directed otherwise by the instructor.
  - (b) When an instructor or a visiting officer enters a military classroom, the first Cadet to see him or her will call "Attention." All Cadets will stand at attention until directed otherwise. If a visiting officer enters the classroom after instruction has started the instruction will continue. The class will not be interrupted by calling the class to attention.
  - (c) Chewing gum, eating, talking, whispering, or other horseplay is not acceptable conduct when class is in session. In accordance with school policy, male students will not wear hats in the school building. (Uniform headgear will only be worn in the building as required by the activity and approved by the JROTC department.) Radios, tape players, other items prohibited by school policy will not be permitted in JROTC classroom and drill areas.
  - (d) When called upon to recite in class, you will stand at attention, state your rank and name, and then answer the question. When a Cadet desires to ask a question in class, you will raise your hand. When recognized by the instructor, you will stand at attention, state your rank and name, and ask the question. EXAMPLE: "Sir (Ma'am), Cadet Sergeant Jones. What can I be expected to learn from the JROTC program?" When the instructor has answered the question, the Cadet will sit.
- (3) Treat the academic portion of the course as you would any other academic course. In that sense, JROTC is no different than AP Physics, Irish Literature, or Psychology. You should be sitting straight up in your seat, taking notes, and participating appropriately (as the instructor defines appropriately) in class activities.
- (4) NEVER, repeat NEVER, work on another course during a JROTC class. The SAI considers this is a blatant discourtesy toward the instructor and you can expect that your grade will suffer if you get caught doing it. The ONLY exception to this policy will occur when the instructor, on his or her own initiative, tells you in advance that you may work on other courses. This will normally occur only on occasions when you may finish a quiz or when the instructor finishes a class early. Again, it will be on the instructor's initiative only. Don't bother asking.

- (5) Excused absences, lateness, and makeups will be governed by SJC policy. As with Officers's Inspection, seeing another teacher during a JROTC class will NOT, repeat NOT, be an excused absence. Note that extended family vacations and early departures for or late returns from breaks are NOT excused absences. Note also that it is your responsibility to contact your instructor regarding makeup's; you must see your instructor to schedule a makeup no later than one day after returning to school. Makeup's will be scheduled at the instructor's, not your convenience.
- (6) Do your locker and latrine (restroom) business before or after class.
- (7) NEVER, repeat NEVER, sleep during a JROTC class. Sleeping is both discourteous to the instructor, and counterproductive to you, the student; you can't learn if you're asleep. Further, instructors may interpret putting your head down on your desk or on your arms as sleeping. If an instructor detects you sleeping in class, his/her normal reaction will be twofold. First, he/she will likely direct you to stand at PARADE REST in the rear of the classroom. In such cases PARADE REST means PARADE REST in the FM 22-5 sense of the term rather the distorted versions popular among many Cadets. The second reaction will be to note your transgression for an appropriate decrement to your leadership grade.

#### **D. DRILL**

- (1) Drill is a scheduled academic period requiring attendance and is graded. Failure to attend drill is equivalent to missing an academic class, and may result in a grade reduction and possible suspension of the Cadet. The only individuals who are allowed to excuse Cadets from drill are the JROTC instructors, the President, the Principal or the Assistant Principals. Students excused from drill because of illness or physical problems may not participate in athletic activities (games or practice) or other student activities such as student dances on days they are excused from drill.
- (2) Cadets who are unable to drill will bring a note from their parents to their JROTC instructor prior to drill. Notes will be dated and signed and will contain the parent's phone number for confirmation. Notes from the School Nurse will be accepted only for a serious illness and will be granted prior to the drill period. Those excused from drill will report instead to a designated location for roll call and checking of permission slips. The instructor or Cadet Officer in charge will ensure that all Cadets remain in proper uniform and that assigned tasks are completed.
- (3) Cadets are not allowed to be anywhere in the building during drill periods without written permission from the JROTC instructor. The only exceptions to this rule are the cadet staff members and members of the Board of Review who will be enforcing these rules.

#### **E. MANDATORY JROTC EVENTS**

- (1) Gonzaga Game, Cadet Challenge, Cherry Blossom Parade, and Annual Federal Inspection are mandatory JROTC events. They are mandatory for a reason: competent and responsible decision-makers have determined that the presence of each and every Cadet in the Regiment is essential to achieve valid organizational goals. There is absolutely nothing discretionary or optional about any of these events.
- (2) Cadets with bonafide medical limitations will participate in Cadet Challenge to the extent permitted by those limitations. However, such Cadets will attend ALL sessions of Cadet Challenge with their class.
- (3) **Only the following will be acceptable excuses for missing a mandatory JROTC event:**
  - (a) Genuine emergencies beyond the Cadet's control, such as illness of the cadet (medical verification required), traffic, or death in the family.
  - (b) St. John's sponsored or supported athletic (b) other major events that cannot be rescheduled.
- (4) **The following are specifically unacceptable as excuses for missing a mandatory JROTC event:**
  - (a) Family vacations or trips, to specifically include trips to watch a family member participate in an athletic, physical fitness, or recreational event.
  - (b) Athletic competitions or sports events not directly sponsored or supported by St. John's.
  - (c) SATs or other testing because there are a multitude of other test dates available.
  - (d) Work or any other conflicting events scheduled by Cadets or families.

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- (d) Work or any other conflicting events scheduled by Cadets or families.

### **DEMERITS**

Military demerits may be assessed against any Cadet by the JROTC Instructors, Cadet Officers, and Senior Non-commissioned Officers and, through the JROTC Instructors, as well as any member of the St. John's Faculty. In the case of a first offense, a warning is appropriate. For a second and subsequent violations, demerits are normally appropriate, although repeat offenders may be given a detention. If the incorrect behavior continues, the Cadet may ultimately be suspended, expelled, or even withdrawn from the JROTC program. With the exception of specific military uniform requirements, JROTC Cadets are expected to meet the same high standards of appearance and conduct expected of all St. John's students. The following deficiencies, while not all inclusive, are examples of behavior deserving of demerits:

- Lack of proper haircut or properly trimmed sideburns or mustache, failure to shave
- Failure to wear the complete uniform without an excuse signed by the JROTC Department.
- Brass not shined, shoes not shined.
- Late for inspection or drill.
- Misconduct during inspections, drill or class.
- Dirty or spotted uniform, uniform not pressed, torn or excessively worn or poorly fitted uniform, missing button.
- Inappropriate language or behavior.

### **DETENTIONS**

JROTC Cadets may be given detention by the JROTC Department, the Cadet chain of command, or the St. John's Faculty. Whenever possible, the school administration will be requested to provide detention support. Detention shall be served at times and places to be announced, to include Saturdays, as appropriate to the offense. Military demerits and detention must be awarded using the JROTC Demerit and Detention Forms so that the Cadet's military record is appropriately annotated. Questions should be addressed to the JROTC Instructors or to the Cadet Officers and Senior Non-commissioned Officers.

## THE SCHOOL SONG

Come whatever kind of weather,  
When the old gang gets together,  
That's the time to think of days gone by.  
Chase your cares and blues away,  
Let's be happy for today,  
In our hearts this song will never die.

Oh! St. John's — we're rooting for you,  
Oh! St. John's — why can't you see?  
Everyone is rooting for you  
To cheer you on to victory!  
Rah! Rah!

To the Gray and to the Scarlet,  
We will pledge our loyalty.  
Any may the years add more fame  
To that Grand Old Name,  
Oh! St. John's, dear St. John's!



