

St. John's Jesuit Academy

**Student Handbook
2022 – 2023**



**5901 Airport Highway
Toledo, OH 43615
419-865-5743
www.sjtitans.org**

TABLE OF CONTENTS

Mission Statement	4
Graduate at Graduation	4
School Telephone Numbers	5
School Trademarks	6
Student-Parent-School Communication	7
Counseling	7
Academic Policies	7-8
SJJ Personal Integrity Statement	8
Grading System	9
Report Cards	9
Late Work Policy	10
Homework	10
Academic Dismissal	10
Titans on Track Program	10
A+ Center	10
Athletics (Philosophy)	11
Athletic Eligibility	11-12
Religious Orientation	12
Health Services	12-13
Discipline Guidelines	13-14
Catholic Diocese's Bullying Policy	14-17
SJJ Bullying Policy	17
Attendance	17-19
Transportation	19
Dress Code	19-20
Electronics & Miscellaneous	21
Disciplinary Procedures	21-24
Parent Concerns & Appeals	24-25
SJJA Social Media Policy	25
Dance Policy	25-26
Tuition and Fees	27-28
Financial Policies	28
Delinquent Tuition Guidelines	28-29
Financial Assistance Program	29
Admission Policies	29
Aids Policy	29
Gang Policy	30

Safe Schools Act	30
Substance Abuse Policy	30-36
IPAD Acceptable Use Policy	36-37
Computer Network and Internet Acceptance Use Policy	37-38

Mission Statement

St. John's Jesuit develops Christian leaders. As a Catholic school in the Jesuit tradition, we inspire each student to achieve his greatest potential in a diverse, Christ-centered atmosphere distinguished by academic success and service as a man for others.

The Graduate at Graduation

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

Open to Growth

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

Intellectually Competent

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

Religious

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

Loving

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

Committed to Doing Justice

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

AMDG

Ad majorem Dei gloriam “For the Greater Glory of God”

IMPORTANT TELEPHONE NUMBERS - 419-865-5743

Academy Administrator	Mr. Steve Spenthoff '95	Ext. 0741
Academy Director of Student Life	Mr. Garrett Malone '04	Ext. 0793
Administrative Assistant (Attendance)	Mrs. Brenda Knight	Ext. 0742
General School Information	Mrs. Julie Fuzinski	Ext. 3320
	Mrs. Brenda Knight	Ext. 0742
A+ Director	Mrs. Joni Corbett	Ext. 0715
Admissions	Mr. Alex Geisel	Ext. 0757
Admissions Asst.	Mrs. Bethany Coutts	Ext. 0766
Athletic Director	Mr. Robert Ronai	Ext. 0780
Academy Athletic Director	Mr. Mike Schoen '05	Ext. 0788
Academy Guidance Counselor	Mrs. Megan Hujik	Ext. 0740
Medical Information/ School Nurse	Mrs. Julie Zaborowski	Ext. 0747
Finances/Tuition	Mrs. Caryn Cummings	Ext. 0751
President	Mr. Mark Swentkofske '84	Ext. 0702
VP/Chief Operating Officer	Mr. Chris Knight '78	Ext. 0765

SCHOOL TRADEMARKS

The SCHOOL PATRON is St. John Berchmans, a Belgian Jesuit who lived in the seventeenth century. His life and beliefs as a Jesuit were featured not so much by unusual, dramatic actions as by the loving practice of fidelity to God in day-to-day living. John's distinctive mark of sanctity lay in his appreciation of and participation in the ordinary aspects of life. He is an ideal patron, as John demonstrates that one does not have to be a star to be outstanding. Being faithful to work, being willing to involve oneself in activities, being available for others -- accomplishing all this without great fanfare is a very real way to success.

The SCHOOL SEAL is a modification of the coat of arms of the Loyola family -- the family of the founder of the Jesuits, St. Ignatius Loyola. In the 15th century the Loyola knights were identified by a coat of arms consisting of two shields. The one shield depicts a cauldron suspended by a chain between two wolves. The wolves, plentiful in the Basque hills of Spain, mark the family as Basques. The cauldron is a symbol of hospitality -- a home which welcomes all. The bands on the opposite shield stand for the Loyola brothers who fought against the invading French in 1321.

The SCHOOL COLORS are Blue and Gold and are hailed in both school songs: the Alma Mater and the Fight Song. Symbolically, the blue represents filial piety and the gold stands for integrity. Ideally, these virtues of devotion and uprightness will be evidenced in every loyal member of the St. John's Jesuit Community.

Fight Song

All Hail! Titans,
Proud and Strong
Fight On and Victory Will Come Your Way.
To You We Raise Our Song.
You've Got the Spirit to Win the Day
So Let's See Those Colors Bright,
Roll On You Titans, So Brave and Bold,
Fight, Team, With All Your Might ...
For St. John's Blue and Gold.

Alma Mater

Hail to You, O St. John's High
Cherished Moments Never Die
True to You We'll Always Be
Our Hearts Filled With Loyalty.
Praise, All Ye Titans,
Her Glory Proud and Bold,
Guide Us Onward Alma Mater
Hail the Blue and Gold.

The SCHOOL TEAM SYMBOL is the Titan selected by the first class of the new St. John's. The Titans, often called the Elder Gods, were of enormous size and of incredible strength. The twelve Titans, who were the personifications of the powers found in nature, were supreme in the universe. By figurative application, the Titan refers to a strong, powerful person or group struggling through the restraints of physical attributes to attain goals, integrity and good for all.



STUDENT-PARENT-SCHOOL COMMUNICATION

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

Academic Concerns: Megan Hujik, Academy Guidance Counselor mhujik@sjtitans.org

Athletic Concerns: Mike Schoen, Assistant Athletic Director mschoen@sjtitans.org

Discipline Concerns: Steve Spenthoff, Academy Administrator sspent@sjtitans.org

SCHOOL COUNSELING

Guidance counseling is an important component of a student's education at St. John's Jesuit High School and Academy. All students meet with their counselor, individually or in small groups, at least once each quarter for academic, personal/social, and college/career development. Other departmental programming includes support groups, book clubs, Red Ribbon week celebration, and other curriculum based on students' needs.

SCHOOL COUNSELING DEPARTMENT

Mrs. Megan Hujik

Ext. 0740 School Counselor
Grades 6-8

ACADEMIC POLICIES

In extraordinary circumstances the Academy Administrator may approve adjustments in the accomplishment of requirements.

Students will not be permitted to drop or add a class after the class has been session for **two** weeks.

In 8th Grade, students must successfully complete the "Eighth Grade Project" which has as one component a formal research paper. This project will serve as second semester exam grades for English, Social Studies, and Theology.

A failure for the Second Semester in one core course (English, Math, Science, Social Studies) will require the course be successfully completed prior to entering the next grade in the Academy. Failure of two or more core courses for the Second Semester may prohibit advancement to the next grade in the Academy.

An 8th grade student who has not fulfilled the graduation requirements will not receive his diploma until he makes up his academic deficiency.

St. John's Jesuit Academy Personal Integrity Statement

As a Jesuit institution, our goal is to develop men for others, students who manifest the qualities stated in the Grad at Grad Document: Intellectually Competent, Open to Growth, Loving, Religious, and Committed to Doing Justice. St. John's Jesuit endeavors to develop Christian Leaders, young men of honor and integrity who treat themselves and others with respect. We expect students to develop a commitment to learning and a mature attitude towards academics.

Young men of character will

- **seek knowledge as well as achievement, realizing that learning continues beyond the class period or the school day**
- **realize that the process of learning is more important than the grade**
- **develop critical thinking skills**
- **earn their grades honestly through study, reading, and research**
- **expect honesty and integrity from their classmates and teachers**

We wish to foster an environment of enthusiastic learners, and thus academic dishonesty cannot be tolerated.

GRADING SYSTEM

Grade Percentage and Quality Point Equivalence for 2020-2021 and Beyond

98-100	4.3	89	3.4	79	2.4	69	1.4
97	4.2	88	3.3	78	2.3	68	1.3
96	4.1	87	3.2	77	2.2	67	1.2
95	4.0	86	3.1	76	2.1	66	1.1
94	3.9	85	3.0	75	2.0	65	1.0
93	3.8	84	2.9	74	1.9	64	.9
92	3.7	83	2.8	73	1.8	63	.8
91	3.6	82	2.7	72	1.7	62	.7
90	3.5	81	2.6	71	1.6	61	.6
		80	2.5	70	1.5	60	.5

(1) A conditional failure can only be given at the end of the first semester in a full year course. This grade of "F+" can be removed with a second semester grade of at least a "D" in that subject. Failure to obtain this grade of "D" means that the student fails the subject for the year.

(2) An incomplete may be assigned because of missed or incomplete assignments due to sickness or a similar emergency. Such a grade deficiency should be made up within three weeks. Incompletes not made up after the three-week period will be recorded as a failure.

The Administrator of Academics may extend incomplete grades due to extraordinary circumstances.

100-90 (A)	Work of Excellent Quality	4.3-3.5
89-80 (B)	Work of Good Quality	3.4-2.5
79-70 (C)	Work of Satisfactory Quality	2.4-1.5
69-60 (D)	Work of Below Average Quality	1.4-.5
59-0 (F)	Failure; Class will need Recovered	0.0

REPORT CARDS

A record for student's grades will be sent at the end of the year that includes both semesters. Semester grades are the grade of record.

LATE WORK POLICY

Students may turn in work for partial credit throughout the quarter. Please see individual syllabi for what the late penalty is for each class.

HOMEWORK

Students are expected to give a proper amount of time and preparation for the next day's learning. Homework ordinarily consists of both written and study assignments.

Students have been known to be tempted to neglect reading and study assignments once the written work is completed. Parents who are solicitous for their son's progress will see that he faithfully does his homework. Students making poor grades should spend an additional amount of time to remedy their difficulties. There are no school nights when a student does not have homework in preparation for the next day's classes.

ACADEMIC DISMISSAL

It is the policy of the school to ask a student who has three quarters of failure in one year, or a total of five quarters of failure over six semesters, to leave St. John's. Although this policy is generally applied, the principal may permit exceptions for sufficient reasons.

A+ PROGRAM

The A+ program supports every student in the high school and academy to reach his full academic potential. Students are encouraged to take responsibility for their own learning in a supportive environment with a multitude of resources including small group and individual tutoring services, technological aides, study groups, review sessions, practice tests, academic

counseling, and psychological testing. The A+ Learning Center is open to all students before school, during school and after the school day.

ATHLETICS

Philosophy

St. John's believes it is of great importance that its students have an opportunity to respond to the challenge of physical competition in the form of athletics. Furthermore, St. John's believes that it is most beneficial to promote athletic participation by all students. Therefore, we encourage young men to participate in a variety of sports, not limiting themselves to one or even two. The thrust of our athletic program is to promote activity by all students in as many sports as they can participate in without overextending themselves.

A second premise of the St. John's athletic program is that while winning is a desirable outcome of a game, it should not be the sole reason for playing an athletic contest. An integral part of our program is the enhancement of personal growth. We feel that many of our students have untapped physical and mental resources, and that through participation in sports, many are better able to realize their potential and therefore, become better men. The St. John's coaches concern, then, is that young men may grow into stronger, more fulfilled students.

Related to the goal of personal development is the idea that athletics can and should promote results which are not necessarily directly associated with athletics. That is, we hope that our young men learn self-discipline, the importance of teamwork, and group responsibility. Coaches try to maximize opportunities that offer a young man a chance to use his athletic experience to develop attitudes and work habits which can be applied to life in general.

Because St. John's is a Catholic school, by design its athletic program should promote Christian values within the competitive endeavor. These values, a reflection of God's creation, include moral integrity, positive leadership, and a personal respect and concern for one's teammates and coaches. These are derived not only from the nature of sports, but, in the St. John's context, are a vital part of the Christian environment and the individual athlete's response to God's call to be his best self, a follower of Christ.

Hence, the essence of the athletic program at St. John's is aimed at a person-centered approach. We are intensely interested in the development of young men not merely as athletes, but also as young men who will become good citizens in our community. Through participation in sports with the guidance of a coach, our young men should grow into well-rounded individuals who can accept challenge, understand the importance of fair, clean play, and maintain their objectivity in victory or defeat.

While the above is the ideal, we acknowledge that at times we will not measure up to our standards. These times, however, can be growth experiences for coaches and students. By using this experience, the coaches and players can develop into constantly maturing men who respond to the daily challenges of life in a positive and productive manner.

Academic Eligibility

Academic eligibility is based on quarter grades, not semester grades.

The minimum grade point average that must be maintained for students participating in Academy sports are set at 1.50 with no more than one failure for the previous grading period (QUARTER grades). For fall athletes, the determining grading period is the FOURTH QUARTER of the previous school year. Ineligible students who correct their failures and regain their eligibility are eligible to play on the fifth day of the new grading period.

St. John's retains the right each year to develop a more restrictive athletic eligibility policy than the OHSAA requires. Any changes in policy will be stated in the Bulletin of Information and published each August. A detailed explanation of OHSAA rules and regulations exists in their annual handbook and can be inspected by any student or parent. St. John's must abide by all OHSAA regulations.

RELIGIOUS ORIENTATION

St. John's Jesuit Academy, a Roman Catholic institution operated by the members of the Society of Jesus, educates students to understand and witness to the gospel of Jesus Christ. All students study theology for a full year. In various ways, the theology courses require Christian service of students. All students must also attend a retreat each year.

Participation at the Eucharist and in community prayer are essential to the formation of St. John's students. During the school year, students will attend at least five all-community liturgies. In addition, each month the school gathers for a service focused on a scripture reading and the prayer intentions of students and faculty members. During Advent and Lent, students are given the opportunity to take part in the sacrament of reconciliation at a communal penance service.

HEALTH SERVICES

One full time nurse is responsible for student health services. In the absence of a school nurse, students with emergency needs or those who take regularly scheduled medications should report to the Academy Administrator's Office.

A student entering St. John's Jesuit High School & Academy must submit written proof that he meets the immunization requirements of the State of Ohio. Failure to provide this information will result in exclusion from classes.

Generally, St. John's Jesuit discourages the use of medication at school. Over-the-counter medications should be taken at home, with the exception of acetaminophen, e.g. Tylenol. Parental permission is listed on the Emergency Medical Form. **Prescription medicine** may be administered in the health office with parental and physician permission. For health and safety

reasons, students are NOT allowed to carry medications, vitamins, supplements, etc. in book bags. Students are to bring ALL medications to the health office to verify proper usage and administration. All medication must be in a pharmacy-labeled container. **No medication will be given after 3 p.m.**

ALL POLICIES FOR HEALTH SERVICES AND ALL REQUIRED HEALTH FORMS ARE AVAILABLE ON THE ST. JOHN'S JESUIT WEBSITE UNDER THE 'PARENT' TAB.

DISCIPLINE GUIDELINES

SPECIAL NOTICE TO PARENTS OR GUARDIANS

Please read this handbook carefully. Your son should read and observe the guidelines presented here. His registration at St. John's Jesuit Academy is to be considered equivalent to a statement, on his part and on the part of his parents or guardians, of willingness to comply with all its regulations. Parents are encouraged to contact the office of the Academy Administrator for disciplinary issues, the office of the Academy Counselor for academic issues, one of your son's teachers, or his counselor to ask questions-whether they pertain to academic development or disciplinary matters. The staff of St. John's Jesuit Academy is willing to help in any way it can with the development of our students.

Philosophy

The general norm of good behavior of a student at St. John's Jesuit is to act in a reasonable and respectable manner toward both teachers and fellow students. He is to act in accordance with Catholic morals and principles at all times. To aid in this effort, a minimum number of general guidelines have been set down. Discipline in the school is not only directed toward order but principally toward helping you grow as an individual. You will be challenged to use the freedom you are given in a responsible manner. The school will attempt to give you more responsibility as you demonstrate an ability to use it wisely. When occasional lapses occur, you will be asked to reflect on them and ways you might use to avoid future lapses.

Since St. John's is the school of your choice, parents and students alike should recognize that registration by a student is considered an agreement to accept and comply with these guidelines as a norm of conduct. Students represent St. John's Jesuit Academy both on and off campus and are responsible for their actions in both places.

The school administration reserves the right to forbid a parent to have contact with any faculty, staff member, or coach if he or she has exhibited a history of offensive or abusive behavior towards any employees of St. John's Jesuit Academy. Moreover, the administration may prohibit their presence at school events or on the school campus as deemed necessary. The administration shall be the sole determiner of what constitutes "abusive" or "offensive" behavior.

CATHOLIC DIOCESE OF TOLEDO
BULLYING PREVENTION POLICY AND PLAN FOR SCHOOLS

A. Bullying by Definition:

Bullying, harassment or intimidation means any of the following: Any intentional written, verbal, electronic (cyber-bullying), physical act, or any other similar behavior that a student or staff member has exhibited toward another student which:

- (1.) Causes physical or emotional harm to the target or damage to the target's property.
- (2.) Places another student in reasonable fear of harm or of damage to property.
- (3.) Creates a hostile environment at school for another student.
- (4.) Infringes on the rights of another student at school.
- (5.) Disrupts the education process or the orderly operation of a school or classroom and alters the conditions of another student's education.
- (6.) Is a form of "retaliation" meaning any form of intimidation, reprisal, or harassment directed against a student who reports any misconduct, provides information during an investigation of bullying, witnesses or has reliable information about bullying.
- (7.) Is considered electronic bullying (cyber-bullying) meaning bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, or data of any nature transmitted in whole or in part by:
 - a) Wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.
 - b) The creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.
 - c) The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

B. Bullying is Prohibited:

- (1.) On school grounds owned/ leased/used by a school or on property immediately adjacent to school grounds.
- (2.) At any school-sponsored or related activity, function or program whether on or off school grounds.
- (3.) At a location, activity, function or program that is not school-related, when there are possible

ramifications for students or adults in the school.

- (4.) At a school bus stop, on a school bus or any other vehicle owned, leased or used by the school.
- (5.) Through the use of technology or electronic device owned, leased or used by a school.
- (6.) Through the use of technology or an electronic device not owned, leased or used by a school if the act or acts in question:
 - a. Create a hostile environment at school for the target.
 - b. Infringe on the rights of the target at school.
 - c. Materially and substantially disrupt the education process or the orderly operation of a school.

C. Prevention and Intervention Plan:

On or before October 1, 2012, the Principal, in consultation with teachers, staff, administrators, parents, community representatives, consistent with the requirements of this policy, as well as Ohio and federal laws, shall be responsible for overseeing the development and establishment of a prevention and intervention anti-bullying plan for their respective building.

The plan shall include the following:

- (1.) Clear procedures for reporting prohibited incidents for students, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and all other school support staff.
- (2.) A provision that reports of bullying, harassment, intimidation may be made anonymously, so that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.
- (3.) A requirement that school personnel report prohibited incidents of which they are aware to the school principal or other administrator designated by the principal.
- (4.) In cases where the aggressor or target is not a student at this school, information shall be disclosed to the principal or appropriate administrator of the public, private or charter school in which the student is enrolled.
- (5.) A requirement that the custodial parent(s) or guardian(s) of any student involved in a prohibited incident is notified.
- (6.) A procedure for documenting reported incidents, responses to incidents including steps taken to investigate reported incidents.
- (7.) A strategy for protecting a victim or other person from new or additional harassment, intimidation, or bullying, and from retaliation following a report, including a means by which a person may report an incident anonymously.
- (8.) A strategy for providing counseling or outside referral to appropriate services for aggressors, targets and family members of students as needed.
- (9.) A disciplinary procedure for any student guilty of harassment, intimidation, or bullying, that infringes on any student's rights and expressly providing for the possibility of suspension of a student found responsible for harassment, intimidation, or bullying.
- (10.) A range of disciplinary actions that may be taken against an aggressor for bullying or retaliation provided that the disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior.
- (11.) A statement and a disciplinary procedure prohibiting students from deliberately making false reports of harassment, intimidation, or bullying and for any student responsible for deliberately making a false report.

- (12.) Provisions for informing parents and guardians about the anti- bullying prevention and intervention plan of the school and shall include how parents and guardians can reinforce the curriculum at home and support the school and the dynamics of any and all forms of bullying.
- (13.) A strategy for introducing the plan to all students/families.
- (14.) A strategy to ensure a parent or legal guardian signs off confirming that the plan was read.

D. Plan Review and Updates:

The plan shall be reviewed and updated preferably every year, but at least every two years and the principal is responsible for the implementation and oversight of the anti- bullying prevention and implementation plan within the school.

E. Training:

Regular training on the plan shall be provided for staff, students, parents, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and all other school support staff.

Such anti-bullying training may include, but not be limited to:

- (1.) Developmentally appropriate strategies to prevent bullying incidents.
- (2.) Developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents.
- (3.) Information regarding the complex interaction and power differential that can take place between and among an aggressor, target and witnesses to the bullying.
- (4.) Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment.
- (5.) Information on cyber-bullying emphasizing Internet safety.

F. Publication and Notice:

The plan shall be posted on the school’s website and included in student and employee handbooks.

G. Reporting:

A member of the staff shall immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the school principal or to the staff member designated in the plan as responsible for receiving such reports.

H. Minimum Required Actions:

If the Academy Administrator or his/her designee determines that bullying or retaliation has occurred, he/she shall:

- (1.) Take appropriate disciplinary action as stated in the plan.
- (2.) Notify the parents or guardians of the aggressor and target and inform them of the disciplinary action

and action to be taken to prevent any further acts.

If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or his/her designee informed of such incident shall contact the local law enforcement agency if he/she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

I. Policy Questions and / or Concerns:

If any staff member has questions concerning this policy, he or she is encouraged to contact the Catholic Schools Office at 419.244.6711.

School Policy - Student to Student Conflict - Harassment, Intimidation,

Intentional acts to physically or emotionally harm others are strictly prohibited. These acts may occur in person, in writing or through multimedia devices on or off school property. Such acts should be reported to the Academy Administrator or to the student's counselor. Confidentiality is often critical in dealing with such sensitive matters. Initially, a meeting will be held between the student and their counselor, where a proper plan of action will be developed. This plan will attempt to resolve the matter. To prevent further incidents, educational meetings may be held with others involved and the discussions that take place may be documented by the counselor. The Academy Administrator will be notified of repeat offenses or severe offenses, such as acts of physical harm. Patterns of harassment, intimidation, or bullying may result in disciplinary action including but not limited to suspension or expulsion.

Attendance

Absences: Students are expected to be present on time each day for every period including homeroom. If a student must be absent, a parent or guardian is required, by law, to inform the Academy Office (Attendance number is 419-214-4145.) The safety of our students is of utmost concern. Failure to provide proper notification of an absence before 9:00 a.m. on the day of the absence may result in an unexcused absence. Students must be present for at least half of their classes if they wish to attend or participate in any extracurricular activities. If an absence remains unverified, a note stating the reason for the absence, the date of the absence, with a parent or guardian signature is required upon the student's return to school. Failure to present this note may result in disciplinary action.

Excused Absences:

- 1) Student Illness (if absent for 3 or more days, a written statement from medical professional is required)
- 2) Illness in the family necessitating the presence of the student.

- 3) Quarantine of the home
- 4) Death of a relative

Excused Absences Requiring Prior Approval:

- 1) Medical or dental appointment (written statement from medical professional required)
- 2) Observance of religious holidays.
- 3) Other events deemed by the Academy Administrator to be of educational or developmental value.

An excused absence entitles the student to make up tests, homework, etc. at the convenience of the teacher.

Absences for reasons not listed as excused will be deemed unexcused. An unexcused absence forfeits the student's right to makeup tests, homework, etc. at the discretion of the teacher.

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

Lateness: Students are expected to be in their classrooms, including the 1st Period, on time. Students not in their classroom by 8:00 a.m. must obtain a late pass from the office of Brenda Knight, the Academy Administrative Assistant. To accommodate for the unavoidable occasions of lateness, three lates are permitted per semester. Subsequent lates, regardless of reason, will be deemed unexcused and will result in disciplinary action.

Early Releases: Students are not permitted to leave the school building without properly notifying the office of Brenda Knight, the Academy Administrative Assistant. If a student needs to leave early a note from his parents is needed to excuse him. He will receive a class release slip indicating the time of departure and will be allowed to leave class at that time.

Vacations: St. John's Academy strongly discourages the scheduling of vacations or family trips during class time. Approval for vacations will never be given when these days fall on semester or final exam days, or within ten days of the end of the school year. If a vacation absolutely has to be scheduled during class time and exceeds one day, the parents must contact the Academy Administrator at least one week beforehand before approval will be given. Vacation days will count against the allotted absences allowed (See Attendance Policy). A student must continue to do class work during the vacation, and he will be required to take all quizzes and tests that he missed within three days of his return to school. All the work to be done must be prearranged with each individual teacher and completed within three days of his return. This is the sole responsibility of the student involved and he must fill out the planned absence form which can be obtained in the Academy Administrator Office. All these arrangements must also be confirmed with the Academy Administrator.

Attendance Probation: Students that continue to have an ongoing number of absences or morning lates may be placed on attendance probation. Students that are placed on attendance probation will meet with the Academy Administrator to arrange a probationary contract and set up an action plan. If the student fails to fulfill the requirements of his probationary period, or if he fails to demonstrate a drastic improvement in this attendance may face dismissal.

Transportation

Bus Regulations:

Bus drivers are in charge of their buses and riders. Unreasonable conduct on buses by any student can result in forfeiture of the right to ride. Students should carry their bus passes at all times.

After School Supervision

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

DRESS CODE 2022-2023

Our mission at SJJ is to develop Christian leaders. A student's reasonable and respectable appearance is his personal responsibility. The dress code is in effect in the school building on all school days from the beginning of morning prayer until the end of eighth period. Students are expected to adhere to the spirit of the dress code, not just the letter. Slovenly appearance, even in dress code, is unacceptable. Some of the norms of reasonableness are:

1. Shirt: A white or blue button-down shirt must be worn. Shirts must remain tucked in completely at all times, including while seated. Lettering from undershirts may not show through the dress shirt. Knit sport shirts, flannel shirts, rugby shirts and some printed shirts are not considered dress shirts and are not acceptable attire. In addition, turtleneck shirts and shirts with banded collars are not allowed. Students may not wear long-sleeve shirts or thermal underwear under a short sleeve dress shirt.

2. Tie: Grade specific ties are to be worn every day. Ties should be of conventional length and style and worn up high enough to cover the top button.

3. Pants: Conventional khaki dress pants, in good repair must be worn and properly fitted at the waist. This excludes all jeans, of any color, cargo pants, painter's pants, or any pants with huge pockets on the front or sides, drawstring pants, pants with piping or stripes down the side and army fatigues, or any pants with rivets or hammer loops. Pants with excessively frayed bottoms are not allowed.

4. Belt: Dress belts must be worn. Belts should be leather in look. Ornate decorations or large buckles will not be allowed.

5. Shoes: Shoes must be conventional black or brown dress shoes that are leather or leather in look. Shoes must have a back and the sole must be BLACK or BROWN (No white soled boat shoes). Sports shoes, work boots, hiking or athletic boots, canvas shoes, sandals, moccasins, slippers, and clogs of any color are unacceptable. **SPORTS SHOES AND BOOTS MAY BE WORN TO SCHOOL, BUT STUDENTS MUST CHANGE INTO REGULAR SHOES BEFORE HOMEROOM.** Shoes must remain in good repair and socks must be worn.

6. Hair and Facial Hair: Students must keep hair, including facial hair, neatly groomed. Hair should be neat, clean, and properly combed and in no way obscures a student's face. The following is not considered acceptable: partially shaved hair or shaved numbers/patterns/letters. Hair of such length that it extends beyond the bottom of the collar needs to be braided or tied up. Extremes in style are to be avoided. If a student dyes his hair, it is to be of only one traditional color.

7. Winter Wear: During the winter months, students are encouraged to wear sweaters (cardigan, turtleneck, V-neck, or crewneck). Fleece coats are not allowed to be worn during the school day with the exception of the school approved Academy fleece coat that is available in the bookstore. No sweatshirts or coats with hoods are allowed to be worn during the day. A dress shirt and tie must be worn underneath all permitted sweaters and sweatshirts.

8. Hats: No hats or caps of any kind are to be worn in the school building. Hats must be removed upon entering the school building and be placed in the student's locker until the end of the school day.

9. Jewelry and Accessories: Jewelry is not to be excessive. Earrings of any kind are not allowed, whether they are covered up or not. A single bracelet may be worn on each wrist. No headphones are to be worn in the hallways. Teachers reserve the right to allow students to wear them in the classroom. Headphones brought to school must be either in locker or backpack out of sight until school is dismissed.

10. Body Markings: If a student has a tattoo, at no time is it to be displayed at school or while the student is participating in an extracurricular sport or activity. Nail polish and makeup of any kind is prohibited.

11. Dress Down: During dress down days students must either remain in standard dress code or wear a professionally printed SJJ shirt with jeans, or dress pants. Tennis shoes are allowed instead of the usual dress shoes. Students cannot wear flip flops, sandals, sweatpants, track pants, or any other pants other than jeans or dress pants. In warmer months the Academy Administrator may allow students to wear shorts. Dress down days during spirit weeks will follow the pre-approved theme of the day.

Items not covered in the dress code should be considered unacceptable. Violations of the dress code will result in a Dress Code Violation (DCV). First and second DCVs will result in writing the dress code. A third violation in the same quarter will result in a JUG.

ELECTRONICS AND MISCELLANEOUS

1. Cell phones, iPads (confiscated for misuse), and music players should not be visible or heard during the school day. Students violating this policy will have their device submitted to the Academy Administrator's office where it will be held until the end of the day. The first offense will require the student to serve a JUG. Any subsequent offense will require a parent to pick up the device.
2. Misuse of iPads is doing anything on the iPad during class time that the teacher has not instructed you to do. **NO GAMES WILL BE PLAYED DURING SCHOOL HOURS.** Anytime a student is caught playing a game or

caught with a game in his history between 8:00 a.m. and 3:08 p.m. the student's iPad will be confiscated. The confiscation of the student's iPad will result in a 3 hour JUG.

3. Social media is prohibited at school and will result in confiscation of the electronic device used to access the site. Any pictures taken of any student and posted on a social media website without the permission of the individual during school hours will result in a 3 hour JUG. Any pictures of students or faculty posted on social media with the intent of mocking the individual will result in at least a 3 hour JUG and up to suspension or expulsion.
4. Water bottles are permitted in classrooms as long as the teacher allows them. No water bottles are to be in the theater, computer labs, or science labs. Water is the only substance allowed in the water bottles. No sports drinks, pop/soda, or other beverages are allowed. Water bottles cannot exceed 24 ounces in size.
5. Food and beverages are permitted in the Carty Fox Commons only.

Disciplinary Procedures

While discipline usually denotes correction or punishment, properly understood it refers to self-control, or to ordering one's activities toward a particular goal. Discipline at SJJ involves a student's fundamental acceptance of the school's philosophy and values, as well as proper behavior according to its rules. Most enforcement of SJJ's philosophy and values is done within the classroom; however, some situations require the involvement of the Academy Administrator.

Justice Under God (JUG)

JUGs may be assigned by the Academy Administrator of Student Life or by instructors.

JUGs assigned by the Academy Administrator are served before school and after school on Wednesdays unless otherwise announced. JUGs may be assigned as half hour, one hour, and 3 hour. Students should be prepared to complete a predetermined writing assignment during their JUG. 3 hour JUGs will be served on scheduled Saturday mornings at 8:00 a.m. 3 hour JUGs require a \$10 fee to cover the cost of the prefect.

Morning JUGs will begin promptly at 7:20 a.m. Half hour long JUGs will be dismissed at 7:50 a.m. After school JUGs will be served from 3:15 p.m. until 3:45 p.m. Any written penalty not completed in the half hour must be completed at home. If a student is more than 5 minutes late a 3 hour JUG will be assigned unless the student has a note.

JUGs are to be served at the next JUG day after offense is reported. These JUGs are not scheduled at the convenience of the student. Missing JUGs for any reason other than excused absence from school will result in a doubling of the consequence. Instructor JUGs, if served with the instructor, may be assigned for any day and any duration up to two hours. Instructors may also refer JUGs to the Academy Administrator.

If a student receives 3 JUGs in a quarter the student may be given additional consequences including the possibility of being put on disciplinary probation. After the quarter ends the student will be reviewed to see if he will be removed from probation. Disciplinary probation means the student could be held out of field trips, class trips, and school related extracurriculars. If a

student is held out of any kind of trip, then the student must report to school the day of the trip to serve an in-school suspension.

Suspension, and/or expulsion may be incurred for any action that compromises the reputation of St. John's Jesuit High School and Academy. Students should always remember that they are responsible to uphold the good name of St. John's Jesuit High School and Academy. A student involved in off-campus conduct prejudicial to the reputation of the school is liable to severe disciplinary action.

Serious disciplinary situations that may merit suspension or dismissal include the following:

1. Illegal use, possession, or distribution of drugs, look alike drugs, or alcohol, or the intentional misuse of other goods such as, but not limited to, over the counter medication, either on campus, at school-related events, or in an off-campus activity that is brought to the attention of the Academy Administrator through;
 - a. a faculty member or other adult in a supervisory role for the school
 - b. an officer of the legal system
 - c. a police report
 - d. a public record such as print or broadcast media
 - e. an admission by the student when confronted with information by the school administration
2. Possession of any kind of a weapon on campus or at any school-related event.
3. Gang membership or related activity.
4. Fighting (either on or off the St. John's campus) and/or the direct or indirect encouragement of a fight.
5. Destruction of property, vandalism, theft, and receiving of stolen property.
6. Possession or use of tobacco products at school or extracurricular events.
7. Insubordination or gross disrespect.
8. Possession or use of fireworks.
9. False activation of a fire alarm, bomb threats and arson.
10. Intentional misuse, tampering, destruction of computers and/or computer hardware.
11. Tampering in any way with the vending machines or phones.
12. Engaging in card games, dice, gambling or other related games of chance.
13. Vandalism or unauthorized visitation or loitering at another school.
14. Cheating or plagiarism of any type. The student will receive an automatic zero, Integrity Violation, and possible expulsion. Students may be placed on disciplinary probation based upon integrity violations.
15. Harassment or hazing of another member of the St. John's Jesuit High School community.
16. Immoral behavior and/or conduct that is detrimental to the St. John's Jesuit High School and Academy community's reputation.

In addition to the above situations, repeated violations of minor rules will result in serious disciplinary action. Students with five or more violations within a semester may be placed on disciplinary probation at the discretion of the Academy Administrator.

Expulsions

Students who face the possibility of expulsion will receive a formal letter from the

Academy Administrator. This letter will include a brief description of the actions that are at issue in the current matter; however, this should not be interpreted as being the only concerns that may be addressed by the Academy Administrator at the expulsion meeting. This letter will be sent by certified mail or express mail to the parents or legal guardians of the student.

Suspensions

Students are expected to report for the normal school daytime when serving an in-school suspension. Out of school suspensions will be served at the student's home. Students issued out of school suspensions can make up their academic work that they missed. Either type of suspension will require that the student not be able to participate in any extracurricular activities during the suspension period.

Disciplinary Probation

Students that receive a significant number of conduct violations in the course of a semester, or ten or more conduct violations within an academic school year may be placed on disciplinary probation. Students that have serious violations, such as but not limited to fighting, cheating, stealing, substance possession and/or use, etc., may also be placed on disciplinary probation at the discretion of the Academy Administrator.

Students placed on disciplinary probation will meet with the Academy Administrator to set up a behavioral contract. The student's contract and behavior will be reviewed after each quarter where one of three actions will take place. One, the student may be expelled from the school based on his inability to change his behavior for the better. Two, the student may continue to stay on probation for one more semester if some progress has been made, but not enough progress has been demonstrated to remove the student from probation. Three, upon demonstrating profound improvement in the student's conduct, he may be removed from probation and admitted as a student in normal standing. Students that refuse to complete disciplinary contracts will be asked to leave SJJA.

Integrity Violations

While integrity violations often include cheating and plagiarism, the scope of this process extends beyond these narrow instances. The Academy Administrator may issue additional penalties, such as 3-hour JUGs or suspensions. Students that receive more than one integrity violation during the academic year will be placed on disciplinary probation, and his teachers will be notified of his offenses.

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

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

First Offense – Zero received for work

Parents notified of violation.

Integrity meeting held

Minimum of a 3-Hour JUG assigned by the Academy Administrator

Second Offense – Zero received for work

Parental meeting held with the Academy Administrator of Student Life

Minimum of a 3-Hour JUG assigned by the Academy
Administrator
Student placed on Disciplinary Probation
Third Offense – Zero received for work
Academy Administrator recommendation for dismissal

Hazing

At St. John’s Jesuit High School, “hazing” is strictly prohibited. Any student who is proven to be involved in hazing another students will be dealt with severely, up to and including possible expulsion. Hazing is defined as any act used to initiate a person into school or any organization that causes or creates a substantial risk of mental or physical harm. The administration strongly feels that organizations within the school should engage in team-building activities of a positive nature. Becoming part of a great tradition should be a positive and rewarding experience free of any painful or demeaning requirements. Any reports of hazing should be reported immediately to the Academy Administrator and/or the Athletic Director.

Parent Concerns and Appeals

Sometimes parents encounter a problem over conflicts with interpretation of school policies or with actions by school personnel. In these situations, parents should follow a step-by-step process for attempting to resolve the conflict. If a parent has a problem with a teacher, they should always meet with the teacher first. If satisfaction is not received, the parent should then contact either the Academy Administrator and/or the COO depending on the area of concern. In the case of athletics, the parent should first contact the coach and then the Athletic Director. If the situation remains unresolved, the parent should make an appointment to meet with the COO, who will make the final decision.

Classroom issues: concerns about grading, assignments, discipline and other classroom related activities should, of course, first be discussed with the instructor.

If that discussion is not productive, then parents should contact their son’s counselor, who frequently will act as a liaison.

The third step, if required, parents should then contact Mr. Carroll, Academy Administrator.

Athletic issues: concerns about team matters should first be addressed with the head coach of the team. If that initial discussion is not productive, then parents should contact Mr. Schoen, the Academy Athletic Director.

Appeals: appeals of decisions by either of the Academy Administrator or the Athletic Director should be directed to Mr. Knight, the COO, only after parents have taken the other steps. School officials work hard to address parental concerns. In extreme cases where the resolution process does not seem to be working, the school reserves the right to require that the parent withdraw from the process.

St. John's Jesuit Academy Social Media Policy

Social Media is rapidly expanding part of our society. This technology is in heavy use by the youth including our students here in the Academy. Social media can be used for good and its possibilities are endless, but social media can also be used as a distraction in the classroom, and as a tool for bullying. It is important to talk with your sons about responsible use of social media and to make sure you are monitoring their use of social media websites. Many students do not realize that what they put on the internet is there permanently and could damage their reputation or the reputation of St. John's Jesuit.

Social Media use is strictly prohibited on school grounds. If a student is caught using social media at school the electronic device being used to access the website will be confiscated. Students will be disciplined if he is caught during school hours or if an incident is brought to the school's attention by another school's administrators or through public media. If you as a parent see inappropriate use of social media by another student we ask that you contact that student's parents to notify them of their son's indiscretion, and if needed St. John's Jesuit will handle the matter from a counseling perspective.

It is important that students understand that taking pictures of or recording of any student, teacher, or faculty member without their permission is against school policy and also is illegal. Posting any videos or pictures on the internet of any student, teacher, or faculty member is against school policy and also illegal. If a student is caught doing this it will result in suspension or expulsion.

St. John's Jesuit High School and Academy Dance Policy

SJJA dances are created for the social benefit of our students. They provide a chance for SJJA students to enjoy themselves, meet others, and safely enjoy their extracurricular time. The safety of SJJA students and the respect for others as conveyed by Men for Others, are the two primary concerns for SJJA dances. The following contains rules and regulations that SJJA students and their guests must abide by at all SJJA dances.

Guest Policy

SJJA encourages its students to invite guests to dances. Attendees must be junior high age, and they must present current, valid, Catholic school photo identifications to enter SJJA dances. Students without current, valid, school photo ID's will not be admitted to the dance. Students from schools other than local Catholic Elementary and middle schools are required to present a guest dance permission form. SJJA students are allowed to sponsor one guest per dance and they are responsible for submitting the completed dance guest permission form to the Academy Administrative Assistant no later than the Wednesday prior to the dance. Dance guest permission forms will not be accepted the day of the dance. The Academy Administrator has the final say in the approval of a dance guest permission form.

Dress Code

All students attending SJJJ dances should be respectful of themselves and others in their behavior and dress attire. Dance moderators have the final say in the approval of student dress. Any attire that is deemed unacceptable by the dance moderators will require the student to either change his/her clothes to an appropriate outfit or to leave the dance.

Dance Etiquette

SJJJ students are to demonstrate behavior that is becoming of Ignatian values and demonstrates being a

Man for Others. Female guests must be treated as young ladies and deserve the full respect of SJJJ students. Dances are not a place for students to fight with their dates or to break up.

Inappropriate dancing will not be tolerated. Moderators will monitor the dancing to make sure that it is acceptable. Certain dance moves, including but not limited to slam dancing, mosh pits, body surfing, grinding, will not be tolerated. Students may be warned once before being told to leave the dance. Behavior that is overly disrespectful or dangerous may warrant additional penalties beyond being removed from the dance.

Security

For the safety of our students the use and possession of alcohol, tobacco, drugs and other illicit substances is forbidden. Violators will face penalties as described in the SJJ Student Bulletin of Information.

No limos or other chauffeured vehicles are allowed for SJJJ dances. Students arriving in such vehicles will not be allowed into the dance and their parents will be contacted.

All SJJJ dances will have two to four faculty prefects. Prefects are expected to follow the school rules and monitor student conduct and safety. All SJJJ dances will have Toledo police officers for safety reasons. SJJJ is not responsible for missing or stolen items.

2020-2021

PART VI. TUITION AND FINANCIAL POLICIES

TUITION AND FEES

Pertaining to ALL students:

Tuition	\$12,670.00
Composite Fee	\$ 1,485.00
(Payable July 1, 2020)	

Miscellaneous Fees:

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

Additional Fees:

Returned Check/NSF Fee (each occurrence) \$30.00

FINANCIAL POLICIES

1. St. John's Jesuit has a prepaid tuition program required of all students. **Tuition and fees are payable on or before July 1.** Parents may choose either to pay in full by July 1 or to finance all or part of the total cost through the **FACTS** program. **All financing arrangements must be completed by July 1.** Payment may also be made using your Discover Card, MasterCard or VISA. This is a continued option this year when making a tuition payment. **All tuition and fees collected by the school after July 1 will be charged an additional \$150.00 fee.** This fee is to help offset the administrative and collection costs.
2. All student billing is done through FACTS and all families are required to have a valid FACTS account.
3. Any requests for changes in Payment Plan due dates must be made via email 3-4 business days prior to the due date to cschroeder@sjtitans.org. Confirmation of this change will occur thru automated email from FACTS. It is the responsibility of the parent to ensure email requests are received in time to the Business Office. Any late email requests are not the responsibility of the Business Office.
4. The registration fee is a one-time **non-refundable fee**. This fee is payable at the time the student registers for classes at St. John's Jesuit after acceptance. Notification of withdrawal must conform to the withdrawal guidelines.
5. The Bank charges St. John's Jesuit High School for each check that is returned. Therefore, our charge of \$30.00 is to recover our cost. If an electronic payment through FACTS is returned for non-sufficient funds (NSF), then FACTS will charge \$30.00 to recover their cost.
6. **All financial obligations to the school must be fulfilled in a timely manner before a student is promoted to the next year.** In the case of seniors, financial obligations must be met by final exams in April, so that the senior can take final exams, complete their senior project, receive final credit for courses and attend commencement. Obligations for underclassmen must be made before final exams. Transcripts will be sent only when all tuition and fees have been paid.
7. If a student withdraws from school for any reason, the following refund policy will be followed: Zero (0) Days attended, 100% refund (except registration fees). Withdrawal before the first week of school ends, a 50% refund will be issued for tuition only. Withdrawal after the first week and before the 1st quarter ends, a 25% refund will be issued for tuition only.

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

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

8. The following must be adhered to for a student to remain enrolled at St. John's Jesuit High School.
 - A. All previous financial obligations must be fulfilled before the next school year.
 - B. Students will not be able to take semester exams until account is current.
 - C. Official records will not be sent until all financial obligations with the school been met.
 - D. Financial aid for the next school year will not be offered to families whose previous accounts are not current.
 - E. Parents/guardians are responsible for notifying the Business Office when unforeseen financial difficulty is incurred.

DELINQUENT TUITION GUIDELINES

When payment for tuition and fees is not received by the specified due date and the account becomes delinquent, a letter will be mailed to the parent/guardian notifying them of the delinquency. The parent/guardian will have a grace period to bring the delinquent tuition and fees up to date. If a student's tuition and fees are delinquent, they will not be able to take semester exams or advance to the next year and will be asked to leave St. John's Jesuit High School and Academy. A student with delinquent tuition who is unable to sit for semester or final exams will be issued a grade of "Incomplete" for the exam and the semester since he has not completed the requisite work to receive credit for the semester. The parent/guardian must keep the Chief Financial Officer informed of changes that may occur affecting their financial status.

TUITION ASSISTANCE PROGRAM

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

To apply for tuition assistance, parents must apply online with FACTS, which can be accessed through our website www.sjtitans.org. There is a fee of \$35 for this professional service. The form is then processed and returned to St. John's Jesuit indicating the level of need, so that tuition assistance can be awarded. Tuition assistance is awarded according to need within available funding.

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

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

ADMISSION POLICIES

St. John's Jesuit High School accepts and admits students of any race, color, or ethnic origin to all rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. In addition, the school is not intended to be an alternative to court or administrative agency ordered, or public-school district initiated, desegregation.

Transfer applications are accepted beginning at the start of the second semester prior to the desired enrollment year. St. John's does not accept senior transfers unless the student is moving from out of town. Students are enrolled at SJ at the beginning of the academic year only.

AIDS POLICY

At St. John's Jesuit High School students, whether enrolled or seeking enrollment, with Acquired Immune Deficiency Syndrome (AIDS), or who test HIV Positive shall be permitted to attend school in a regular classroom setting provided that the student meets specified conditions as determined by school health officials and school administrators.

GANG POLICY

Any student who participates in gang-related activity, including wearing or displaying gang symbols, will be suspended and may face expulsion. Students who refer themselves to the administration for help will be provided an opportunity that encourages wellness and reconciliation with family, school and others. In these cases, the final decision regarding any school sanctions rests with school administration.

SAFE SCHOOLS ACT

The possession of any type of firearms, weapons, dangerous or illegal objects on the school campus or at school-sponsored activities is grounds for immediate expulsion. Talk about the

violent use of such weapons by a student is grounds for immediate suspension and possible expulsion.

The Safe Schools Act of 1997 states that: “whoever unlawfully assaults, strikes, threatens or menaces” any employee or student of any school shall be guilty of a misdemeanor of the first degree. Furthermore, “whoever disrupts, disturbs or interferes with any activity” conducted in a school or a school-sponsored activity shall be guilty of a misdemeanor of the first degree.

St. John's Jesuit High School provides the safest possible environment for the formational experience of our students. As such school officials have the right, indeed the responsibility, to search school property—including lockers—and personal property—including bookbags, backpacks, and clothes—if reasonable suspicion exists.

SUBSTANCE ABUSE POLICY

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

By attending St. John's Jesuit High School and Academy, each student has committed to a 12-month drug/alcohol abuse contract. Any violation of the substance abuse policy during the year will result in disciplinary action from the school. Furthermore, any violation of the drug, alcohol, tobacco or any other substances policy will cover the duration of a student's career at St. John's Jesuit, whether the career is four or seven years.

St. John's Jesuit High School and Academy provides a program based upon the needs and concerns of our community. It acknowledges that a program, in order to prevent abuse, must have elements addressing both education and assistance within its structure. St. John's Jesuit High School and Academy commits to aiding in the form of drug education, counseling services, support, and treatment to those who request it. Both the education and the assistance portions of the policy have the same objective: to help our students make healthy decisions.

Random substance testing by hair analysis is included in the assistance program for all students grades 8-12. The possibility of being tested provides a tool to counter the peer pressures associated with illegal drugs, giving an ‘out’ when St. John's Jesuit students are experiencing these pressures. This tool also provides parents/guardians the opportunity to reinforce their own message of maintaining a safe and healthy lifestyle.

St. John's Jesuit High School and Academy commits to assisting those in need and enforcing the consequences to those who either violate our rules or fail to comply with the assistance phase of the program.

Students are further cautioned to refrain from any activities outside the school that may reflect negatively on the school. Physical presence in a situation at which alcohol or other drugs are

being illegally or illicitly used or possessed by minors or unauthorized parties may be grounds for disciplinary action. Students should be aware how easily this type of situation can degenerate into a serious violation. Students are encouraged not to support these situations but rather to use positive peer pressure to host and attend group activities without use of alcohol or other drugs.

Self-Referral

Information received from students and or parents who voluntarily seek help from school authorities concerning the student's illegal or illicit substance use will be maintained in confidence and will not serve as a basis for disciplinary action. The student's counselor will be notified and will meet with the student to determine the specific needs involved. All recommendations of the counselor must be adhered to, including the possible requirement to meet with a drug prevention specialist and/or submit to substance testing. Self-referrals do not provide immunity from disciplinary action should students continue to use, possess, or distribute controlled or other illicit substances. A self-referral must occur before being discovered to be using or possessing such substances by school or law enforcement officials.

Random Testing

All students, grades 8-12, are subject to random drug testing by hair analysis. The standard 5-panel substance test detects use of cocaine, opiates, phencyclidine, amphetamines, and marijuana. Alcohol detection is also available at an additional cost and will be utilized on a random basis. Students who test positive for illegal or illicit drug usage will be provided individualized assistance for their substance usage. Rooted in *cura personalis*, a first offense of the substance testing policy is not punitive. Focus is placed on partnering with parents/guardians to guide their son toward a healthy and safe way of life. A meeting will be held with the Associate Principal to discuss probationary terms to ensure compliance towards a healthier lifestyle.

In addition to random testing of grades 8-12, any student may be tested for reasonable suspicion as determined by the Academy Administrator. In the case of reasonable suspicion of drug use, St. John's Jesuit High School and Academy will require drug testing by an independent, third party testing agency within 18 hours of the Academy Administrator's request. St. John's Jesuit High School and Academy will use Occupational Care Consultants for reasonable suspicion substance tests.

All students, grades 8-12, must be able to provide a hair sample, ½ inch in length, from either their head, legs, or arms unless a medical condition prevents it. Refusal to submit to a substance test, whether random or for reasonable suspicion, shall be considered a substance abuse policy violation. Additional tests from other agencies or doctors will not replace the rulings from the first test as required by St. John's Jesuit High School and Academy. A failure to release any test results to St. John's Jesuit High School and Academy will be considered a violation of the substance abuse policy.

A breathalyzer may also be used by the Academy Administrator at random or when reasonable suspicion for alcohol exists at school or a school related activity.

Substance Violation

A student may not possess, sell, distribute, furnish, pass or be under the influence of any illegal and/or illicit substance at any event, including but not limited to athletic, academic, cultural, or social activity associated with St. John's Jesuit High School, or in an off campus setting. Students found to have done the above will be suspended for a minimum of three days and may be expelled from St. John's Jesuit High School. If the offender is permitted to continue enrollment, a meeting will be held with the Academy Administrator to review probationary terms, including a mandatory extracurricular suspension.

Tobacco

Smoking, or the use or possession of any tobacco products is not allowed in school or at any school-related events including but not limited to retreats. Students who are caught either using or in possession of said products will have a choice of consequences: they may serve an out-of-school suspension, or attend a smoking clinic directed by one of the local hospitals. Tobacco use or possession is a violation of the acceptable use policy as it pertains to extracurricular participation.

REV. 7/13

ADDENDUM 1

PROCEDURE FOR RANDOM SUBSTANCE TESTING THROUGH HAIR ANALYSIS

- A. Upon enrollment, in consideration of being admitted to St. John's Jesuit High School and Academy, a parent/guardian and prospective student, grade 8-12, will sign the Student Handbook Agreement and Consent Form.
- B. The Associate Principal will provide student ID numbers for all students to the designated vendor.
- C. The Academy Administrator will provide a testing date to the vendor. The vendor will provide the ID numbers of randomly selected students who are to be tested.
 1. Testing dates will occur at random throughout the school year.
 2. A significant percentage of the student body will be tested throughout the school year.
 3. Students remain part of the random selection group throughout the school year and may be tested more than once.
- D. Certified personnel will perform the hair collections using chain of custody procedures established by the vendor.
 1. The certified personnel clip a sample of hair from the student and places it in an envelope containing the students ID number. The envelope will be sealed by the certified personnel and initialed by the tested student.

2. Samples will be placed in the collection bag and mailed to the vendor. No names will be recorded on the collection bag.
- E. The Academy Administrator will receive test results within two weeks.
1. For negative results, parents will be notified by mail.
 2. For positive results, parents will be contacted by phone.
 - i. Positive results will be sent to a Medical Review Officer (MRO) for certification. For positives indicating use of illegal or illicit substances, the MRO will automatically certify the test as positive and notify the Associate Principal. For positives indicating illicit use of legal substances, the MRO will contact a parent to determine if a physician has prescribed any medications. Requested proof of prescription medication must be provided within one week of notification by the MRO. If the prescription medication is determined to be the cause of the positive, the test shall be certified as negative. If the prescription medication was not the cause of a positive result, the test shall be certified as positive. Certified results will be provided to the Academy Administrator of Student Life by the MRO.
 - ii. Positive results may be contested by contacting the vendor. The vendor maintains additional samples for further testing. Consequences will be postponed until the clarifying results are presented.
 3. Results are available to the student, the parents/guardians, designated counselor(s), and the appropriate administrators.

CONSEQUENCES FOR POSITIVE RANDOM TEST

1. First Positive Test
 1. A meeting will be held with the parents/guardians where probationary terms will be discussed.
 2. The student's school counselor will be notified.
 3. The student will attend a mandatory 10-week educational substance use support program led by a St. John's Jesuit counselor.
 4. An assessment will be completed by a substance abuse specialist. Continued enrollment and participation in extra-curricular activities at St. John's Jesuit is contingent on adherence to all recommendations of the specialist.
 5. The student will submit to additional drug screening every 90 days for a period of 12 months or completion of high school. A fee will be assessed for all subsequent testing after a first positive test. Following the 12-month period, the student will again be eligible for random testing.
2. Second Positive Test
 1. All consequences as described for a first positive test.
 2. Three day in-school suspension, permitting for on- or off-site counseling/evaluation.
 3. 14 community service hours to be completed within two weeks of notification.
 4. 12-month suspension of all parking privileges and extra-curricular participation.

5. The student's disciplinary record will be reviewed by the Academy Administrator, who may recommend dismissal following the current procedures in the Student Handbook.
3. Third Positive Test
 1. Out-of-school suspension with a recommendation for dismissal.

CONSEQUENCES FOR SUBSTANCE VIOLATIONS

A. First Offense

1. Parent(s)/Legal Guardian(s) notification occurs.
2. Student receives a suspension (either in or out of school) of at least three days.
3. A meeting is held to establish a follow-up (A formal assessment, which is conducted at the student's expense, will be required.) Based upon the assessment, the student may be required to attend a mutually agreed upon substance abuse program.
4. The student will be suspended from attending extracurricular activities, including but not limited to dances, games, and club activities, for at least one academic quarter.
5. The student is required to comply with the recommendations established by school officials and outside professionals who are consulted.
6. The student will lose 100% of his extracurricular activities with the ability to earn up to 80% back upon a successful completion of the school's recommendations. The percentage of participation within the 80% will be decided at the discretion of the Academy Administrator and will be based upon factors including, but not limited to, the seriousness of the offense, recidivism, and the student's cooperation.
 - a. A written letter will be presented to the Athletic Director and the Activities Director explaining that the affected student had a substance violation and will need to be suspended for the determined amount of time from extracurricular activities.
 - b. The Athletic Director and Activities Director will contact coaches and moderators to inform them of the violation and the extracurricular suspension.
 - c. The Athletic Director and the Activities Director will provide a written report back to the Academy Administrator indicating the dates of the student's extracurricular suspension.
7. The student shall complete a 350-word essay about his experience.
8. The student shall write a letter of apology to the school, his advisor/coach, and fellow classmates.
9. The above stipulations must be completed within a two-week time period after the violation. Failure to cooperate will result in dismissal from St. John's Jesuit and Academy.
10. The student will undertake random drug tests as described above in the school's policy for the duration of his time at St. John's Jesuit High School and Academy.

B. Second Offense

1. Parent notification occurs.
2. The student will lose all participation in his sports/extracurriculars/co-curriculars for

- 12 months including, but not limited to, sports, dances, games, and club activities.
3. A second violation of the substance use policy may be grounds for expulsion from St. John's Jesuit High School and Academy.

C. Third Offense

A third substance violation shall result in an expulsion from St. John's Jesuit High School and Academy.

Definitions/Understandings:

SUBSTANCE: Including but not limited to illegal drugs, alcohol, tobacco, illicit use of legal substances, abuse of prescribed medications, steroids, and counterfeit substances and paraphernalia.

USE shall be defined as consumption, possession or control over an illegal or illicit substance. Possession shall be defined on the person, on the property owned, including cars and lockers, and/or used by the person.

PARAPHERNALIA: Including but not limited to items which are intended to be used for manufacturing, packaging, or consuming an illegal/illicit substance.

SCHOOL DISCRETION: This policy is intended to promote fair and consistent guidelines for student consequences of illicit substance use. The school reserves the right to make judgments concerning individual cases for the protection of the St. John's Jesuit High School and Academy community and the student.

CONSEQUENCES are progressive in relation to the nature and/or frequency of the violations. The specific consequences will depend on the severity of the offense and the circumstances.

ASSESSMENT: School officials have the right to attempt to determine whether a student needs treatment, therefore a professional substance use assessment may be required to determine if a substance problem exists. While no action may be taken at the time, students may be required to attend educational classes and/or professional treatment. Failure to cooperate may result in additional disciplinary action, up to and including suspension and even expulsion.

TECHNOLOGY

iPad Acceptable Use Policy

An individual iPad in a 1-to-1 environment provides an opportunity to enhance each student's overall learning experience. Utilizing the iPads at St. John's Jesuit gives students the access to learn anywhere, anytime - both in classrooms and at home. This 1-to-1 personalized learning also narrows the digital divide between students and promotes responsible use of today's ever-changing technologies. All iPads are subject to the same acceptable use guidelines as all other St. John's Jesuit provided electronic devices. All applications (apps), files and documents purchased by St. John's

and stored on the iPad remain the property of St. John's Jesuit until graduation. St. John's Jesuit reserves the right to confiscate and search a student's iPad to ensure compliance with the Acceptable Use Policy. Students in violation of the Acceptable Use Policy may be subject to but not limited to; disciplinary action, overnight confiscation, removal of content. In the event of confiscation, completion of all class work remains the responsibility of the student. St. John's Jesuit is not responsible for the financial loss of any personal files that are deleted.

Student Responsibilities Safeguarding and Maintaining as an Academic Tool

- The iPad is required to be at school every day, fully charged.
- Students are encouraged to purchase protective covers/cases for their iPads.
- If an iPad is left at home or is not charged, the student remains responsible for completing all coursework as if they had use of their iPad.
- Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment unless no other means of completion exist.
- Items deleted from the iPad cannot be 'undeleted', so backing up your work is very important. Syncing the iPad to iTunes should be done regularly. Doing so will safeguard all files, documents, and apps.
- Your SJJ e-mail must be connected to the preloaded iPad e-mail app.
- Preloaded apps may not be deleted, and they must be updated periodically.
- Memory space is limited. Academic content takes precedence over personal files and apps. In the case of memory space conflict, personal files/apps must be removed at the student's expense.
- Non-educational content is for personal use only and should not be shared in any manner, audio or visual, with other students.
- The volume is to remain on mute unless headphones are attached and/or permission is obtained from the teacher.
- Gaming and/or the use of social media during class time, including study hall, is strictly prohibited. Violators will receive a minimum of a 3-Hour JUG.
- The whereabouts of the iPad should be known at all times. It is student responsibility to keep their iPad safe and secure.
- iPads belonging to other students are not to be tampered with in any manner.
- The utilization of a VPN or other means to circumvent school security measures is strictly prohibited. Lost, Damaged or Stolen iPad
- If the iPad is lost, stolen, or damaged, the Main Office must be notified immediately.
- All iPads must be passcode protected by the user.
- iPads that are believed to be stolen can be tracked through Mobile Me, which the student is required to enroll in upon receiving the iPad. Lost iPads that cannot be recovered are capable of being remotely wiped. The student is responsible for the cost of replacing an iPad that is lost, stolen, or damaged.
- The iPad is subject to routine monitoring by teachers, administrators, and the technology staff. The St. John's Jesuit Technology Department will periodically monitor iPad wireless activity. If the Acceptable Use Policy is violated, the iPad may be remotely locked down, wiped, and/or confiscated.

Prohibited Uses Include: Accessing Inappropriate Materials - All material on the iPad must adhere to the values and mission of St. John's Jesuit High School. Students must abide by the same prohibited uses as the use of lab computers and laptops. Students are not allowed to send, access,

upload, download, or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials. Illegal Activities - Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity. Cameras - Students must use good judgment and follow the predefined St. John's Jesuit rules of conduct when using the camera. The student agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of camera's in restrooms or the locker room, regardless of intent, will be treated as a serious violation. Use of the camera and microphone are strictly prohibited in the classroom and hallways unless permission is granted by a teacher. Misuse of Passwords/Unauthorized Access - Students must set a passcode to their iPad to prevent other students from misusing their iPad. Any student caught trying to gain access to another student's accounts, files or data will be subject to disciplinary action. Malicious Use/Vandalism - Any attempt to destroy hardware, software or data.

COMPUTER, NETWORK, AND INTERNET ACCEPTABLE USE POLICY

St. John's Jesuit High School is pleased to make available to students' access to the school network and to the internet. For us to be able to continue to make the computer network and internet access available, all students must take responsibility for appropriate and lawful use of this resource. Students must understand that one student's misuse of the network and internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and staff will make reasonable efforts to supervise student use of the network and internet, they must have student cooperation in exercising and promoting responsible use of this resource. Student Access A student who submits a properly signed Student Handbook Agreement and Consent Form to the school and follows the policy to which he has agreed will be permitted access to the SJJ Network and Internet. Students will be asked to sign a new Agreement and Consent Form each year during which they are students at St. John's Jesuit High School before they are given access to the Network and the Internet. Students are to only access Wi-Fi from the SJJSTUDENT network or SJJPUBLIC network. Virtual Private Networks (VPNs) are strictly prohibited. Guidelines All users and their parents/guardians are advised that access to the electronic network may include the potential for access to material inappropriate for school-aged pupils. Every user must take responsibility for his use of the computer network and internet and stay away from these sites. o

The following uses are prohibited:

- Offering for sale or use any substance which is prohibited by St. John's Jesuit Student Handbook
- Viewing, transmitting or downloading inappropriate materials or materials that encourage others to violate the law
- Intruding into the school network or the account of others
- Downloading any programs or files, such as but not limited to MP3s files, onto computers or user directories, or for the purpose of saving to disks or USB memory accessories
- Game/music playing on SJJ computers
- Using Proxy servers
 - o Only access Wi-Fi from the SJJSTUDENT network or SJJPUBLIC network
 - o You must not disclose or share your password with others
 - o Only school issued DVD/CDs can be used on SJJ computers

Privacy Network and Internet access is provided as a tool for your education. St. John's Jesuit reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All such information shall be the property of St. John's Jesuit and no user shall have any expectation of privacy regarding such materials. Failure to Follow Policy and Breach of Agreement The student's use of the computer network and internet is a privilege, not a right. A user who violates this policy and breaches his agreement will result in disciplinary action.