



Student Handbook 2019-2020

ST. JOHN THE BAPTIST DHS
1170 MONTAUK HIGHWAY
WEST ISLIP, NEW YORK 11795
(631) 587-8000
www.stjohnthebaptistdhs.net

ADMINISTRATION

Principal	Mr. Biagio M. Arpino
Assistant Principal	Mr. Matthew Artigas
Assistant Principal	Mrs. Claire Gohn
Assistant Principal	Mr. Rob Leone
Dean of Students	Mr. Patrick McKevitt

For an appointment with a faculty member or an administrator, please call during office hours (7:45 am - 3:15 pm).

It is extremely important that the school records be kept up-to-date, therefore any changes in address, telephone numbers or work phone numbers must be sent, in writing, to the Registrar.

To report your child absent from school, please call the Attendance Office at (631) 587-8000 ext.124 between the hours of 7:30 AM and 9:00 AM.

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

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

DIOCESAN HIGH SCHOOL HANDBOOK STATEMENT

St. John the Baptist Diocesan High School is operated in full accord with the teachings of the Roman Catholic Church (the “Church”), subject first and foremost and at all times to the Church’s moral ethical, canonical and religious precepts as interpreted by the Diocesan Bishop of the Roman Catholic Diocese of Rockville Centre (the “Diocesan Bishop”) and applied by the school administration. The Diocesan Bishop is the final arbiter of the interpretation and application of such precepts to all aspects of school life. These precepts shall be the guiding principles and law upon which the entire life of the school shall be understood.

MISSION STATEMENT

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

ST. JOHN THE BAPTIST DIOCESAN HIGH SCHOOL

1170 MONTAUK HIGHWAY ▪ WEST ISLIP, NEW YORK 11795-4959

(631) 587-8000 FAX (631) 587-8996

2019-2020 STUDENT HANDBOOK DECLARATION

THIS MUST BE RETURNED TO YOUR ADVISORY TEACHER BEFORE SEPTEMBER 10, 2019

Student Name: _____ Grade: _____ Adv.: _____

We understand that by signing this declaration, we acknowledge that we have read and understand the policies and procedures contained in this student handbook. We understand that all students and families of St. John the Baptist are required to adhere to **all** the rules and regulations that are explained in this handbook.

Please initial on the line next to each section below to denote that you have read and are aware of the specific policy, as policies may have been updated.

Attendance Policy	<i>Student Initial:</i>	<i>Parent Initial:</i>
Late To School Policy	<i>Student Initial:</i>	<i>Parent Initial:</i>
Late To Class Policy	<i>Student Initial:</i>	<i>Parent Initial:</i>
Academic Policies	<i>Student Initial:</i>	<i>Parent Initial:</i>
Dress/Personal Appearance Policies	<i>Student Initial:</i>	<i>Parent Initial:</i>
Student Behavior Policies	<i>Student Initial:</i>	<i>Parent Initial:</i>
Water Bottle Policy	<i>Student Initial:</i>	<i>Parent Initial:</i>
Closed Campus Policy	<i>Student Initial:</i>	<i>Parent Initial:</i>
Concussion Policy	<i>Student Initial:</i>	<i>Parent Initial:</i>
Student Technology Policy	<i>Student Initial:</i>	<i>Parent Initial:</i>
Drugs, Vaping, Smoking Policy	<i>Student Initial:</i>	<i>Parent Initial:</i>
Cell Phone Policy	<i>Student Initial:</i>	<i>Parent Initial:</i>
Dress Down Day Policy	<i>Student Initial:</i>	<i>Parent Initial:</i>
Detention Policy	<i>Student Initial:</i>	<i>Parent Initial:</i>
Academic Honor Code	<i>Student Initial:</i>	<i>Parent Initial:</i>
Tuition Policy	<i>Student Initial:</i>	<i>Parent Initial:</i>
Academic Ineligibility Policy	<i>Student Initial:</i>	<i>Parent Initial:</i>

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

ACADEMICS

ACCESSING STUDENT GRADES: Parents can access student grades, attendance, and conduct reports via the Parent Portal, the link to which is located on the St. John's Homepage. Login and password information is given to parents in the student's first year. Parents should contact the main office to resolve any problems related to the Parent Portal. Grades for all classes are posted regularly. Teachers will post assignments and announcements on Google Classroom.

Parents are reminded to check the **Parent Portal** on a regular basis for updates on academic progress, attendance and behavioral infractions. The Parent Portal is the prime mode of communication for notices and announcements to the school community.

CHROMEBOOK POLICY: All Freshman, Sophomore and Junior students will be required to purchase a school-issued Google Chromebook. Transfer students in corresponding cohorts will also be required to purchase a school-issued Chromebook. All students and parents must sign the Diocesan Student Technology and Behavior Policy before their Chromebooks will be issued.

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

BELL SCHEDULE

Advisory	7:50 - 8:03	F Period	11:44 - 12:24
A Period	8:06 - 8:46	G Period	12:28 - 1:08
B Period	8:49 - 9:29	H Period	1:11 - 1:51
C Period	9:32 - 10:12	I Period	1:54 - 2:34
D Period	10:16 - 10:56	Announcements	2:34 - 2:36
E Period	11:00 - 11:40		

BELL SCHEDULE NOON DISMISSAL

Advisory	7:50- 8:03	F Period	10:09 - 10:30
A Period	8:06- 8:27	G Period	10:34 - 10:55
B Period	8:30- 8:51	H Period	10:59 - 11:20
C Period	8:54- 9:15	I Period	11:23 - 11:40
D Period	9:19- 9:40	Announcements	11:44 - 11:46
E Period	9:44- 10:05		

BELL SCHEDULE FOR 2 HOUR DELAYED OPENING

Advisory	9:50 – 10:03	F Period	12:34 -1:01
A Period	10:06- 10:30	G Period	1:05 – 1:32
B Period	10:33- 11:00	H Period	1:35 – 2:02
C Period	11:03 - 11:30	I Period	2:05 – 2:32
D Period	11:33 - 12:00	Announcements	2:32 – 2:36
E Period	12:03 - 12:30		

HOMEWORK

Homework is an integral part of a student's academic life and a key factor to his/her success at St. John the Baptist DHS. In general, students will be assigned at least 20 minutes of homework each night, in each subject. Work is to be done in a neat and orderly fashion, following the classroom teacher's guidelines.

Students should consult the student portal to obtain homework assignments from teachers. Students are responsible for any work they miss during an absence. If a student is absent, they should email their teacher if they are missing any assignments or ask another student. Parents should contact their child's Guidance Counselor to obtain assignments or books in the event of extended absence or illness. Students who fail to complete homework may be required to remain after school to complete assignments. In this regard, all students are required to complete summer reading assignments and fulfill written responsibilities. Assignments must be completed in compliance with our Academic Honor Code.

FAILURES

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

CREDIT REQUIREMENTS AND STUDENT SCHEDULES

All students must complete a minimum of 29 units at St. John's to graduate. For further information please consult the **Course Description Booklet**. Students may not take courses for credit at any other institution while attending St. John's.

Placement in honors, AP, college and school program courses are at the sole discretion of administration.

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

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

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

GRADUATION

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

ACADEMIC ELIGIBILITY POLICY

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

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

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

A student will become ineligible at the end of a quarter when grades (unweighted) are submitted and students, coaches and moderators are notified. The student is then unable to practice, play, scrimmage or attend meetings until evaluation of the next quarter's grades indicate that they are eligible.

This means that the student must sit out the **entire quarter***, even if that means being unable to participate in an entire season. However, students will be able to participate in tryouts for a new team/activity while they are ineligible, but cannot begin to practice until the next quarter's grades are reviewed.

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

Mid-Quarter Reconsideration:

Students who have worked to improve their academic status can apply at the middle of the quarter to be reinstated to their activities and removed from academic ineligibility. They can obtain the necessary form from the general office before the mid-quarter.

They will be notified by the assistant principal of the decision **after mid-quarter Progress Reports are submitted and reviewed.**

ACADEMIC AWARDS

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

1. Honor Roll:

- a. *Suma Cum Laude: quarterly weighted average of 100 or higher*
- b. *Magna Cum Laude: quarterly weighted average of 95–100*
- c. *Cum Laude: quarterly weighted average of 90–95*

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

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

HONOR SOCIETIES

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

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

NATIONAL HONOR SOCIETY

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

REQUIREMENTS for election to National Honor Society are:

Scholarship: Maintenance of a cumulative weighted academic average of 93.5%. (The first five (5) semesters at SJB). Students must be at SJB for a minimum of one year to be eligible for membership.

Leadership: Some of the qualifications of leadership include; promotion of school activities, demonstration of positive behavior, resourcefulness in making suggestions, setting tone and leading by example.

Character: The student of character upholds principles of morality and ethics, cooperates by complying with school regulations and shows courtesy, concern and respect for others. Detentions and/or suspensions from school are deemed serious and can result in removal from the Honor Society. Students may not have been suspended during the past five semesters at SJB nor had multiple detentions, nor excessive lateness or absences.

Service: The student who serves is willing to uphold scholarship and maintain a loyal school attitude, be a participant in some outside activity or volunteer service and assist visitors, teachers and other students. (For application a minimum of 30 hours of service is required.)

At least 5 of these hours must be at SJB. From spring of junior year, through September of senior year, 30 additional hours are required and another 60 hours are to be completed during senior year.)

30 hours of service are required from September of Freshman year through January 31st of Junior year. These 30 hours must include a minimum of five hours of service at SJB. Service must be for a non-profit or not for profit organization outside of SJB. Service after January 31st will not be considered.

For Seniors applying in September of Senior year: The requirement is 30 hours of service (including five hours of service at SJB) between April of Junior year and Labor Day of Senior year.

Each scholastically eligible junior will receive a nomination form in Feb/March for membership and must submit the completed form and the required letter(s) of recommendation to the moderator of the NHS.

The names of the candidates are submitted to the entire faculty for their confidential evaluation and comments. After these preliminary steps have been completed, each candidate is evaluated and either accepted, or rejected, by the vote of the faculty council, which is composed of the chapter advisor, administration and volunteer representatives from other disciplines. The deliberations of the council are confidential. The principal reserves the right to approve all decisions regarding the selection and dismissal of applicants to NHS. Upon the principal's approval the decision of the council is final.

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

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

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

OTHER HONOR SOCIETIES

The Art, English, Language (French, Italian, and Spanish), Mathematics and Music Honor Societies invite

students into their membership who excel in these specific subject areas and meet each honor society's criteria.

Once accepted in any society, the moderators will delineate the specific service requirements necessary for continued membership. Good attendance and discipline are prerequisites for membership in all honor societies. Membership in these honor societies is based on the following pre-requisites in order to apply, or be considered, for each of the following honor societies. Once applications are submitted, they will be reviewed by moderators in order for acceptance decisions to be made.

FOR ALL HONOR SOCIETY INDUCTEES

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

their induction to the following year.

HONOR SOCIETY REQUIREMENTS

Society	Grades & Levels Qualifications	Other Requirements
National Honor Society (only qualified Juniors can apply for Spring Induction)	A 93.5 weighted average is required. Evidence of significant service, leadership, character & scholarship.	A minimum of 30 hours of documented volunteer service (excluding any service for course requirements) is required for application. Completed applications are judged by faculty committee and students are notified in writing.
National Art*	90 unweighted average in Studio Art and at least one Advanced Art course.	Service at Art & Gallery shows is required after induction as well as portfolio preparation as juniors and seniors.
National English*	90 unweighted average in Junior AP English class	90 average or above in all previous English courses. Successful completion of application/essay.
National French* National Italian* National Spanish*	90 unweighted average for all courses in the target language	Must have completed Language Level II & are Level III or IV and who complete the application process.
New York State Math	Minimum of a 90 average or higher in three consecutive full year math courses taken in grades 9-12.	90 or above in all previous Mathematics courses. This includes Algebra/Regents/Honors and Geometry Regents/Honors.
Tri-M Music* Can apply	90 minimum average in a major SJB performance ensemble for each H.S year.	For acceptance: Participation in NYSSMA for 2 high school years. After induction 10hrs. /yr. of dept. & performance service is required.

in 10 th & 11 th grades		
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**A minimum of an 85 overall is required for any student applying to these discipline-specific Honor Societies.*

TESTING SCHEDULE FOR 9TH GRADERS (First Semester Only)

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

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

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

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

1. While students with Special Educational needs, Individualized Education Plans (I.E.P.'s) or 504 documents are entitled, under federal and state regulations for the handicapped, to special provisions for learning, as a private institution, St. John's **DOES NOT** provide any of these services. However, students with special needs, who are accepted to St. John's, must have their home school district contract with the West Islip School District in order for services to be provided on campus during the school day at St. John's.
Services must be limited to **one** period of resource room per day. Without this contracting, West Islip, through St. John's, **CANNOT** provide any modifications to accommodate your student's scheduling and/or testing needs,
2. The IEP/504 Plan must be reviewed by St. John's Academic Committee on a yearly basis or when the student qualifies for services mid-year.
3. The IEP/504 Plan must not limit the student's ability to obey school rules.
4. If the IEP/504 Plan, presented at acceptance, is changed or altered for the next school year, St. John's must be informed by you and the new IEP/504 Plan must be approved.
5. The IEP/504 Plan cannot require any accommodation other than resource room (one period per day 5:1 ratio) and/or extended time testing.
6. The student must successfully complete all their eight grade courses.

GUIDANCE SERVICES

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

The counselors use school orientation programs, homeroom visits, guidance classes and individual appointments to become acquainted with students.

In addition, standardized placement scores and academic history of each student is studied. Information concerning academics, graduation requirements, colleges, scholarships, career and vocational training are disseminated. Mini-college fairs and career days are scheduled throughout the year. College Night is held each year. Appointment passes to see counselors may be obtained at the guidance office reception desk.

Every student has access to a personalized Naviance account via the Guidance Department. Naviance is a comprehensive platform that students and parents can use to help in making decisions about colleges and career plans.

SOCIAL WORK OFFICE

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

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

CAMPUS MINISTRY

SPIRITUALITY

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

SUPPORT

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

SERVICE

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

PARENT INVOLVEMENT

As educators and ministers we truly need each other! Working together through communication, activity and social events enables us to better meet the needs of our students and school community.

St. John's has two parent organizations:

SJB Parent Network: The SJB Parent Network coordinates all parent volunteers for academic and social events, produces the Family Directory.

Cougar Club: The Cougar Club is open to all parents who wish to support the SJB Athletic Program.

Details about all these services and opportunities are available on the school website.

SAFE ENVIRONMENT POLICY AND REPORTING

St. John the Baptist Diocesan High School (the “School”) is committed to providing a school and school-related environment that is free from any behaviors that directly, or indirectly, threaten the physical or emotional well-being of any of our students. No such behaviors will be tolerated and are subject to the imposition of serious consequences, at the discretion of the School administration.

Threatening behaviors shall include, but not be limited to, the following: inappropriate touching, inappropriate language, sexually suggestive words or actions, harassment, bullying and abuse. Threatening behaviors are prohibited, on and off school grounds, among members of the School community.

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

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

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

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

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

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

Prompt follow-up action will be taken.

HEALTH SERVICES

Health services include two full time Registered Nurses. These services include vision screening, audiometer tests, first aid, emergency care and following all NYS mandates re: charting/immunization requirements/physicals for entire student body.

In order to help care for the “whole child”, it is important for us to be informed of any past or present health issues, medications, treatments and hospitalizations that your child has experienced in order to aid them in a time of a medical emergency or personal crisis. This info will of course be kept confidential.

New York State law requires that all 9th and 11th graders have an annual physical. In addition, every student entering a new school must have a physical examination on file in the Health Office.

New York State also requires all students entering 12th grade must have the meningococcal vaccine, given after their 16th birthday.

ALL STUDENTS ARE REQUIRED TO HAVE A CURRENT HEALTH EMERGENCY CARD ON FILE IN THE NURSE'S OFFICE BY SEPTEMBER 11, 2019. ALL STUDENT ATHLETES MUST HAVE A VALID PHYSICAL ON FILE, IN THE HEALTH OFFICE, IN ORDER TO TRY OUT FOR A SPORT

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

In case of serious illness at school a student may be dismissed only after the parent has been contacted and adequate transportation has been arranged. Any student who has been absent five consecutive days, or is returning to school after a hospitalization/concussion, must have a doctor's note stating that the student may return to school and whether they can participate in physical education.

Any student who drives to school will not be permitted to drive home if they are ill.

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

The school reserves the right to have the school appointed physician confirm the diagnosis with the student's medical doctor and can request updated medical documentation at any time.

CONCUSSION

The Concussion Management and Awareness Act mandates that students who sustain a concussion return to school with MD note addressing academics and gym. Every student with a concussion must go through **gradual return to play** (five day course of slowly introducing activity by Neurologist or trainer).

In addition, all student athletes must see a Concussion Specialist/Neurologist and adhere to St. John's Concussion Policy as mandated by New York State. For information regarding St. John's Concussion Policy contact the athletic trainer or Health Office.

ELEVATOR PASS

If required for medical reasons, an elevator pass may be obtained from the Health Office if the student

submits a valid medical note stating that they need to use the elevator. Without a pass, no student may use the elevator at any time, before, during, or after school.

INSURANCE

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

IMMUNIZATION – Required by law

A certificate of immunization against poliomyelitis, measles, rubella, diphtheria, mumps and hepatitis B, Tdap and varivax must be presented before a student enters school. All students entering 9th and 12th grade must have the meningococcal vaccine. Tetanus and diphtheria boosters are recommended every ten years.

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

MEDICATION

As required by law, if medication must be taken during school hours, it must be kept in the Health Office. A written doctor's order and the parent's written permission are required before a student is allowed to take any medication. This includes over the counter medications as well as prescriptions. Students may not self-administer medication or carry it on their person. The only exceptions are EPI Pens and inhalers with release forms signed by parents. It is important that you inform the Health Office if your child is on any medications or if they had any dosage changes in order to aid them in a time of medical emergency.

EMERGENCY/WEATHER CLOSING

In the event of an emergency weather, or unplanned event, that causes early dismissal, school, cancellation or late start, the SJB. Instant Parent Contact System will call all listed phone numbers in our parent contact list and will deliver a recorded message from SJB.

Please check the SJB website www.stjohnthebaptistdhs.net for emergency/weather closing information.

Security Personnel will be in the building to supervise students who are waiting for transportation until 5:30PM on days that late buses and after school activities are cancelled due to inclement weather.

INCLEMENT WEATHER

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

Any information concerning St. John's will be announced between 5:30 am and 6:30 am. Please do not call the school.

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

Please know that it is always a parent's decision as to whether or not their student can travel safely to school.

It is recommended that students who normally drive to school take their school buses on these days. In times of inclement weather, we make every effort to be sensitive to the safety and well-being of all of our students.

In the event that school is in excess of three snow days for the year, due to weather related school closings, days from the end of Easter recess may need to be used as make-up days.

SCHOOL STORE

The school store is open for students Monday through Friday during lunch periods. The school store is open for parents and students Monday through Friday from 2:30-3:30 pm. **The school store will be closed when after school activities are cancelled and, at other times, due to facility usage.** If you plan to visit the school store, please call 631-587-8000 (X-170) to confirm that the store will be open.

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

STUDENT SERVICES

Code of Conduct

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

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

Any action that infringes on the rights of dignity or safety of any student, faculty or staff member shall be construed as a violation of the Code of Conduct.

Any student who participates in a fight, act of violence, intimidation or any type of harassment shall be subject to disciplinary sanctions which may include suspension or termination.

Underlying every aspect of the disciplinary code is the emphasis placed upon **RESPECT**. Every student is required to give full respect at all times, in all situations, to any teacher, staff member or fellow student.

Students are expected to uphold the ideals of SJB, protect its good name and help all others to do the same. If a student is engaged in, or is aware of another student's engagement in, any behavior which is illegal, unethical, and/or immoral or an infringement of any school regulation, it is that student's responsibility to report such behavior to school personnel.

Failure to cooperate with school administration in the investigation of any situation is grounds for immediate dismissal from St. John the Baptist DHS.

Respect and honesty are expected of all students at all times. Any student who participates in any physical

conflict, vulgar, profane, disrespectful, biased language, gesture(s) or attitudes toward any individual person or group will result in immediate disciplinary action which may include suspension or termination. Such acts, whether evidenced verbally or otherwise, may result in consequences ranging from suspension to termination.

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

This ineligibility becomes effective on the day the student is informed of the transfer decision.

Members of the St. John the Baptist DHS community are **SJB STUDENTS 24/7** and are expected to exhibit respect, responsibility, honesty and integrity in all aspects of their lives; in academic performance, in social interactions and with those related to the high school and those having no direct connection with St. John the Baptist.

A St. John the Baptist student is responsible for any, and all, of his/her actions both in school as well as outside of school. Any action that is injurious to the reputation of the school may result in termination.

STUDENT RIGHTS

A student enrolled in St. John the Baptist DHS shall have the right:

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

STUDENT RESPONSIBILITIES

It is the responsibility of each student enrolled in St. John the Baptist DHS:

1. To respect the rights of each student and staff member. To respect the property of other individuals and the facilities of the high school.
2. To behave in an appropriate manner that does not endanger the safety and welfare of the student himself/herself or others.
3. To follow the appropriate directions of staff members.
Not to do so is insubordination.
4. To come to school on time. To be in regular attendance in school, in class and to submit notes

signed by a parent or guardian regarding legal absences and lateness.

5. To work to the best of your ability in all academic and extra-curricular pursuits and to strive toward the highest level of achievement possible.
6. To be familiar with, and abide by, general school procedures, policies, rules and regulations pertaining to student conduct.
7. To abide by the laws of New York and the United States of America.
8. To conduct themselves as a fine representative of St. John the Baptist DHS at all times and hold to the highest standards of conduct at all school events.
9. To complete assignments or examinations for evaluation without inappropriate assistance.
10. To leave the school building promptly after school-sponsored activities, special events and at the end-of-school day.
11. To behave in a safe, courteous and appropriate manner on school transportation vehicles and on school-sponsored field trips.
12. To dress and conduct yourself in a manner socially appropriate for a Catholic school setting.
13. To assume responsibility in maintaining a clean and orderly environment in all school facilities.
14. To display an appropriate, polite behavior at all times and to refrain from any foul language.

OFFENSES AGAINST A PERSON

1. BULLYING

NYS Anti-Bullying Law “Dignity for All Students”: guarantees that all students have the right to attend school in a safe environment.

Bullying is defined as inflicting physical hurt or emotional distress which causes undue trouble, worry or torment on one or more students both on and off school property, at all school sponsored functions and on the school bus. These actions may include, but are not limited to, teasing, social exclusion, intimidation, humiliation or threats.

Initiation rituals or actions that involve behavior which belittles or ridicules a person or treats a person with lack of respect and dignity are strictly forbidden.

Any act of bullying is in violation of the Student Code of Conduct and will be treated with serious disciplinary action which includes suspension/termination.

2. APPROPRIATE ONLINE COMMUNICATION

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

Use of St. John’s name or logo on your personal social networking site is prohibited.

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

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

Any student who thinks he/she has been the victim can contact the following persons: guidance

counselor, campus minister, school social worker or school administrator.

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

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

OFFENSES AGAINST THEFT AND DESTRUCTION

This is defined as unauthorized removal, retention, mutilation, vandalism or destruction of common property of St. John the Baptist DHS, the Diocese of Rockville Centre, or any person associated with St. John's. Students are subject to suspension/termination and will be held financially responsible for any act of vandalism or theft.

OFFENSES AGAINST THE SCHOOL COMMUNITY

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

OFFENSES AGAINST THE COMMUNITY

St. John the Baptist DHS reserves the right to review student misconduct which occurs off campus and is injurious to the school. The administration reserves the right to determine if, and to what degree, the misconduct is injurious to the reputation of the school. **Students are members of the St. John's community seven days a week, twenty-four hours a day.** A student, therefore, is responsible for his/her actions and may be terminated from St. John's for behavior that occurs off school property as well as on-line.

Examples of violations include but are not limited to:

1. Rules and regulations of St. John the Baptist DHS Code of conduct.
2. Ordinances of the Town of Islip and the Counties of Nassau and Suffolk, as well as state and federal laws
3. Host liabilities laws.

OTHER OFFENSES INCLUDE BUT ARE NOT LIMITED TO:

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

All new students (incoming freshmen and transfer students) will be on academic and disciplinary probation for their first year of attendance at St. John's.

TERMINATION OF THE EDUCATIONAL RELATIONSHIP DUE TO PARENT AND/OR LEGAL GUARDIAN BEHAVIOR: The educational relationship between the school and a student is also an educational relationship with a student's parents and/or legal guardian. Where, in the discretion of the school, the behavior, attitude, or conduct of a parent and/or legal guardian is of such an uncooperative, destructive, or disruptive nature that the ability of the school to manage the relationship with the student's parent and/or legal guardian is significantly impaired, a parent and /or legal guardian may be required to withdraw his/her child or children from the school.

ATTENDANCE

Daily attendance is an integral part of success at St. John the Baptist DHS and is therefore required of all students.

Students must be present in Advisory no later than 7:50 am. Official attendance for the school day will be taken during Advisory. Class attendance is taken each period.

Frequent absences (10%) may result in denial of course credit due to "insufficient learning time" or reduction in the participation grade for a course.

Whenever a student is absent, he/she misses an important part of the course content. **The student is responsible for all work, including all tests, study and written materials, covered during this absence.**

St. John's has the right to dismiss any student who has been absent from school for an extended amount of time and there has not been any communication from the parents regarding the lengthy absence. Lack of communication may be a cause for concern regarding your child's well-being and academic status here at St. John's.

LEGAL ABSENCE:

New York State law allows a legal absence, or lateness, for the following reasons: sickness, death in the family, religious observance or requirements of court appearance. Seniors are permitted two college visits (which may not exceed one night stay over) during school time. These visitations must be approved in the Guidance Office at least one week in advance. Documentation of the visit must be attached to the absence note.

Students who are excessively absent may be denied college visit permission. College visits are not permitted prior to school holidays or on days of school Masses or assemblies without administrative approval.

ILLEGAL ABSENCE:

State law distinguishes two types of illegal absence and lateness. These include educational neglect and truancy. All absences, legal or illegal, along with the record of lateness, are placed on the student's record. This becomes part of the permanent record and consequently may have implications for the future. **Family vacations scheduled while school is in session are not excused absences**

1. **Education Neglect** is absence with the knowledge and consent of parents for other than legal reasons; such excuses as visiting, vacation, needed at home, work, overslept, missed bus, caring for a sibling fall under the category of educational neglect and are not legal excuses for absence or lateness.

2. Truancy is the willful violation by a student of the attendance provision of the school. A student whose parents expect them to be in school, yet do not attend for reasons other than those legal reasons listed above, are said to be truant. Any student considered truant will be suspended. Repeated offenses will result in the truant officer from the home district being sent to the home.

ATTENDANCE PROBATION:

Students who habitually have attendance issues may be placed on Attendance Probation. This may result in a student being ineligible to participate in after school activities, field trips, overnight trips, election to honor societies or student council office, the loss of senior driving privileges and other disciplinary actions. Denial of course credit is at the recommendation of the teachers and with administration's approval. Excessive absence without medical verification may require a student to transfer from St John the Baptist DHS. A student who is excessively absent due to medical reasons may be required to enroll in home study.

A student on probation who continues to violate school policies is subject to immediate termination.

ATTENDANCE PROCEDURES

1. If a student is absent, it is required that a parent telephone the attendance office (631-587-8000 ext. 124) between 7:30 am and 9:00 am to inform school officials of the reason for the student's absence that day. If a parent fails to notify school, the school reach system will automatically call the student's home. Parents are required to send a note to the Attendance Office the next day with an explanation of the absence.
2. On the day the student returns to school, a student is required to present, to the attendance office, a written excuse explaining the reason and the dates of the absence. If a student does not have a note, or their parent/guardian has not called, a detention will be issued. Students are not permitted to "go on vacation" when school is in session. Any such absence will be recorded as illegal. A student is required to present a medical note when returning to school after being absent for 5 days or after any hospitalization.
3. Failure to follow procedures outlined in (a) and (b) above will result in detention/suspension from class until the requirement is met.
4. A student who is absent more than 10% of class time may be denied course credit. Prior to course credit being denied, a student will receive a written warning regarding excessive absence.

LATE TO SCHOOL

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

1. Any student who arrives after 8:15 am must enter through the main entrance, in the front of the building, scan in and obtain a late pass. A written excuse must be presented to the Attendance Office indicating a reason for the lateness. Any student who arrives late without a note will be issued a detention. Overslept, missed bus, etc. are not legal reasons for lateness. Frequent lateness will result in after-school detention and may also result in loss of course credit, and/or loss of driving

privilege as well as suspension from after school activities, field trips, and overnight trips. Students who are excessively late may be required to ride the school bus.

2. **Students are not eligible to participate in any after-school activity if they are not legally present in school that day.** For the purposes of this regulation, the midway point of the school day (11:00 am) is the latest a student can enter school and be considered present. Eligibility is subject to the approval by an Administrator.

LATE TO CLASS

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

EARLY DISMISSAL

Early dismissal is discouraged as students will miss important instruction. All medical/dental appointments should be made after school and on school holidays.

Early dismissal will not be approved on days of assembly, days of reflection, prom, and any other special event day or on a day that a student has been assigned detention. Parent's cooperation is requested.

IN CASE OF ABSOLUTE NECESSITY:

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

DRUG, ALCOHOL, AND TOBACCO/NICOTINE POLICY

In accordance with New York State Law, no student is permitted to use, possess or distribute any type of alcohol, tobacco, nicotine, mood altering or controlled substances. The administration reserves the

right to enforce the dismissal of any students in violation of this policy.

St. John the Baptist DHS is a smoke-free environment. Purchase and/or possession of tobacco/vaping products by a minor is a violation of **New York State Law** as is smoking/vaping on school property.

In accordance with **New York State Law**, no person is permitted to possess or distribute any tobacco product (cigarette, e-cigarette, "Juil", vaporizer, hookah, cigar, pipe, etc.) or lighters on school property or at any school-sponsored events. **The administration reserves the right to dismiss any students in violation of this policy.**

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

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

Failure to comply with the recommended intervention may result in suspension and/or immediate discontinuance from St. John's DHS.

We expect:

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

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

Any student that is suspected of, or found, using, possessing, distributing, or selling controlled substances, OTC drugs, alcohol, mood altering substances or drug paraphernalia during the school day, which includes in transit (bus or auto), is subject to termination at the discretion of school officials. Students who endanger the safety of others will be terminated. Any student who is in an area where alcohol, drugs, or tobacco is present shall be considered as being "in possession" of these articles. A student who "implies possession or content of a controlled substance" shall be deemed in possession of such controlled substance. Any type of mood altering substance, in any form (i.e. edible, oil, solid), is prohibited on school grounds.

NOTE: The administration reserves the right to enforce the dismissal of any student, or students, whose presence adversely affects the school community. Any student involved in the possession, sale or exchange

of drugs of any type is liable for immediate expulsion. The school reserves the right to question, search and/or test any student at any time. Failure to cooperate will result in immediate termination.

DRESS CODE

In choosing to attend St. John's, a student implicitly acknowledges a willingness to comply with all dress/grooming code regulations. Parents are asked to support and emphasize these policies with their children.

Where there is any issue regarding the appropriateness of attire or personal appearance, the determination of appropriateness will be made by the administration. The Administration reserves the right to request any changes in hairstyle and appearance that are deemed inappropriate.

The primary goal of a Uniform Dress Code is to heighten awareness that the business of learning is a serious enterprise. All accessories (including jewelry) must be businesslike in nature. Students are to arrive and remain in uniform throughout the entire school day and leave on the bus in complete school uniform.

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

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

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

Dress code violations include irregularities or incomplete uniform infractions as well as defacing the uniforms through coloring, drawing or tearing material. Any student who deliberately defaces the school uniform is subject to suspension and/or termination. Detention will be issued to students who violate the dress code.

All uniforms must be properly maintained, fitted and worn appropriately, as defined by the school. Torn, ripped, ill-fitting, or worn-out items MUST BE replaced at the request of the administration.

The following **ARE NOT PERMITTED**:

Pierced body parts, Hair jewelry, Glitter/face paint, Hats, writing on body parts, colored tee shirts/tanks worn under the uniform, choker/shell/bead necklaces, multiple bracelets with slogans

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

BOYS' DRESS REGULATIONS

Shoes: Boys in grades 9-11 are required to purchase the official SJB shoe through the White Cross Shoe Company (1-516-616-1488). NO OTHER SHOE IS PERMITTED. Sneakers may not be worn.

Seniors may wear a plain traditional style Bass penny loafer-no other style is permitted.

Fall/Spring Uniform Polo Shirts: Boys may elect to wear the official SJB Fall/Spring grade color appropriate polo shirt from September 1st until October 16 and then again April 20-June 26. Shirts must be gender specific and sized and worn tucked in. **Polo shirts may be purchased in the school bookstore.** Boys in grades 9 wear red, grade 10 wear white, grade 11 wear maroon and grade 12 navy blue.

Sweaters: Boys in grades 9-11 wear the grade appropriate SJB school sweater or sweater vest throughout the year. No other sweater may be worn. Freshmen wear red, sophomores wear gray, juniors wear navy and the seniors wear a “varsity type” cardigan style sweater.

Shirts: Boys are required to wear a white or blue Oxford (button-down collar) shirt purchased at Flynn and O’Hara. Boys’ shirts must be completely buttoned and ties properly knotted. Shirts must be tucked in to create a business-like appearance. These must be worn properly sized and with a tie. Shirts must always be worn with a sweater and tie.

Belts: Boys must wear the black uniform belt purchased from Flynn and O’Hara at all times.

Pants: Boys must wear the grade appropriate uniform pants, purchased at Flynn and O’Hara. They must be properly fitted and worn in a traditional business fashion above the hips and at the waist. Boys in grades 9-10 wear navy pants and the boys in grades 11-12 wear gray pants.

Ties: School appropriate cloth dress or bow ties must be worn and knotted at the neck.

Socks: Solid color dress socks must be worn at all times. The only allowable colors are navy, gray, black or white. Athletic socks may not be worn.

GIRLS' DRESS REGULATIONS

Shoes: Girls in grades 9-11 are required to purchase the official SJB shoe through the White Cross Shoe Company (1-516-616-1488). NO OTHER SHOE IS PERMITTED. Sneakers may not be worn. Seniors may wear a plain traditional style Bass penny loafer-no other style is permitted.

Fall/Spring Uniform Polo Shirt: Girls may elect to wear the official SJB Fall/Spring grade color appropriate polo shirt from September 1st until October 16 and then again April 20-June 26. Shirts must be gender specific and sized and worn tucked in. **Polo shirts may be purchased in the school bookstore.** Girls in grade 9 wear red, grade 10 wear white, grade 11 wear maroon and grade 12 wear navy blue.

Sweaters: Girls in grades 9-11 wear the grade appropriate SJB school sweater or sweater vest throughout the year. No other sweater may be worn. Freshmen wear red, sophomores wear gray, juniors wear navy and the seniors wear a navy “varsity type” cardigan style sweater.

Blouses: Girls are required to wear a white or blue uniform oxford button collar blouse purchased at Flynn and O’Hara. All blouses must be tucked in to create a business-like appearance. These must be worn properly sized and buttoned. Blouses must be worn under the uniform sweater or sweater vest-not by themselves.

Skorts/Kilts: Girls must wear the grade appropriate uniform skort or kilt sold by Flynn and O’Hara. **Skorts and kilts must come down to the knee and fit properly.** Skorts and kilts are never to be rolled or pulled up, worn tight nor should the waist be altered or the hem shortened. Girls in grade 9-10 wear a navy skort or kilt and girls in grades 11-12 wear a gray skort or kilt sold by Flynn and O’Hara.

There will be disciplinary consequences for skorts which are worn too short or too tight.

Pants: All girls have the option to wear the official school slacks purchased at Flynn and O'Hara. Girls in grades 9-10 wear navy slacks, and girls in grades 11-12 wear gray slacks.

Socks/Tights: All girls must wear knee-high socks (navy, gray, white), pantyhose or tights. No textured, patterned or designed stockings, heavy-weight tights, footless stockings, peds, or anklet socks are permitted.

PERSONAL APPEARANCE STANDARDS

All students attending St. John's are expected to come to school neat and well-groomed.

Personal Appearance-Boys

Hair is to be neatly kept, combed properly without covering the face and length should not touch the shirt collar when the collar is buttoned. Hairstyles that entail significant contrasts of longer and shorter hair are not acceptable, nor are hairstyles that involve design. No lines or sharp demarcations may be inserted into the hair. Hair will be natural color (black, brown, blonde, red). No extremes are acceptable that would be distracting for a learning environment. Students are to be clean shaven. Moustaches are not permitted. Boys may not wear earrings or facial piercings. Tattoos are not permitted. Any athlete with a visible tattoo may not represent St. John's on any team.

Personal Appearance-Girls

Hair styles are to be neat and appropriate. No lines or sharp demarcations may be inserted into the hair. Hair may not be dyed any unnatural color. Natural colors are: black, brown, blonde, red. No extremes are acceptable that would be distracting to the learning environment. No headwear, except plain ponytail ties and unornamented headbands of neutral colors that are no wider than one inch. One earring is to be worn on the ear lobe. No earrings are to be worn on the upper ear cartilage. No expander earrings are permitted. Earrings may not be larger than a quarter. No other facial jewelry is permitted. Make up must be subtle. Tattoos are not permitted. Any athlete with a visible tattoo may not represent St. John's on any team.

ACCEPTABLE DRESS FOR OUT OF UNIFORM DAYS

Participation in Out of Uniform Days is optional. Any student who chooses not to participate is required to wear their school uniform. The following items are not permitted on "non uniform days"

Shorts/capris/cargo pants

Skirts/dresses/Leggings/Lycra,

Tank tops/strapless tops/half shirts/cut outs

Flip flops, slippers, platform shoes, combat boots or high heels

1. Dress Down Days

Dress Down Days are announced and passes may be purchased in the cafeteria before Advisory. Acceptable dress includes any color jeans or khakis (not ripped), SJB sweatpants, SJB plaid flannel pants, an SJB shirt/sweatshirt, SJB Gym shorts (no team shorts) socks and sneakers. **Only sneakers with laces (no slip ons) can be worn on Dress Down Days.** ID's must be worn.

2. **Field Trips**

Students are required to wear their uniform to all field trips unless instructed otherwise by a teacher. If permitted, they should follow the regulations below:

Smart Business Attire

Dress blouse or Dress shirt with collar-no tank tops/t-shirts

Shoulders must be covered

Dress slacks (no leggings/jeans)

No dresses or skirts are permitted

Flat shoes with socks/stockings/Dress shoes and socks (no high heels are allowed)/no sneakers

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

For Her

Dress blouse or top (no tanks, no half shirts)

Shoulders must be covered

Dress slacks (no leggings/jeans/skirts/dresses)

Flat Shoes (no flip-flops or high heels)

For Him

Collared Dress shirt and tie

Dress slacks (no jeans)

Dress shoes/socks (no sneakers)

****Appropriate length dresses and skirts with flat shoes are permitted for the girls for the Ring Ceremony and Senior Graduation Events ONLY.**

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

General Guidelines

While in attendance at school or any school sponsored events (including athletic events) at no time may students wear clothing with offensive words/symbols or any alcohol/drug related symbols. When there is any question regarding the appropriateness of attire or appearance, the determination will be made by an administrator. At no time may the mid-torso be exposed. The blouse must cover the top waist of the pants. Tight or low-cut tops are not appropriate. Repeated failure to comply with dress code regulations may result in termination.

Any student who is not in compliance with proper school uniform and grooming standards will be subject to disciplinary action and may be excluded from an event.

GENERAL SCHOOL RULES, PROCEDURES AND REGULATIONS

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

BACKPACKS

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

BEFORE AND AFTER SCHOOL SUPERVISION:

Supervision is provided in the cafeteria at 7:15 am and between 3:00 - 5:30 pm, while students wait for a late bus. Students should not be dropped off prior to 7:15 am and should not be picked up after 5:30 pm. Any student involved in an after school activity may remain after 5:30 pm under the supervision of a teacher/coach.

No student may remain after school unless they are under the supervision of an adult. Students who participate in evening activities/athletics are expected to be on time for school the next day.

BUS REGULATIONS & TRANSPORTATION

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

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

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

A student may be denied transportation if they misbehave on the bus.

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

1. Written parental permission must be on file in the office if a student is going to be transported via any other method of transportation.
2. During Regents and final exams, all parents picking up students should park their vehicles in available parking spaces and wait for students.

CAFETERIA

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

Students are not permitted outside the cafeteria without permission. If a student needs to use the phone, in the office, a pass must be obtained from the cafeteria supervisor. No food or beverage is permitted outside the cafeteria. Students may not have food delivered from an outside food vendor without prior approval from a supervising adult.

AM Procedure:

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

PM Procedure:

Students who remain after school are to be wearing their ID's, in uniform or appropriate athletic gear and remain in the library or cafeteria to work or study until 5:00 pm. While in the cafeteria, students must remain seated and may socialize in an acceptable fashion. **Students who watch athletic events after school are required to remain in uniform.** If a student is in the cafeteria awaiting pickup by their parent, they should bring their books and coat with them to avoid returning to their locker. No student may leave school property.

At 5:00 pm students may go to their lockers and return to the cafeteria to wait for the 5:30 pm bus. Failure to cooperate with faculty or refusal to comply with cafeteria regulations may result in denial of cafeteria privilege, detention, and/or suspension.

CELL PHONES

Students are not permitted to have on their person or use a cell phone while on school grounds during the school day. There is a dedicated phone line available in the General Office for students who need to call home. Teachers are empowered to confiscate all electronic devices including phones. **Offending students are subject to In-School Suspension and repeat offenders are subject to termination from SJB.** For repeat offenders-cell phones will be returned to the parent after the suspension has been served. This includes weekends and

vacations. Cell phones are NEVER to be used in the restrooms or locker rooms. The school is not responsible for lost or stolen phones. After school, cell phones may be used in the building, but teachers have the right to ask a student to put their phone away if it is distracting or being used in an inappropriate way.

CONTRABAND

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

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

CLOSED CAMPUS

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

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

Students must enter the building immediately upon arriving on the property. Students may not sit in cars or congregate in the parking lot before/after school.

Students are not permitted on the property of Good Samaritan Hospital, the Marina at the end of Beach Drive, or to park on Snedecor Drive, Keith Lane, Pease Lane or the surrounding side streets of the school.

SOCIAL AND ATHLETIC EVENTS

In an effort to insure the most pleasant atmosphere for school sponsored events, certain regulations must be enforced. They are as follows:

1. No student will be admitted to a social event one half-hour after it has started and no student is allowed to leave that event until a half-hour before the end, excluding proms or other events as directed by administration. It is required that parents are to be at St. John's to pick students up at the stated time the event concludes. The school building will be locked thirty (30) minutes after the event concludes. Any student who is not picked up thirty (30) minutes after the conclusion of an activity will be subject to disciplinary action. Students are restricted to the area where the social event is being held (i.e., cafeteria, auditorium, and gymnasium).
2. Any student found in an off-limit area will be subject to detention and exclusion from future social activities.
3. All SJB students who bring a guest to a school sponsored activity are responsible for the behavior of that guest. No student who has been asked to transfer from St. John's may attend a St. John's sponsored activity. No person over the age of 20 is permitted as a guest at a dance or prom.

4. Students should be orderly and appropriate throughout the evening. Accordingly; kissing, groping and “grinding” are not appropriate actions in a public venue. Any student failing to abide by these directives will be subject to disciplinary action.
5. All school rules are in effect for all school sponsored activities on or off campus. Anti-social behavior may result in the student's suspension from all future social events, school disciplinary action as well as police intervention and may be subject to dismissal.

ELECTRONIC DEVICES

Electronic devices including, but not limited to, cameras, smart watches (Apple watches), I-Pods, I-Pads, are not permitted in school without specific administrative approval. They are **NEVER** permitted in the restrooms or locker rooms. The school is not responsible for lost or stolen items.

Head phones cannot be worn in the school or on school property (including sidewalks, parking lots, etc.) without permission, and under the supervision, of a member of the faculty or staff.

GUM FREE CAMPUS

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

I.D. CARDS

Student Identification pictures will be taken in the Fall for freshman and juniors. Sophomores and seniors will retain their ID. An ID card is essential for attendance and will serve as identification for admission to after school functions (dances, etc.) and is required for transportation on school buses. Every student is **required** to wear his/her ID on a school lanyard **upon** entering the building and at all times throughout the day as well as at after school activities. Any student who misplaces his/her I.D. card must pay \$10.00 for its replacement. A replacement lanyard is \$5.00. A student who forgets his/her ID card must **borrow** one for the day and return it to the Attendance Office at the end of the day. Detention will be issued to students not returning a borrowed ID and to students borrowing an ID for the third time and every time thereafter. Damaged, or defaced, cards must be replaced. **Any student who is in possession of an ID that does not belong to them will be subject to disciplinary action.**

LANGUAGE:

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

LIBRARY

1. Library hours are 7:30 am - 5:00 pm every day (including Fridays). All school and library rules, procedures and regulations are in effect before, during and after school. Backpacks are not permitted and students must be in uniform while in the library.
2. Students must sign in at the circulation desk each time they go to the library. Students may go to the library during lunch period and study halls, but must obtain a pass from a teacher.

3. Most books are loaned for two weeks. If they have not been requested and reserved by another person, they may be renewed for an additional loan period. Magazines must be read in the library. Students are responsible for any loss or damage to library materials and may be charged for replacements.
4. Students have access to the library's computers. Students must sign up for each computer use at the circulation desk.
5. Any student who is uncooperative while in the library may be asked to leave and may be denied access to the library.
6. Limited cell phone use is permitted in the library after school. Students must receive permission from library staff to make phone calls.

LITTERING

It is the responsibility of everyone in the St. John's community to do their part in keeping our school building and the adjacent grounds clean.

Any student directed by any faculty or staff member to pick up debris and dispose of it properly must do so without question. Failure to comply will result in disciplinary action.

MESSAGES We ask parents to recognize our obligation to interrupt class as little as possible. Please do not ask that we contact students during the day unless there is an emergency. Parents are reminded that students' cell phones are to be off during the school day. (Therefore, please do not attempt to contact your child by cell phone or through text messaging.)

LOCKERS

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

St. John's is not responsible for any article/item brought into school that is prohibited by school rules.

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

1. Each student is assigned a specific locker. His/her name and locker number are automatically registered in the office.
2. **Students must use only the locker to which they are assigned.** No student may exchange or share a locker with another student. No locker decorations are permitted at any time.
3. A student's locker must be kept locked with a school lock at all times.

4. If permission is obtained to go to one's locker during a class period, the student must have a pass and take care to open and close their locker quietly.
5. No student is permitted to go to his locker from 3:00 - 5:00 pm without permission of a member of the faculty or school security..
6. Interference with another student's lock or locker will warrant discipline.

LOST AND FOUND

The Lost and Found is located in the General Office as well as in the locker rooms and the cafeteria and is available to students during lunch periods. Any item found should be turned in to the General Office. If a student misplaces an item, these locations should be checked either before school or during lunch.

All books, clothing, gym attire, etc. should be marked with the student's name. For reasons of security, no clothing, jewelry or electronic item of value should be brought to school. It is the student's responsibility to keep their property secured at all times.

MAILBOXES

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

SENIOR PRIVILEGES

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

1. **Senior Lounge** is a privilege providing seniors with the opportunity to go to the cafeteria during any free period they may have instead of reporting to a study hall. All rules pertaining to attendance, punctuality, dress, decorum and length of stay are applicable as if this period were a class or study hall. Therefore, all seniors are expected to arrive on time for attendance and remain in the cafeteria for the entire period. No senior is permitted in the instructional areas or at his/her locker without a proper pass. Failure to comply with these restrictions will result in loss of privilege and reinstatement in a study hall. The south side of the cafeteria (section nearest the windows) is reserved for seniors only. Food and beverages may be purchased by seniors during senior lounge. If a senior does not have a last period class, they may apply for the privilege of early dismissal. If a senior leaves the building to go home, they may not return for a club meeting, practice, game or any other activity which occurs before 3:00 pm.
2. **Driving to School** is a senior privilege and not a right. All seniors must apply for bus transportation from their district. Any student who drives to school must hold a senior Class D license. NYS law prohibits a student with a junior license from driving to high

school. The driving privilege will be extended to all seniors who participate in a school driving safety seminar, register their vehicle and purchase a parking permit (\$200.00/\$100.00). Students must obtain the registration and permit form from the Office of the Student Services by the first Friday of school. Any requests based on unusual circumstances must be submitted in writing to the Office of Student Services.

Seniors driving to school are required to comply with all parking lot regulations and directions. Seniors who drive may not leave the parking lot until 2:50 pm to allow the buses to depart. All cars must display the SJB parking permit. The speed limit in the parking lot is **TEN MILES PER HOUR**.

Absolutely no student car may be parked at Good Samaritan Hospital or on the streets or parking lots immediately adjacent to the school.

- a. No senior driver is permitted to transport any other student to school unless the driver and the passenger have filed transportation permission forms that can be obtained from the Office of Student Services. Any student who drives to school will not be permitted to drive home if they are ill.
- b. The school cannot assume responsibility for any damage to cars on the school grounds. Students are not allowed in the parking lot or in cars during the school day.
- c. Abuse of this privilege or failure to abide by the school's driving rules will result in the denial of permission to drive. **Poor attendance, excessive lateness, uncooperative behavior, reckless driving or speeding will result in denial of driving privileges.**
- d. Any student who drives and fails to register their car or who parks outside of the school parking lot is liable to disciplinary action.

STUDY HALL REGULATIONS

Students in grades 9, 10 and 11 and seniors on probation, who may have any non-scheduled class time, must report the assigned study hall room. Students on probation may be denied the use of the library during study hall periods.

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

SELLING ITEMS

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

STUDENT PHOTOGRAPHS/VISUAL IMAGES

This policy applies to photographs or other visual images of students. Students involved in school-sponsored activities (including, but not limited to, performing in school plays, athletic contests, displaying samples of work or representing an instructional program or teacher evaluation processes) may have photographs taken of them engaged in those activities.

These visual images may take the form of videos, film or digital displays, pictures, or magazines published.

The parent signature of this handbook contract (last page) indicates your release for your child to be photographed.

TELEPHONE

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

TEXTBOOKS

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

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

TRANSFER STUDENTS

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

Transfer students will be assigned a mentor to help in the transition process.

VANDALISM

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

WATER BOTTLES

Students are permitted to carry water bottles during the school day. No other beverage is allowed to be consumed outside the cafeteria. Water bottles must be clear and no larger than 16 ounces. No straws are allowed. Water bottles are not permitted in the Auditorium or Chapel. Students must put away any water bottle, at any time, upon a teacher's request. Water bottles are subject to substance testing upon request of an Administrator.

CONSEQUENCES AND SANCTIONS FOR VIOLATIONS OF SCHOOL RULES AND REGULATIONS

There will be consequences for offenses that normally are considered minor but become cumulative. Repetitive offenses of dress code/attendance policies will incur a progressively severe penalty that may lead to suspension or termination.

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

DETENTION:

A detention may be issued when a student violates a school rule. St. John's reserve the right to issue a detention to any student who violates a school rule. Ignorance of school rules and policies by parents and/or students will not be accepted as an excuse for failure to comply with said rules and regulations. An issued detention does not have to be preceded by a verbal or written warning to be valid.

Detention is held on Mondays and Thursdays from 3:00 - 5:00 pm and recorded in the student's file until graduation.

Students are expected to serve detention on the day assigned. If a student is absent on that day, they are required to serve the detention on the first day they return to school. A student is required to bring confirmation of any medical appointment on the day of detention. No early dismissal will be honored on the day of detention. Failure to serve the detention on the day assigned will result in I.S.S. (in-school suspension) and a parental contact before a student can return to class.

Students who receive detention must:

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

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

Work, driver education or student activities after school do not excuse a student from serving detention on the assigned day. If a student is unable to attend the assigned day, he/she must bring a parental note requesting an exchange of date. The note must be presented to **the assigning teacher before** the detention day. The student must ask the teacher to reassign the detention and bring written confirmation to the Office of Student Services.

Requests to reschedule will not be considered on the day of the assigned detention. Parents are asked to make such a request only for a serious reason (i.e. medical appointment).

A student is expected to make no other after school plans on the day of detention.

SUSPENSION

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

IN-SCHOOL SUSPENSION (ISS)-ROOM 117

In-School Suspension is intended for students who exhibit serious inappropriate or disruptive behavior in class or who are interfering with the academic climate in the school building. The atmosphere of this room must be serious and structured. Students who fail to serve an assigned detention will be suspended in school.

Any student who is uncooperative while in school suspension will be suspended at home. Students suspended in school may not participate in any school sponsored activity this day nor remain after school unless serving detention.

1. Any student who is sent to Rm. 117 by a teacher is required to report and sign in with the supervisor. A student may not leave that room without permission.
2. Any student who is ejected from class and sent to Room 117 will be assigned detention by the teacher who sent them to ISS.
3. Students will remain in suspension until a conference with an Assistant Principal is held or a teacher dismisses the student at the end of the period.
4. Silence must be maintained at all times. Students must display a quiet, respectful attitude at all times.
5. Students will be assigned seats and may not move out of their seats without permission.
6. Eating food (except lunch during designated lunch period), slouching, sleeping, talking, reading newspapers or putting feet up on chairs is not permitted.
7. Students should arrive with a pass, given by the teacher who sent him/her.
8. Students sent to the ISS Room will be provided with academic work to complete. Students are responsible for all work assigned while in ISS. Work will be sent by the teacher to the Suspension Room.
9. Students in ISS for the day will be sent back to class for any tests and then return to room 117 at the end of the test.

10. Students may leave the room to use the bathroom only when granted permission to do so by the supervising teacher.
11. Students assigned ISS for a day may not stay after school for any activities on the day they are assigned ISS.

OUT-OF-SCHOOL SUSPENSION

Extremely disruptive or anti-social behavior will result in immediate out-of-school suspension. A parent conference will be required before the student may return to school. Suspension from school will be for a specified period of time. Students on suspension are not permitted to come on school property or to attend any school function, including sport practices, dances, athletic events, festivals or any other extra- curricular activity. These regulations are in effect for the weekend if a student is Suspended At Home on Friday. Any student on suspension who wishes to come on school grounds to see a teacher or administrator or to gather homework assignments must call to make an appointment and get a visitor's pass immediately upon entering the building.

REQUIRED COUNSELING

In some cases, parents may be required to obtain professional counseling for the student in order for the student to remain as a member of the St. John the Baptist School community. Parents must furnish verification upon the request of an Administrator to assure that the conditions of this sanction are being met. The school maintains the right to mandate counseling and to consult with the private counselor during the school year. Failure to comply with this condition may result in dismissal.

PAYMENT OF RESTITUTION

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

ADMINISTRATIVE WARNING- any student who violates the Student Code of Conduct **may** be placed on warning to indicate their behavior is unacceptable. This is an intermediate sanction which places the student on notice that continued disregard of school policies will result in further disciplinary action.

PROBATION - given for a stated period of time for serious misconduct or in the case of repeated misconduct. Any subsequent violations of this document and the conditions contained therein may result in out of school suspension or termination from St. John the Baptist DHS at the discretion of the administration.

Probation affects the student's freedom and responsibility.

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

- a. A student has continued to exhibit behaviors which reflect a negative attitude toward school rules and regulations.
- b. A student is involved in a serious violation of a school rule.

- c. A student continues to disrupt the academic process for him/her as well as for others.
- d. A student is excessively late or absent.
- e. A combination of academic and behavioral deficiencies.
- f. Failure to correct behavioral or academic deficiencies will result in termination.

CONSEQUENCES OF PROBATION:

Students on probation:

- a. May not seek, or be nominated, for any office - i.e. Student Council, etc. nor can they be nominated for any class honor i.e. Homecoming King or Queen.
- b. May not participate in school trips or extracurricular activities without administrative approval.
- c. May be denied participation in library during study hall periods.
- d. May be denied driving privileges.
- e. May be denied after school privileges.
- f. May be denied the privilege to attend Graduation, Prom and Senior Graduation Events

Students on probation will meet regularly with their guidance counselor.

Any senior who is on disciplinary probation is required to attend study hall during unscheduled time. A student on probation who continues to violate school policies is subject to immediate termination.

TERMINATION

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

If a student is required to transfer from SJB that student forfeits his/her right to be on school property or attend any school sponsored activity. Termination or expulsion from St. John's is the sole discretion of the Principal upon consultation with the Discipline Committee and the Superintendent's Office. This decision may be made as a result of conferences with and recommendations by the Assistant Principals, Dean of Students and Guidance Personnel. All financial obligations must be met for records to be sent to another school. The parent must see the Registrar to complete the proper paper work for transfer.

SCHOOL PROCEDURES

ASSEMBLIES

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

CONFIDENTIALITY

Students must be advised that confidentiality may not be maintained if the matter involves health, life or safety. In which event, staff must report appropriately. Confidential information of the Department of Education must never be transmitted or forwarded to outside individuals or companies not authorized to receive that information. Reasonable care must be taken regarding discussion or disclosure of confidential and sensitive information in non-secure situations, such as message systems, public telephone conversations, and conversations in open areas.

CUSTODY ISSUES

Unless, or until documentation is presented otherwise, both parents have the same rights with regard to their child.

Upon notification as to custodial issues, please confer with the student's Guidance Counselor about Custodial Issues. Any, and all, court documentation will be in the student's file.

FIRE AND EMERGENCY DRILLS

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

NYS Mandated Reporting

In accordance with NYS law, all teachers, school personnel, and volunteers supervising children are mandated reporters. Mandated reporters are required to report suspected child abuse or maltreatment when, in their professional capacity, they are presented with reasonable cause to suspect child abuse or maltreatment.

TRIPS

Participation in a field/class trip is a privilege. It is expected that students on a field trip are in good academic, financial, behavior and attendance standing. Trip clearance must occur through the Business Office and the Office of Student Services. According to regulations of the DRVC, any student who receives tuition reduction based on financial need is not permitted to participate in any expensive trips.

1. Students are responsible to get homework assignments and arrange for makeup exams before they go on a school trip or retreat.

2. All school policies, procedures and regulations and behavioral expectations are in effect during all school trips.
3. Students must submit signed permission forms for all trips. On line registration is not guaranteed without clearance.
4. Trips that require an overnight stay: both student and parent must attend a meeting to review policies and procedures.

A student who does not comply with the trip guidelines and school expectations is subject to termination. No student may organize, publicize or in any way solicit for non-sanctioned trips of any nature or collect money for any non-sanctioned purposes while on school grounds. The school name may not be used in reference to any unsanctioned trip. Students may not distribute or display any flyer or online advertisement without administration approval.

St. John's reserves the right to exclude any student from participating on any trip, at any time, due to disciplinary, financial, attendance or health issues. St. John's will not be liable for any trip expenses due to cancellation or exclusion.

STUDENT ACTIVITIES

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

In order to participate in after school activities, student must be present in school by 11:00 am. Students who are suspended at home on Friday are not eligible to participate in activities during the weekend.

At the completion of the activity or meeting, all students must report to the library or cafeteria. No student may be on the second or third floor unsupervised at any time between 3:00 pm and 5:00 pm. Students are required to go to the library or cafeteria if an activity ends before 5:00 pm. Students should wait for their bus in the cafeteria from 5:00 - 5:30 pm.

Students who plan on taking the late bus may not leave and return to campus prior to riding the late bus home.

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

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

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

ATHLETICS

A list of all Freshmen, J.V. and Varsity sports is available at the Athletic Department office located adjacent to the cafeteria. **In order to participate in practice, or a game, athletes must be in school by 11:00 am. Any student suspended at home on Friday is not eligible to participate over the weekend unless they receive administrative approval. A student suspended in school is not eligible to participate in practice/game on that day. Students who do not participate in physical education class are not eligible to participate in any athletic activity on the same given day.**

Parents and student must sign the Sports Contract in order for a student to maintain his/her athletic eligibility. Good sportsmanship is an integral part of St. John's athletic program. Any athlete involved in a fight at a competition is subject to league and school discipline sanctions. Any student who is asked to transfer from St. John's is not eligible to participate on any SJB athletic team/club. This ineligibility becomes effective on the day the student is informed of the transfer decision.

All athletic fees are non-refundable. Any student who transfers into St. John's is required to comply with all Catholic League guidelines regarding eligibility of transfer students.

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

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

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

TUITION POLICIES/BUSINESS OFFICE

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

Tuition is an annual flat charge and does not fluctuate during a specific school year. Tuition for the 2019-2020 school year is \$10,950.00. Parents are required to participate in the school wide fundraising activities. If a parent elects not to participate in these activities a "fair share" amount will be added to the student's tuition invoice.

TUITION MAY BE PAID USING ONE OF THE FOLLOWING PLANS:

1. **ANNUALLY** (Due July 20, 2019)

- a. Payments in full, paid by cash (or check), are entitled to a 2% discount (\$10,731.00).
- b. You may charge the payment on Master Card, Discover Card, Amex or Visa, 2% discount does not apply (\$10,950.00).

ELEVEN MONTHLY PAYMENTS paid via direct debit, through TADS, commencing July 2019. The monthly payments are \$995.50 July through April, and May is \$995.00

2. **SEMI-ANNUALLY: TWO EQUAL SEMI-ANNUAL PAYMENTS**

Payment 1: Due July 20, 2019 (\$5,475.00)

Payment 2: Due December 20, 2019 (\$5,475.00)

The semi-annual direct debit is through TADS.

3. **FOUR EQUAL QUARTERLY PAYMENTS of \$2,737.50**

Payments are due July 20, 2019, October 20, 2019, December 20, 2019 and March 20, 2020 (\$2,737.50 each).

The school's expenditures for staff-salaries and for other ongoing expenses are finely tuned to the anticipated receipts from the tuition payments.

Late payments, therefore, seriously hinder the school's operation and create an additional burden for the school administration.

Terms and Conditions:

Late Payment/Collection Policy

1. A student with past due tuition, unpaid fees and unpaid bounced checks may be excluded from participation in school activities, **Junior Banquet, Senior Prom, overnight trips**, sports, field trips, mid-year and final exams.
2. Seniors will not receive diplomas, graduation tickets or cap and gown if account is unpaid by final exams.
3. Only cash, bank check, credit card, certified check or money order will be accepted on past due balances or any balance outstanding after May 15th.
4. Tuition balance cannot be carried over from year to year.
5. Bounced checks are subject to fee. After 2 bounced checks, from a parent/guardian, in a school year personal checks will no longer be accepted.
6. Unpaid balances will be subject to legal collections.

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

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

STUDENT FEES

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

ALL FEES ARE NON-REFUNDABLE

EARLY WITHDRAWALS

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

<u>Withdrawal Date</u>	<u>% Annual Tuition Due</u>
Prior to Sept. 2019	0%
Prior to Dec. 1, 2019	50%
Prior to Jan. 31, 2020	75%
Later than Jan. 31, 2020	100%

PARTIAL YEAR

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

STUDENT TECHNOLOGY USE AND BEHAVIOR POLICY

St. John's (the "school") has established a technology network with access to the Internet for its students. This network has been established for limited educational purposes only. By agreeing to this policy the student(s) and the parents and/or guardians of the student(s) fully agree to the following:

There is **NO RIGHT TO PRIVACY** when using the school's technology resources. Administration, faculty, and other authorized persons have the right to review any and all material saved, transmitted, accessed, or momentarily in use by the student in accord with the policy set by the school's administration.

There is **NO ABSOLUTE RIGHT TO FREEDOM OF SPEECH** when using the school's technology resources, which is viewed by the administration as a limited educational forum; and student behavior is expected to conform to values consistent with the Catholic faith both inside and outside the school setting.

All access to the school's technology resources will be permitted only under the authorization of a member of the school staff.

The student agrees that all information transmitted through the use of the school's technology resources (including e-mail, G-Suite (Google) apps, web page publication, or other Internet postings) will be sent, received, or posted only under the authorization of a member of the school's staff with the explicit permission of that staff member.

The student agrees to stop using any and all of the school's technology resources whenever requested to do so by a member of staff or other authorized person.

The student agrees never to transmit via the school's technology or personal technology resources the personal information (name, age, gender, address, phone number, e-mail address and the like) of himself or herself as well as that of any other person.

The student agrees never to arrange for a meeting with any person at any time using the technology resources.

The student agrees to notify a staff member immediately if he or she is asked for personal information, views inappropriate materials, or in any other way feels violated, harassed, uncomfortable, or accosted through the school's technology resources.

The student agrees never to access, transmit, or retransmit material which promotes violence or advocates destruction of property, including, but not limited to, access to information concerning the manufacture of destructive devices, such as explosives, fireworks, smoke bombs, incendiary devices, and the like.

The student agrees never to access, transmit, or retransmit any information containing sexually oriented material, which means any pictures or writings that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or nude human form.

The student agrees never to use the school's technology resources for commercial purposes. The student will never buy nor sell anything using the school's technology resources.

The school's system will never be used for political lobbying, although it may be used to communicate with elected representatives to express opinions on political issues.

The student agrees never to tamper with any software and/or hardware including software or hardware that guard the school's network from unmanaged Internet use. The student agrees never to tamper with any security system that protects the school's technology resources.

The student agrees to use only the software and/or hardware permitted by a member of staff for express educational purposes. The student agrees never to use the school's technology resources to gain unauthorized access to another technology network (hacking).

The student agrees never to transmit (download or upload) any computer file, application, or other computer resource to or from the school's technology network. This includes the unauthorized installation of software from a CD-ROM, flash drive, or other media.

The student agrees never to use inappropriate, obscene, profane, rude, inflammatory, threatening, or disrespectful language. The student agrees never to post false information or engage in personal, prejudicial, or discriminatory attacks. Student behavior is expected to conform to values consistent with the Catholic faith.

The student agrees never to harass another person by use of any technology resources. Harassment is defined as any action that distresses or annoys another person. The student agrees to stop immediately any and all behavior that is construed by another as unwelcome.

The student agrees never to use any of the school's technology resources to plagiarize. Plagiarism is defined as taking the idea or writing of others and presenting them as one's own.

The student agrees to respect the right of intellectual property of other people and to respect all copyright laws. The student agrees that if he or she is unsure whether copyright law is being respected, he or she will bring this question immediately to the attention of a staff member.

The student agrees never to participate in illegal activity using the technology resources. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's resources.

The school will not be held responsible for the actions of a student who is in violation of any of the terms of this policy. This responsibility is extended to, but not limited to: loss of data or interruptions of service, the accuracy or quality of information obtained through the school's

system, or any financial obligations arising through the unauthorized use of the school's technology resources.

The school reserves the right to establish rules and regulations regarding the use of the school's technology resources, and behavior is expected to conform to values consistent with the Catholic faith both inside and outside the school setting.

A student found in violation of this policy will be subject to discipline including, but not limited to, temporary removal from the school's system, permanent removal from the system, or other appropriate disciplinary action in accord with the rules and regulations of the school, including suspension or expulsion, and /or legal action.

The student agrees to use his/her G-Suite for Education (Google) account for educational purposes only.

The student agrees not to share his/her password with another student.

The student agrees not to use another student or staff member's account for any reason.

The student agrees not to use school technology resources (including the network and student accounts) for unauthorized purposes.

The student agrees not to use his/her G-Suite for Education account for non-school related use or communication.

Social Networking - Student behavior is expected to conform to values consistent with the Catholic faith, both inside and outside the school setting, relating to the use of and participation in social networking.

- Any technology use or use of social networking sites to display any wording or images of any student engaged in any activity which, in the sole discretion of the school administration, is inappropriate, crude, vulgar, or a violation of values consistent with the Catholic faith, or is illegal in any respect, will be subject to disciplinary action, including, without limitation, suspension, expulsion and/or legal action.
- Any technology use by any student, in school or at home, which includes viewing or distributing any images, wording, messages or material which are, in the sole discretion of the school administration, obscene, harassing, racist, inflammatory, malicious, fraudulent or libelous will be subject to disciplinary action, including, without limitation, suspension, expulsion and/or legal action.

ST. JOHN THE BAPTIST HIGH SCHOOL
ACADEMIC HONOR CODE

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

Plagiarism is writing or using the words of someone else as though they were your own. It is dishonest and a violation of copyright law to use what someone else has written without giving the source credit.

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

ACADEMIC HONOR CODE

SJB is committed to academic honesty and integrity in all areas of study including:

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

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

TEACHER RESOLUTION

If infraction is viewed as minor by the teacher, the situation is to be handled at the teacher level. Resolutions at this level may include one or more of the following sanctions:

- The resubmission of the work in question
- Detention
- Failure for the work in question

ADMINISTRATIVE RESOLUTION

1. All violations of the code must be reported to administration, as well as the penalty or penalties given.

If the violation is judged by administration to be serious in nature, one or more of the following sanctions may be imposed:

- a. Failure for the course
- b. A zero for the test/paper
- c. Suspension from school
- d. Dismissal from school