

PARENT/STUDENT HANDBOOK

2011-2012

Saint John's Catholic Prep

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www.saintjohnsprep.org

Saint John's Catholic Prep

Saint John's Catholic Prep is a college preparatory, co-educational high school recognized by the Archdiocese of Baltimore. The curriculum stresses academic achievement within a Christian community where the student feels that he/she is loved and respected by his/her peers as well as the teacher and staff. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Saint John's, we are attempting to "teach as Jesus did."

The Archdiocesan curriculum guidelines, consistent with the State of Maryland guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles and fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

HISTORY

Saint John's has a remarkably long and distinguished history of academic excellence



May 1782 - John Mc Elroy, SJ, founder of St. John's Literary Institution, is born in Enniskillen, Ireland. He immigrated to America at the age of twenty-one, settling first in Baltimore, Maryland, then in Washington, D.C., where he entered the Society of Jesus (Jesuits) at Georgetown.

Circa 1787-1803 - Large, elegant mansion, later known as Prospect Hall and future site of St. John's Literary Institution was constructed on Red Hill.

1829 - Father Mc Elroy founds Saint John's in Frederick with the Society of Jesus (who also founded the first free school for black children in Washington D.C., and founded Boston College in 1865). Charter of St. John's Literary Institution is obtained from Maryland State Legislature.

1915 - St. John's Literary Institution becomes coeducational, and the School Sisters of Notre Dame help staff the parish school.

1958 - St. John's Literary Institution moves from downtown Frederick to the Prospect Hall property.

1972 - The School Sisters of Notre Dame were no longer able to staff the school, so a group of dedicated parents and parishioners pool their energies and resources to keep the school open. St. John's opens as the first independent Catholic School in Maryland.

1979 - Prospect Hall Mansion is placed on the National Register of Historic Places. A Sesquicentennial Celebration Ball is held for St. John's Literary Institution.

Present - Saint John's anticipates a move into a brand-new school in Buckeystown, Maryland.

Archdiocesan Schools Mission Statement

The Catholic Schools of the Archdiocese of Baltimore are rooted in the richness of Catholic tradition and teachings.

- Impelled by our commitment to advocate for children and youth we affirm that our mission is to provide an education that:
- Forms all students to be active participants in a living faith community;
- Instills in our students the capabilities of applying Gospel values to all aspects of their life experiences: spiritual, educational, social, emotional, and physical;
- Equips students to be life long learners grounded in academics, the arts, and technology.

We pursue our mission on behalf of children, youth, and their families in partnership with:

- Pastors and parishioners
- Parents and families
- Administrators and teachers
- Archdiocesan departments and divisions
- Institutions of higher learning
- Business and civic communities
- Government
- Public and other school systems

Mission Statement of Saint John's Catholic Prep

Saint John's Catholic Prep is a Roman Catholic, coeducational, college preparatory high school dedicated to the development and education of the total student, spiritually, morally, academically and physically for the glory of God in the home, church, nation, and the world.

Philosophy

Saint John's Catholic Prep enjoys a long tradition of service to its students, its community, and to the kingdom of God. That tradition is rooted in the values established by its Jesuit founder, Father John McElroy, which in turn reflects both the message of Jesus and the way he taught through wisdom, reason, story and personal example.

We believe that our responsibility is to bring knowledge of the past to our students, to engage them in the present, and to prepare them for the future. The purpose of our effort is to create good citizens, sensitive to the needs of others, morally and intellectually responsible for our world and ready to account to God for their lives. To those ends we strive to offer a strong academic program intended to endow our students with the intellectual, spiritual, athletic, and aesthetic qualities needed to maintain the world as God intended at its creation.

Objectives

- To recognize the Magisterium of the Church in matters of faith and morals;
- To provide opportunities for prayer, reflection, and service to others as an expression of one's faith;
- To maintain a code of conduct that creates an atmosphere of self-discipline and self-direction;
- To develop within the individual a respect for self and for others in a family environment;
- To encourage the student to assume a responsible role in the planning of their academic program;
- To guide students as they progress academically to appreciate the relevance of the past as it applies to their present and future;
- To motivate students to strive not only for academic excellence, but also for personal satisfaction and social fulfillment;
- To support qualified instructors who, through a variety of techniques and experiences, assist students to reach their maximum potentials;
- To provide for each student a core curriculum which is regularly evaluated based on that student's individual needs;

- To provide resources for students which develop their skills and motivation to pursue a lifetime of learning; and,
- To enhance the academic program by providing extracurricular experiences which foster spiritual, intellectual, physical, and social development.

Accreditation

Saint John's Catholic Prep is accredited through the Southern Association of Colleges and Schools Council on Accreditation and School Improvement.

Parent's Role in Education

We, at Saint John's Catholic Prep, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life--physically, mentally, spiritually, emotionally, and psychologically. Your choice of Saint John's Catholic Prep involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Saint John's we trust you will be loyal to this commitment. During these years your son or daughter needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Parents as Partners

As partners in the educational process at Saint John's Catholic Prep, we ask parents:

To set rules, times, and limits so that your child:

- Arrives at school **on time**;
- Is dressed according to the school dress code;
- Completes assignments on time; and

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note (found on website) when the student is absent or tardy;

To notify the school office of any changes of address or important contact information;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To support and cooperate with the discipline policy of the school; and,

To treat teachers with respect and courtesy in discussing student problems.

"As a parent or guardian, I agree to abide by the rules and regulations of the school as set forth in the parents handbook. I understand that the school believes that a positive and constructive working relationship between the school and the parent or guardian is essential to the fulfillment of the school's mission. I understand and agree that the school reserves the right to terminate enrollment of my child if the school concludes in its sole discretion that the actions of a parent or guardian seriously interfere with the school's accomplishment of its educational purpose."

Parent Association

Saint John's Parent Association works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization.

Academic Policies

Academic Requirements

In order to graduate and receive a Saint John's Catholic Prep diploma, a student must pass (65% or better) all required courses and fulfill all academic requirements for graduation. These academic standards shall be consistent with state requirements for the granting of a high school diploma. The school reserves the right to impose academic requirements above and beyond those set by the Maryland State Department of Education. The school offers three diplomas: a College Preparatory diploma, a Diploma with Honors and a Diploma with High Honors. The credit requirements for these diplomas are as follows:

Theology (1 credit for each year of enrollment at Saint John's)	4 credits
English	4 credits
Mathematics (including 1 credit each of Algebra, Geometry, & Algebra II)	4 credits
Science (including 1 credit Con. Physics, 1 credit Biology, & 1 credit Chemistry)	3 credits
Social Studies (including 1 credit each of Government, US & World)	3 credits
Foreign Language (must be continuous unless approved by administration)	2 credits
Fine Arts	1 credit
Technology	1 credit
Physical Education	½ credit
Health	½ credit
Electives	2+ credits
Total	26 credits

**College Preparatory Diploma with Honors
Math/Science Track**

Theology	4 credits
English	4 credits
Mathematics (including 1 credit each of Algebra, Geometry, & Algebra II)	4 credits
Science (including 1 credit Biology & 1 credit Chemistry)	4 credits
Social Studies (including 1 credit each of Government, US & World)	3 credits
Foreign Language (must be continuous unless approved by administration)	3 credits
Fine Arts	1 credit
Technology	1 credit
Physical Education	½ credit
Health	½ credit
Electives in Math/Science	2 credits
Other Electives	1 credit
Total	28 credits

**College Preparatory Diploma with Honors
Humanities Track**

Theology	4 credits
English	4 credits
Mathematics (including 1 credit each of Algebra, Geometry, & Algebra II)	4 credits
Science (including 1 credit Biology & 1 credit Chemistry)	3 credits
Social Studies (including 1 credit each of Government, US, World & Modern)	4 credits
Foreign Language (must be continuous unless approved by administration)	4 credits
Fine Arts	1 credit
Technology	1 credit
Physical Education	½ credit
Health	½ credit
Electives in English, Theology, Social Studies or For Lang	2 credits
Total	28 credits

Diploma with Honors

To be awarded a “Diploma with Honors” a student must have at least 4 of the advanced classes listed below, as well as a third year of a foreign language and a GPA of 3.0.

Diploma with High Honors

To be awarded a Diploma with High Honors,” a student must have at least 6 of the advanced classes listed below, as well as a third year of a foreign language and a GPA of 3.5+.

Qualifying Advanced Courses:

- * Any Advanced Placement Course
- * Foreign Language above 3rd level
- * Honors Pre-Calculus

Individual college and university entrance requirements differ, and these requirements are constantly changing. It is important that the students keep in touch with the entrance requirements of the college or university they plan to attend upon graduation. This information may be obtained through the guidance director.

Original Credit

Original credit may not be taken outside the school during the school year if the course is offered as part of our academic program. Original credit may be taken only with the permission of the administration if the course is not part of our academic program. Any exception to the policies on academic probation, ineligibility, or failure policy must be the result of administrative action.

Graduation Requirements

1. Students will meet all State of Maryland course and attendance requirements necessary for graduation.
2. Students will meet all requirements for graduation set forth by the Archdiocese of Baltimore.
3. Students will meet all course and attendance requirements necessary for graduation as set forth by Saint John's Catholic Prep.
4. Students will not be permitted to take examinations or participate in any graduation activities unless their financial obligations to the school have been met (tuition, fines, uniforms, etc.)
5. Seniors must participate in an over-night class retreat.
6. In order to be considered for class Valedictorian or Salutatorian a student must be enrolled at Saint John's Catholic Prep for at least two full years.
7. Participation in graduation activities is a privilege which may be denied to students due to unseemly behavior, discipline record, failure to attend graduation practice, etc.
8. Students must receive a passing grade on the SJCP Basic Math Skills Test.
9. Students must complete approved community service as outlined in this handbook. **All students must complete 80 hours of approved community service as a graduation requirement.**

Marking System

A student is evaluated through a variety of measures (i.e., quizzes, tests, speeches, oral reports, essays, lab work, projects, research papers, preparation, participation, homework), the weighting of each being left to the discretion of the individual teacher. Students will be informed of the teachers' evaluation procedures and systems at the beginning of each marking period.

Students are marked on a scale of A, B, C, D, and F. A mark of I (incomplete) must be made up within two weeks or it becomes an F. Marks are defined as follows:

GRADE	%	NON-WEIGHTED QUALITY POINTS	HONORS Q.P.	A.P. Q.P.
A+	97-100	4.3	4.5	4.7
A	90-96	4.0	4.2	4.4
B+	85-89	3.5	3.7	3.9
B	80-84	3.0	3.2	3.4
C+	75-79	2.5	2.7	2.9
C	70-74	2.0	2.2	2.4
D+	68-69	1.5	1.7	1.9
D	65-67	1.0	1.2	1.4
F	0-64	0	0	0

Colleges and universities require GPA to be calculated and reported using the UNWEIGHTED GPA scale. College transcripts will reflect the unweighted GPA. Class rank is based on weighted GPA.

For the purpose of determining quarter, semester, and year averages, the traditional system of 0-100% is used. Student's grades are averaged in the following manner.

1st Quarter	20%	3rd Quarter	20%
2nd Quarter	20%	4th Quarter	20%
Midterm Exam	10%	Final Exam	10%

Each semester has a value of 50% of the total mark for the year. Both semesters are averaged for the final mark. If a student fails a final examination, it is up to the discretion of the department, together with the administration, to determine whether academic achievement for the year merits a passing or failing mark for the course.

Honor Roll

At the end of each marking period, the President's List, and First and Second Honors are posted. The President's List is awarded to students who have achieved all A's or a quality point average of 4.0. First Honors are awarded to students who earn a quality point average of 3.5 and achieve no grade lower than a B in any subjects. Second Honors are awarded to students who earn a quality point average of 3.1 and are passing all subjects. However, two grades of C or lower disqualify a student from consideration for Second Honors.

AP Courses

Students at Saint John's Catholic Prep have the opportunity to request admission into a variety of AP courses. Because of the nature of AP courses, with extensive reading and a heavier-than-usual work load, a student must possess strong skills and aptitude in a given subject in order to be admitted into an AP course. The request is submitted by the student in the form of a letter detailing a student's study habits, previous success in a course in the given subject, and what the student hopes to gain by taking the course. Departments then meet as a group to decide admission to a given course.

Add - Drop Policy

In order to add or drop a course the student must secure permission in writing from their parent or guardian, then from the teacher and department chairperson, and finally from the Academic Dean. The drop/add date for any year-long course or semester course is two weeks after the first class meeting. Courses dropped or changed after that date (unless initiated by the administration) will be designated on the transcript as a WF (Withdraw/Fail).

Academic Probation, Ineligibility and Failure Policy

At Saint John's Catholic Prep, *Academic Review* and *Academic Probation* serve as cautionary measures to impress upon the student the seriousness of their academic status, to help identify strategies for improvement, and to provide support for such improvement.

Process of Academic Warning:

A student who falls below a 2.0 GPA or receives two or more F's in one particular marking period* (interim or quarter) will be notified, along with their parents/guardians, that they are in danger of being placed on Academic Review.

Any student already on Academic Review (see below) who continues to have a GPA below a 2.0 or has two or more F's by the next marking period (interim or quarter) will be placed on *Academic Probation* (see below). After being on Academic Probation and if grades improve by the next marking period (interims or quarter) a student will be able to move to Academic Review.

In addition, any student transferring to Saint John's Catholic Prep may be placed on *Academic Review* at the discretion of the Principal.

Process of Academic Review:

A letter and an email is sent home with the student's grade report informing parents of the Academic Review status earned by their student and the Academic Review Process.

This process includes:

- Student will attend mandatory tutoring as verified by the sign-in logs.
- Student will be required to meet with the Academic Dean and School Counselor at least one time during the academic review process.
- Student will complete any additional support that may be required at the discretion of the Academic Dean.
- Student may still practice, participate or rehearse within an extra-curricular activity or athletic team, but may not **compete or perform**.
- Academic Review status will also be contingent upon tardies and absences.

Process of Academic Probation:

A letter and an email is sent home with the student's grade report informing parents of the Academic Probation status earned by the student and the Academic Probation process. This process includes:

- Student will continue to attend mandatory tutoring as verified by the sign-in logs.
- Student and Parent will be required to meet with the Academic Dean and School Counselor.
- Student will complete any additional support that may be required at the discretion of the Academic Dean.

- Student will be ineligible to *compete or practice in school sanctioned extra-curricular athletic events or activities* until the next marking period at which time the student will either continue on Academic Probation, be placed on academic review, or return to full eligibility.
- Academic probation status will also be contingent on tardies and absences.

* Should a student be placed on Academic Review/Probation at the end of the school year (4th quarter marking period), the student can either remain on Academic Review at the beginning of the next school year until the first interim grades or show significant improvement (i.e. summer school) during the summer at the discretion of the Principal.

Common Classroom Expectations

All classes and subjects will share the following common academic expectations:

1. All assignments must be completed in blue or black ink, except in math oriented classes where pencil is specifically permitted. Research papers and major reports must be typed.
2. Assignments presented for a grade must be clean and neat. Papers torn from spiral notebooks are not acceptable. Excessive erasures and misspellings are also not acceptable.
3. Credit will not be given for work submitted late unless there is a legitimate excuse, i.e. absence due to illness.
4. Students are required to keep all work for their classes in a notebook or portfolio approved by their teachers.
5. Students are expected to demonstrate appropriate posture and attentiveness in the classroom. All materials not pertaining to the class in session must be removed from desks.
6. No eating and/or drinking in classrooms.
7. The teacher will instruct students as to when class is over, not the bell.

Community Service Requirements

Community Service is the portion of the educational process which addresses the moral and spiritual development of our students. Saint John's, as a private Catholic school, has set a quota of no less than 80 hours (20 hours minimum each year), but mandates that a student must do some type of service project during each year they are registered, even if the final total exceeds the 80 hour mark. No service will transfer from elementary/middle school. Group projects will be available at the beginning of the school year, and individual projects are encouraged as well. There is also the possibility of completing a portion of community service hours at the school, however any service project completed at the school must have prior approval by the Community Service Director or the hours may be denied. Community Service forms must be completely filled out and turned into the Service Director to receive credit. All hours and projects completed for service will be kept in a student file in the Office of the Community Service Director. These files are private and confidential and are not open to outside review. Letters of praise or recommendation for students doing service can be obtained for college applications by petitioning the Community Service Director.

Exams

Semester and final examinations count as one-fifth of the grade. Students are expected to take their examinations on the day and period scheduled. Make-up exams will only be given with a doctor's certificate or special permission from the Academic Dean. Seniors who achieve a grade of 90 or better in a year course may be exempt from the final examination subject to teacher approval.

Field Trips

Field Trips are for educational purposes. Field Trips are privileges afforded to the student; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements. Permission slips for field trips must be signed by a parent/legal guardian **prior to the trip**. No student will be permitted to leave school for a field trip without parental/legal guardian approval.

1. Field trips are designed to correlate with teaching units and to achieve curricular goals and must be approved in writing by the Principal.
2. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
3. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
4. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in to the teacher forty-eight hours after receipt of the permission slip.
5. A fax does not take the place of an original signature.
6. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.

7. Parents may refuse to permit their child from participating in a field trip.
8. All monies collected for the field trip are **non-refundable**.
9. Students who are participating in the field trip must ride the bus to and from the field trip with their class.

Homework

Students are expected to spend an average of two hours on homework every school night. The emphasis should be on careful reading, studying, writing, computation and completion of written assignments.

Non-Discriminatory Policy

Saint John's Catholic Prep does not discriminate on the basis of religion, race, color, creed, gender, national or ethnic origin in the administration of its educational policies, admissions policies and scholarships and student aid programs.

Registration and Placement of Students

Registration will be held in the spring in order for students to select classes for the next academic year. At that time students will select classes needed or electives desired. If the first choice requested cannot be granted, the student will be placed in their next chosen class. Students who do not submit their registration forms by the required deadline will not be assured placement in their requested courses. Students who do not have contracts for the next school year will not be scheduled and will be removed from the active scheduling file.

Incoming and transfer students are placed by the administration and guidance personnel based upon their academic records, standardized test scores, and teacher recommendations

Report Cards & Conferences

Report cards are issued four times a year at the end of each eight-week period. To bring about closer cooperation between home and school, parent-teacher conferences are held during the year. Meeting with the teachers gives parents the opportunity to develop a true insight into the school and understand the problems their children might face. Progress reports at mid-quarter, "interims," will be issued for all. Parents desiring additional conferences with any teacher are asked to make this request in writing so that records can be reviewed and available at the time of the meeting. The school requests parents to call the office prior to coming to the school without a scheduled appointment.

School Hours

Classes begin promptly at 8:00 AM and conclude at 2:45 PM. Students not in their classroom at 8:00 AM are considered tardy. The school doors are opened for students at 7:30 AM. Students arriving at that time will go to the Library until they are to report to their first period class at 8:00 AM.

At Saint John's, we work in partnership with parents to enable each student to develop as an independent learner. Please check the school calendar for early dismissal dates.

School Records and Right to Privacy Policy

Saint John's Catholic Prep adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. This act provides for parental access to student records and the confidentiality of those records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Saint John's Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

Title IX

Saint John's Catholic Prep adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Transfer of Students

Notice of withdrawal of a student should be made by the parent in writing to the School Office in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. Students looking to transfer into Saint John's during their senior year will only be considered admission only under extenuating circumstances. **No student records will be forwarded to another school until Business Office accounts have been settled.**

Admission Information

Nondiscriminatory Policy

Saint John's Catholic Prep admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Saint John's Catholic Prep seeks to enroll college-bound students who are motivated to succeed in a rigorous academic environment. The Admissions Committee will review complete application packages.

The Procedures for Admission include the following:

A Saint John's Application for Admission Please attach a recent photograph of the applicant to the application.

A \$65.00 application fee and a \$30.00 testing fee (checks made payable to SJCP). If the student will be testing at another location, only the application fee is required.

A signed Transcript Release Form. Please return this form to the Admissions Office with the completed application.

An Admissions/Placement Test: The test takes approximately 3 hours and is given to incoming ninth-graders. It will be held on **Saturday, December 10, 2011**. Registration begins at 8:30 AM and testing begins promptly at 9:00 AM. Please call the Admissions Office to make arrangements prior to testing. Transfer students may be required to take a placement test after they have submitted a complete application package.

A Recommendation Form: This form must be completed by the student's teacher, guidance counselor, or school principal/director. A student enrolled in an Archdiocese of Baltimore middle school must submit the Archdiocese of Baltimore High School Information Form distributed by the student's middle school. Parents must sign and return this form to their child's middle school. Therefore, students enrolled in an Archdiocese of Baltimore middle school are exempt from the Saint John's Teacher Recommendation Form. Students enrolled in an Archdiocese of Washington middle school may submit their school issued recommendation form in lieu of the Saint John's Teacher Recommendation Form. Additional letters of recommendation can be submitted.

A Personal Interview: Students will have a scheduled interview prior to the acceptance decision. Interviews are scheduled for **January 11 - 14, 2012**.

Additional requirements for international students:

An official bank statement demonstrating proof of finances for tuition and living expenses;
proof of English proficiency.

For more information regarding international students, contact Mrs. Young Lee at 301-613-7876.

Admissions Contact: Michael Schultz, 301-662-4210

Financial assistance is available for students in grades 9-12 and is based on documented need. A family's need for financial aid is determined each year by Saint John's Catholic Prep's Financial Assistance Committee, which uses information supplied to it by the School and Student Service for Financial Aid (SSS). The committee will attempt to meet 40% of the demonstrated need. Parents are also required to complete the Saint John's Catholic Prep Financial Aid Institutional Application and submit all required documents including copies of their W2's. Parents who wish to apply for financial assistance should request these forms from the school in November. The completed Financial Aid Institutional Application should be sent to the Admissions Office.

The SSS Parents' Financial Statement should be completed and sent to the School and Student Service by NAIS. SSS, PFS, PO Box 449, Randolph, MA 02368, or on-line at <http://sss.nais.org/parents/>
SSS Helpline: 800-344-8328

There are a limited number of academic scholarships available at Saint John's Catholic Prep. For more information or to request a packet please contact the school at 301-662-4210.

Important Dates for 2011-2012

Shadow Visits Begin	Tuesday, September 13
Fall Open House	Sunday, November 6, 1:00 PM – 3:00 PM
High School Placement Test (HSPT)	Saturday, December 10 Registration: 8:30 AM Testing: 9:00 AM
Financial Aid & Scholarship Application Deadline	Friday, December 30
Priority Application Deadline	Friday, December 30
Prospective Student Interviews	January 11 - 14
8 th Grade Acceptance Day	Tuesday, February 14

Ways to Visit

Shadow Program – Prospective students are invited to attend classes with a current Saint John's student. This is a great opportunity to visit the school, attend classes, meet current students and teachers and have lunch on us! Visits are usually limited to Tuesdays, Wednesdays and Thursdays.

Open Houses – Saint John's hosts open houses in the spring and fall for prospective student families. Our Fall Open House will be held on **Sunday, November 6, 2011 from 1:00 PM - 3:00 PM**

Spring Open House - Wednesday, May 2, 6:00 PM – 7:30 PM

Financial Information

TUITION SCHEDULE SCHOOL YEAR 2011- 2012

Tuition for the 2011-2012 school year is \$12,995.

Tuition Payment Plans

PLAN A: EARLY PAY DISCOUNT PLAN: If full payment is received no later than April 4, 2011, participants may deduct 2% of tuition. The ancillary fee of \$195.00 per student should then be added to your discounted tuition. Note: Please return the Re-enrollment Contract with your payment no later than April 4, 2011.

PLAN B: One payment of tuition and the ancillary fee in the full amount due to the school no later than June 30, 2011. Note: Please return the Re-enrollment Contract and deposit no later than April 4, 2011 with the balance due no later than June 30, 2011. A \$300.00 Administrative Fee will be added to any account not paid in full by June 30, 2011.

PLAN C: Ten monthly payments of tuition and the ancillary fee paid through the FACTS Tuition Management Program. The first payment is due July 2011. A \$300.00 Administrative Fee will be added to the tuition. Families enrolled in FACTS for the 2010-2011 school year **must re-enroll** for the 2011-2012 school year. The FACTS Tuition Management Program may be completed online by visiting the school's website (www.saintjohnsprep.org) and clicking on "Admissions" and then "Tuition" or you may contact the Admissions Office to request a paper form. Athletic fees, bus transportation fees, and other charges should be paid directly to the school and are not included in the FACTS payment. Note: Please complete the FACTS Tuition Management Program online and return the Re-enrollment Contract and the deposit no later than April 4, 2011.

Financial assistance is available for students in grades 9 - 12 and is based on documented need. A family's need for financial assistance is determined each year by Saint John's Catholic Prep's Financial Assistance Committee, which uses information supplied to it by **The School and Student Service for Financial Aid**. Parents are also required to complete the Saint John's Catholic Prep Financial Aid Institutional Application and submit copies of their most recent W-2 forms. Parents who wish to apply for financial assistance should request these forms from the Admissions Office. The SSS Parents' Financial Statement should be completed and sent to: **The School and Student Service** by NAIS. SSS, PFS, PO Box 449, Randolph, MA 02368, or on-line at <http://sss.nais.org/parents/>

Financial assistance is awarded annually, based on need and availability of funds. A family must reapply every year to be considered for the renewal of financial assistance. If a family's circumstances do not show a considerable change, the school will make every effort to continue assistance. For best consideration and availability of funds, families should submit all application materials by the posted deadline.

Scholarships

All scholarships and financial aid will be awarded in the spring semester to be applied toward the upcoming school year. Because a limited amount of aid is available, it is important that families carefully follow the application instructions and deadlines.

The following need-based aid is awarded via the Financial Assistance Committee each year at Saint John's

Corporate Scholarships
Friends of Catholic Education Tuition Grants
Mary Posta Grove Scholarship
Saint John's Financial Need Tuition Grants

Who is Eligible? Current students and incoming freshmen with financial need are eligible.

What is the amount? Saint John's will attempt to meet up to 40% of demonstrated need for each child that applies on time for financial aid.

How do I apply? Please contact the admissions office to request information.

The following merit-based scholarships are available at Saint John's

FATHER MCELROY FOUNDERS SCHOLARSHIPS

Who is eligible? Students who were awarded the scholarship in previous years are eligible to renew their scholarship. Incoming freshmen are also eligible to receive this scholarship.

What is the amount? The amount of the scholarship will vary depending upon the competitiveness of the incoming class.

How do I apply? Students who were awarded the scholarship in previous years will automatically be awarded the same scholarship as long as they have maintained a 3.5 average and a good disciplinary record, have turned in their re-enrollment paperwork and the tuition deposit on time and are current on tuition payments.

Incoming freshmen must submit a complete admission application by the application deadline. These students must also have taken the High School Placement Test (HSPT) on the date assigned by the Archdiocese of Baltimore. Students applying from an Archdiocese of Washington school are also required to submit HSPT score.

Re-enrollment for 2011-2012

The Re-enrollment Contract and the Tuition Payment Estimator Worksheet have been placed online for easier access. Please return the signed Re-enrollment Contract and your deposit to the Admissions Office as soon as possible.

Re-enrollment Contracts require a \$750.00 deposit. This deposit will be applied against tuition payments for the school year.

An ancillary fee of \$195.00 has been included on the contract. This fee is charged per student and includes testing, retreat, PTO dues and yearbook but does not include athletic fees, bus transportation, and other charges. Please follow the instructions provided under the payment plan you select on the Re-enrollment Contract. If you have not used our monthly tuition payment plan (FACTS) in the past and would like to begin using this plan, please visit the school's website and click on "Admissions" and then "Tuition" to complete the FACTS e-Cashier Payment Agreement or you may contact the Admissions Office to request a paper form.

To all families who applied for financial aid for the 2011-2012 school year, decision letters were mailed in March and, to those families who qualified for aid, a revised Re-enrollment Contract accompanied this paperwork.

Please feel free to contact the school with any questions you may have.

Tuition Refund Policy

The enrollment contract signed by the parent stipulates that the school does not refund any tuition payments upon a voluntary withdrawal of the student. However, due to extenuating circumstances, the school will consider a partial tuition refund for a voluntary withdrawal if requested.

- Families must notify the school in writing if a student is to withdraw from the school.
- Registered students who withdraw before the first full day of school will receive a 100% refund less the \$750 deposit fee.
- Registered students who withdraw between the first day of school and December 15th are eligible for a 50% refund if circumstances warrant
- Registered students who withdraw after December 14th are not eligible for a refund.
- The school will not forward records for students who withdraw with an outstanding balance until the account is settled and cleared.

**A RETURN FEE OF \$25.00 WILL BE ASSESSED TO YOUR ACCOUNT
FOR ANY RETURNED TUITION PAYMENT.**

PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL Business office at 301-662-4210 extension 104

Attendance

A student's absence from school interferes with his/her academic progress.

Absence

When a student is absent from school, a parent should call the office by 9:00 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the Saint John's students.

A written statement giving reasons for the absence or tardiness **must** be brought to the main office upon the student's return. Saint John's has an on-line form that should be sent in with the student. This form can be printed from the school web-site. It can be found under parent information forms and policies. Should absence for any reason other than illness seem imperative, parents are requested to consult with the school receptionist and present a written reason for the absence.

The school calendar provides for extended weekends and other closures throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

Absences of more than five (5) consecutive days require a doctor's note.

Any student with more than 12 accumulated absences in a class per semester will not be allowed credit for a semester class. A student with twenty-four (24) accumulated absences during a year-long class will not be allowed credit for that course for the year.

Missing half the day or more will count as an absence. Absences and tardiness are recorded on the student's permanent record.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Absence during the School Day

Students needing medical appointments during school hours require a written note (found on the website) by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office.

Tardiness

Being tardy can be detrimental to a students' academic progress. It is essential that our students are on time for school. In the event of being tardy, it is requested that you use our on line school form. Parents can find this form under parent information form and policies. Please understand that an accumulation of tardies will result in disciplinary actions.

Infractions for tardies will result in the following consequences, along with a letter from the Dean of Students, sent to the parents/guardians of the student:

5 Tardies will result in an AM. Detention

After 5 Tardies a student and their parents will be required to meet with the Dean of Students to discuss disciplinary consequences.

*** Please note that continued tardies and absences from school will lead to a student being placed on Discipline Probation and may lead to suspension or expulsion. In addition, they can affect a student's eligibility to be accepted for NHS.**

Closing School or Early Dismissal

During inclement weather, the school will follow the decision of the Frederick County Board of Education. Please listen to your local radio station and follow the **Frederick County, Maryland School information**. In case of early dismissal for bad weather or an emergency, prior arrangements are to be made by the student for transportation home. Students will be unable to use the office phones, and the office staff is not equipped to handle incoming calls from parents. For students who drive to school, a letter from parents giving permission for the student to leave school in case of bad weather must be recorded with the office at the beginning of the school year. **Parents are encouraged to sign up at www.schoolsout.com where we will post information concerning closings and early dismissals. There is an option to have the information sent to your cell phone also for a small fee.**

Closed Campus

Saint John's is a closed campus. Unless parental permission has been received, a student cannot leave before the end of school. A student is deemed to be **on campus** upon arrival at school and may not leave without permission from his/her parent. Leaving campus without authorization will result in a suspension. Students who are not currently enrolled in Saint John's Catholic Prep are not permitted on campus during school hours 8:00 AM - 2:45 PM. Any visitors to the school must report to the office for authorization to remain on campus. **For the safety of your child, every effort should be made for students to arrive at approximately 7:45 AM and leave campus by 3:45 PM. The school's academic day is complete and the school buildings are locked at 3:45 PM. The library will remain open until 5:30 PM Monday through Thursdays and 4:30 PM on Fridays. On days of early dismissal, the school buildings will be locked approximately 30 minutes after dismissal. Again, please make arrangements for your child's transportation needs.**

DISCIPLINE POLICY

Saint John's Catholic Prep strives to develop responsible, courteous, self-disciplined young men and women whose pride in themselves, their school and their community is reflected in their behavior. The development of such young men and women requires a consistent practice of thoughtful, responsible behavior during their formative high school years.

As a Catholic secondary institution Saint John's Catholic Prep seeks to model the Christian value system it proclaims. Our parents, teachers and staff are the first to model the behaviors and expectations we teach. They are to be fair, reasonable, balanced and consistent in defining and administering the disciplinary measures of the school. They are, in the words of the U.S. Bishops, "To Teach as Jesus Did." Students, too, are expected to accept similar responsibility. They are to publicly demonstrate conduct that reflects the values commonly nurtured in a Christian community.

Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

If a student makes any type of threat to harm themselves or anyone else (i.e., verbally, text, email, etc.) for the safety of all students the school will require the student to be seen by a licensed mental health care provider. Before the student can return to school, a letter from the licensed professional stating that the student is not a threat to themselves or anyone else must be provided to school administrators.

The Administration reserves the right to determine the appropriateness of an action if any doubt arises.

Honor Code

"I have neither given nor received any unauthorized aid on this (quiz / test / assignment)." _____

Student signature.

As a way to create an atmosphere that is indicative of a caring Christian community, one that lives by Christian ethics and morality, Saint John's has established an Honor Code. The principle on which this code is built is the belief that no student will lie, cheat, evade the truth, or conspire to deceive or steal. The Honor Code requires that every student conduct him/herself in a completely honest and forthright manner, whether in relationship with faculty, staff or other students.

Any student who has violated this Honor Code is expected to report his/her offense to any member of the Student Government executives or faculty, who in turn will report it to the Dean of Students. Any student who has knowledge of a violation is to speak to the offender and ask him/her to report him/herself as soon as possible. If the offender fails to do so, the student is urged to report the offending student to a member of the Student Government executives, the Dean of Students, or a member of the faculty.

When a breach of the Honor Code has occurred, the Dean of Students convenes the Honor Committee. The Honor Committee consists of the president of the Student Government, the president of the senior class, five at-large delegates elected by the faculty, one faculty member and the Dean of Students. After meeting to review the honors offense, the Honor Committee makes a discipline recommendation to the Dean of Students, who has the option of accepting, amending or rejecting the recommendation. All disciplinary consequences will be consistent with the scale of disciplinary consequences outlined in the Student/Parent Handbook. In the event that the committee recommends suspension or expulsion, the recommendation is made directly to the Principal. The Principal, like the Dean of Students, has the option of accepting, amending or rejecting the recommendation.

Each student is a guardian of the Honor Code and as such accepts responsibility for it. When a student signs the form stating he/she has read the Student/Parent Handbook, he/she is also stating that they have read and accept all aspects of the Honor Code, thereby agreeing to live by it.

Disciplinary Consequences

Infraction	Severity of Offense/ Number of Offenses	Disciplinary Action to be Taken
Appearance		
Out of Uniform	1st	Warning
failure to be in appropriate uniform as outlined in the student handbook	2nd	Morning Detention
	3rd & any subsequent	Detention & Call Home
Attendance		
Unexcused Absence	1st	Warning & Conference
absence not accompanied by an excusable note	2nd & any subsequent	Detention
Unexcused Tardiness	1st	Warning
failure to bring in an excusable note for lateness	2nd	Warning
	3rd & any subsequent	Detention
Disrupting Learning Environment	1st	Warning
any behavior that disrupts the classroom environment	2nd	Conference
	3rd & any subsequent	Detention
Unexcused Tardiness to Class	1st	Warning
arriving late to class without an excusable note from a school official	2nd	Detention
	3rd & any subsequent	Detention & Conference
Removal From Class	1st	Warning
	2nd	Call Home
	3rd & any subsequent	Detention & Conference
Skipping Class		Detention

failure to attend assigned class at assigned time

Behavior		
Unapproved electronic devices	1st	Warning & Confiscation*
including cell phones, iPod/MP3 players, personal gaming devices, and the like	2nd	Detention & Confiscation*
	3rd & any subsequent	Detention & Conference
Littering	1st	Morning Detention**
intentionally leaving trash behind	2nd & any subsequent	Detention**
Disrespect failure to comply with the directions of the teacher or exhibiting intentional disrespectful behavior	1st	Detention
	2nd	Detention & Conference
	3rd & any subsequent	Saturday Detention
**detentions related to littering will include cleaning up litter on and around campus		*confiscated items may be retrieved from the Dean of Students' Office at the end of the day.
Infraction	Severity of Offense/ Number of Offenses	Disciplinary Action to be Taken
Public Display of Affection (PDA)	Minor	Warning
any behavior of a sexual nature that is deemed inappropriate (ex: kissing, crude touching, etc)	Severe	Detention & Conference
Reckless Behavior	1st	Detention & Conference
behavior that creates a dangerous environment for oneself and/or others	2nd	Saturday Detention
Major Offenses		
Failure to Attend any Assigned Discipline missing an assigned disciplinary measure without an appropriate excuse		Double the original discipline
Graffiti and/or Property Damage	Minor	Detention
defacing/damaging school property	Severe	Saturday Detention
Tampering with Alarms		Saturday Detention & Referral to Discipline Review Board***
tampering with or damaging the fire alarm or any similar devices		
Theft	1st	Detention & Conference
taking the property of the school or a peer	2nd	Referral to Discipline Review Board ***
Sexual Harrassment	1st	Detention & Conference
any verbal or physical encounters that are sexually suggestive and unwelcomed	2nd & any subsequent	Referral to Discipline Review Board***

Fighting inappropriate and aggressive physical contact	Minor Severe	Detention & Conference Referral to Discipline Review Board ***
Bullying	Minor Severe	Detention & Conference Saturday Detention
Weapons possession of any dangerous weapons including knives, fire arms, etc. with the intention to cause harm	Referral to Discipline Review Board***	
Drugs and/or Alcohol any use or possession of drugs or alcohol while on campus or during a school-sponsored event	Referral to Discipline Review Board***	

***The Discipline Review Board has the power to determine out-of-school suspensions & expulsions

Off-Campus Conduct

The administration of Saint John's Catholic Prep reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

Expulsion Policy

The ultimate penalty of expulsion is enforced when the discipline system fails to modify a student's behavior or when a student exhibits disregard for school regulations by a major violation of school rules including the following:

1. Willful damage or destruction of school property, vandalism. A student who commits acts of theft or maliciously damages school or personal property must repair or replace such property at his/her expense. Failure to do so may incur expulsion.
2. A student who possesses, uses, sells distributes or is under the influence of any type of narcotics or other illegal substances on school property or at school sponsored activities on or off campus will face disciplinary action. Law enforcement agencies may be notified if the situation dictates.
3. A student who possesses, uses, sells distributes or is under the influence of any type of alcohol, beer or wine or other illegal substances on school property or at school sponsored activities on or off campus will face disciplinary action. Law enforcement agencies may be notified if the situation dictates.
4. Possession of a weapon.
5. Continual, repeated, or extreme violations of the school rules.
6. Public conduct detrimental to the good name of the school at any time.
7. Possession and/or use of alcohol during the school day.
8. Second violation of the Honor Code.
9. Sexual behavior of any kind on school property.

The case of any student facing expulsion will be automatically brought before the Discipline Review Board. In any case of expulsion, parents will still be responsible for full payment of tuition. Students who are expelled or asked to withdraw must have written permission from the school administration to return to campus or attend any school event

Disciplinary Probation and Semester Review

Disciplinary probation is a specific period of observation and review of behavior including terms appropriate to the offense(s) committed during which the student must demonstrate compliance with school policies, regulations, and the terms of the probationary period. Parents will be notified of their child's status and a parent conference will be arranged.

At the conclusion of each semester, the Dean of Students will review the discipline records of students with a history of poor conduct. Students who have exhibited chronic behavior problems throughout the school year may not be allowed to return for the following year. If allowed to return, these students may do so under disciplinary probation.

Failure to comply with the school's policies and/or failure to complete the assigned sanctions will result in expulsion.

Discipline Review Board

The purpose of the Discipline Review Board is to hear cases that carry recommendations of dismissal by the Dean of Students. The Discipline Review Board serves in an advisory capacity to the principal. Any student brought before the Discipline Review Board, along with their parents, will receive additional information regarding this process. Once the Discipline Review Board meets, the Principal and the Dean of Students will meet to make the final decision for the course of action.

Disciplinary Appeals

Discipline appeals to the President are only allowed in the case of expulsion. Request for the appeal must be submitted in writing to the President by the student within five (5) business days of the student being notified of the findings and imposed sanctions. Failure to appeal within the allotted time will render the original finding and imposed sanctions final and conclusive.

Appeals to the President must cite one or more of the following:

- A. Established administrative procedures were not followed.
- B. New and significant evidence that was not available or could not have been discovered through diligent investigation, before or during the hearing, merits or warrants reevaluation of the case.

The decision of the President is final.

Alcohol Policy

Saint John's looks upon the consumption or distribution of alcoholic beverages at any school sponsored event as a serious matter. The possession, consumption, distribution or being under the influence of alcohol on or about school property or at any home or away school sponsored activity will result in disciplinary action. Violation of this policy on the occasion of the Junior-Senior Prom may result in either suspension or expulsion from school and may also result in forfeiture of all rights to participate in commencement ceremonies for seniors.

Searches and Testing

The school reserves the right to search any suspected student's belongings, including lockers and/or cars. The school also reserves the right to require drug/alcohol testing at a facility designated by the school within a certain time frame. Failure of such test may be cause for possible expulsion. Refusal on the part of the student, or their parents, for such a search or test may forfeit the student's continued attendance at Saint John's Catholic Prep.

Harassment

Saint John's Catholic Prep strives to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Dean of Students investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Interscholastic Athletics

The athletic program follows the guidelines established by the National Federation of High Schools, including eligibility, number of games, frequency of games, and preseason practice. The interscholastic athletic program features the following sports/squads/teams: girls' varsity soccer, boys' varsity soccer, girls' varsity and junior varsity volleyball, boys' varsity and junior varsity basketball, girls' varsity and junior varsity basketball, boys' varsity baseball, girls' varsity softball, fall co-ed golf, girls' tennis, boys' tennis, co-ed cross-country, co-ed winter and spring track and field, boys' varsity lacrosse, girls' varsity lacrosse, and cheerleading. Student interest and availability of facilities will determine the extent to which other sports are offered.

The following are basic requirements for participation:

1. Follow academic and discipline extracurricular policy.
2. Have a physical examination each year and submit Athletic Physical Form to the Main Office...
3. Athletic Permission/Insurance Form must be on file in the Main Office.
4. Pay the athletic fee for each sport.

Athletic Events

At all athletic contests, home or away, in the gymnasium or on the field, it is expected that the highest standards of sportsmanship will prevail among students who are players and/or spectators.

Extracurricular Participation

Students must be in good academic and disciplinary standing to participate in Extracurricular Athletics. Students who arrive at school after 9:30 AM will not be allowed to participate in any extracurricular activity. School policies regarding the use of alcohol, tobacco, illegal substances, and conduct must be followed and obeyed while attending or participating in any extracurricular activity. Equipment that belongs to the school and is issued to the student so that they might participate in extracurricular activities is not to be used or worn at any event or activity that is not sponsored by the school. In addition, the student is responsible for any equipment issued to them. Negligence and/or irresponsibility will result in restitution for broken or damaged equipment.

The student is to follow the directions of all teachers, administrators, van or bus drivers, staff, chaperons or custodians at all times while at any extracurricular activity. Conduct on a van or bus to or from any school-sponsored activity should be above reproach. Students who are transported to games must return in the same vehicle unless their parent or guardian personally contacts the sponsor of the activity. Good sportsmanship should be displayed at all extracurricular activities. This policy should be observed by all members of any team or organization. Treatment of other players, officials, and visiting fans should be respectful.

Gymnasium and Locker Rooms

Students are permitted in the gym or the locker rooms only under the supervision of a faculty member or coach. Sneakers must be worn on the gym floor. **No food or drinks are permitted in the gymnasium during school hours.**

Student Activities

Importance of Involvement and Student Leadership

Participation in extracurricular activities and clubs is an important aspect of life in high school. The school encourages each student to become involved in an out-of-class activity from the beginning of their first year at Saint John's. The responsibilities which are assumed by holding office and the friendships which are encouraged by students working together toward common goals provide lasting satisfaction and many rewarding memories. Notice of club meetings are published in the daily announcements. All students are encouraged to become active members of those organizations in which they have a special interest

Activities and Clubs

The Student Activities Program offers a wide variety of organizations. Participation is open to any Saint John's Catholic Prep student. The programs encourage students to work with one another, to pursue leisure time interests, to become involved in the Saint John's community and to develop leadership skills.

Assemblies

Throughout the year Saint John's will provide a variety of assemblies for the cultural, spiritual and educational enrichment of the student body and their parents. Students are expected to give full attention to the program. This attention is manifested by a respectful, attentive attitude and appropriate participation.

Student Government

The main purpose for Student Government at Saint John's Catholic Prep is to promote school spirit and cooperation among students, faculty and administration. It is also a means of voicing student opinion. Achievement of this goal is facilitated by the coordination of various school activities.

National Honor Society

To be eligible for membership in the National Honor Society, a student must have a minimum GPA of 3.5 calculated over a period of three semesters. This GPA is calculated from the following academic subjects only: English, Social Studies, Math, Science, Theology and Foreign Language. The earliest a student in the ninth grade could be considered for membership is the spring of his/her sophomore year. Although members are elected to the National Honor Society, membership is never determined by grades alone. Students must excel in leadership, service and character as well.

Students nominated to the National Honor Society must complete an application form, be interviewed by the NHS Faculty Committee and be approved unanimously by the committee before they can be inducted into the Society. Members are expected to attend the Fall/Spring Open Houses, Back-to-School Night, Senior Night, Graduation, and other functions, serving as

hosts and hostesses. They are expected to tutor approximately one hour each week after school, be leaders of the school and to be respectful of and follow all school policies. **Excessive tardiness and absences from school may jeopardize a student's eligibility to be inducted in NHS.**

Campus Ministry

All students enrolled at Saint John's Catholic Prep participate in a variety of spiritual and religious activities. These activities are planned, coordinated and implemented by the Campus Ministry team which consists of the Campus Minister, the Chaplain, faculty and students. Religious activities include:

1. All school liturgies in observance of Catholic Holy Days.
2. Coordination and planning of school liturgies and prayer services.
3. All school observances of the liturgical seasons of Advent and Lent.
4. Class retreats.
5. SJCP Choir
6. The coordination of a variety of activities which allow students to show their commitment to social justice including service hours and projects.

Current Clubs and Organizations

Student Government Association	National Honor Society
Yearbook	Student Ambassadors
Mock Trial	Students Against Destructive Decisions
Academic Team	Model United Nations
Chess Club	Drama Club
Campus Ministry	Rock Band
Sound Crew	Choir and Chorus
Speech and Debate	Environmental Club
Literary Magazine	Interact Club
Technology Club	Ski Club
Amnesty International	

How to Start a New Club:

To organize a new club, students should follow these steps:

- a. Prepare a statement indicating the kind of club and its purpose.
- b. Select at least one faculty sponsor and secure their agreement to sponsor the organization.
- c. Present a copy of the statement of purpose, list of potential members, and the name of the sponsor to the Principal for approval. The purpose of the proposed club will be evaluated on the basis of its contribution to the educational and social development of students. Initiations into clubs, sports, or organizations are prohibited in any form.

School Dance Policy and Regulations

One of the school's objectives is to provide extracurricular experiences which foster spiritual, intellectual, physical and social development. Dances are an important part of that experience. As a Catholic school rooted in Christian values, we also maintain a code of conduct that creates an atmosphere of high moral standards, self-discipline, respect for self, and respect for others.

Dancing in any lewd or sexually suggestive manner is unacceptable. While chaperones are aware of current dance styles and understand romance, the decision of what is acceptable is theirs. Guests are welcome, but they are also subject to the code of conduct of the school. Saint John's students are responsible for the behavior of their guests.

Consequences, depending on severity, will include one or more of the following, but are not limited to:

- * First warning
- * Being required to stay to assist in the clean up
- * Phone call informing parents of inappropriate behavior
- * Being asked to leave the dance, with a phone call to parent or guardian
- * Disciplinary action.

Regulations are as follows:

1. Students may not leave the building unless they leave for the remainder of the evening.
2. No loitering at the doors or on the grounds is permitted.
3. Dress is to be appropriate and in good taste.
4. Dances are open to off campus students. The sponsoring student must sign guests up the day before the dance and are responsible for their behavior.
5. All school rules and regulations are in effect.
6. Any dancing deemed inappropriate by chaperones will not be permitted.

School Office Hours

The school office is open on all school days from **7:45 AM – 3:45 PM**.

Transportation and Parking

Bus Transportation

Bus transportation to and from school is available to students of Saint John's Catholic Prep. Any student who makes use of this service has the responsibility of obeying all bus regulations and of presenting proper I.D. when requested. Disciplinary action may be taken by the school if a student fails to obey the bus regulations. In addition, students are responsible for the repair of any property damage to the bus.

Car Transportation

All students who drive to school must register their car with its license plate number at the Dean of Students office, display a Saint John's Catholic Prep decal and obey all transportation procedures and regulations enumerated below.

Transportation Procedures

Proper use of an automobile and precise observance of traffic regulations are vital for the safety of all Saint John's Catholic Prep students and others who drive on school property. The following regulations must be observed by those driving on Saint John's property:

1. Speeding is not permitted. The speed limit on campus is 10 MPH maximum.
2. The honking of horns, playing of loud music or the racing of engines is not permitted on school property.
3. All student vehicles are to be parked in the lot adjacent to the soccer field.
4. Student drivers have the responsibility of ensuring that everyone in the car leaves the car immediately after parking it. Students may not remain in or return to the parking lot during school hours.
5. If a car other than the one registered by the student is used by a Saint John's student, the car must be temporarily registered at the Main Office before 7:55 AM

Saint John's assumes no liability for damage to bicycles, automobiles or motorcycles or for any loss while these vehicles are operated or parked on the campus. Students are reminded to lock their vehicles. The first violation of any transportation regulation merits a school detention. The second violation merits a school detention and loss of driving and parking privileges on campus of the automobile operator/owner for one week. The third violation merits the loss of the above privileges for one month. The fourth violation merits loss of privileges for the remainder of the school year.

Visitors to the School

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to return the nametags and sign out at the time of departure.

Student Life

Advertising in School

Advertisements are ways to inform the student body, faculty and staff of current or upcoming school functions. The posting of advertisements for non-school functions must be approved by the Dean of Students in advance of any posting. All school posters and flyers must be approved by the department chair, club moderator or class moderator overseeing the event advertised. Posters and flyers may only be placed on the appropriate school bulletin boards and are to be removed after an event has passed.

Cell Phones and Electronic Devices

Cell phones must be turned off and stowed away during the school day. All electronic devices must be turned off and remain in the school locker during school hours. All phones and electronic devices will be confiscated if found in the student's possession from the hours of 8:00 A.M. to 2:45 P.M. Cell phones or electronic devices will be turned into the Dean of Students for retrieval at the end of the school day. A second infraction will result in detention and a parent or guardian must come to pick the item up. If the problem continues, the Dean of Students will take further action.

Change of Address

Parents should notify the school office immediately of any changes of address or telephone numbers. Please update the medical information on your student should anything change during the year.

Daily Announcements

The daily announcements contain pertinent information about school events. Announcements are made over the public address system, in homeroom and posted daily online under "Today at Saint John's." Students are responsible for any information published in the daily announcement bulletin. All material for announcements must be given to the Administrative Assistant no later than 7:45 a.m. of the date to be posted.

Faculty Room

The Faculty Room is for the express use of the faculty and staff of Saint John's. Students are only permitted access with the permission of a faculty member or administrator and may not be in the lounge alone.

Fire Drills

Fire drill exit routes are posted in each classroom. When the fire alarm rings, leave the room quickly, quietly, and orderly and proceed to assigned places outside the building. All windows and doors must be closed and lights turned off. Students must be silent and listen to the directions given by the teachers. Violations during a fire drill will be subject to disciplinary action.

Food Services

The SJCP Cafeteria is operated entirely as a service to the students and faculty. Since it receives no financial support from the school, everyone's participation in maintaining an atmosphere of cleanliness, courtesy and efficiency is necessary. Behavior in the cafeteria is always characterized by courtesy toward the other students who are eating at the time and to the staff who provide food service. Therefore, boisterous, loud or disruptive behavior is always out of place. In order to maintain the proper conduct, the following policies are to be followed:

1. Students are expected to clean up their tables and chairs when they are finished eating, placing all trash in the proper receptacles. Chairs are to be pushed in and/or returned to the proper table. If something is dropped or spilled, it is to be cleaned up.
2. Due to safety precautions, students are not to go into the kitchen for any purpose.
3. Students may not leave the cafeteria until their lunch is completed. Unless given permission, lunch is to be eaten in the cafeteria regardless of whether a student brings lunch or not.
4. Lunch periods are held at the same time other classes are in session. Since noise carries through the halls and stairways, students are asked to maintain an atmosphere of quiet conversation so as not to disturb the classes in session.

The food service staff reserves the right to refuse service.

Fund-Raising Guidelines

A class or club requesting a fund-raiser on or off campus must submit a proposal in writing at least one month prior to the requested date to the Director of Institutional Advancement. All funds are to be turned into the Business Office with a copy of the fundraising report given to the Director of Institutional Advancement. Outside bank accounts for any club or organization are not permitted.

Home-School Communications

In order to insure that all communication from school reaches home in a timely manner, Saint John's uses several methods. Every two weeks the school sends the electronic QuickNotes. The school will also use an email blast for more urgent matters that should be interest to the parents. In addition and when necessary, letters and other information are sent to the homes via U.S. Mail.

Lockers

Each student is assigned a locker in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out. A lock is mandatory for each student's locker. All incoming students will be given a lock for their academic career. Each returning student may continue to use the lock that they have already purchased. If a returning student requires a new lock, the cost will be \$10.00. Each additional lock that needs to be purchase will cost \$25.00. All locks will be distributed and purchased from the Dean of Students.

Lost and Found

The Lost and Found is located near the Dean of Students office. Students should check in the office if any items are lost. It is not the responsibility of the office to notify the student to claim lost articles; it is the student's responsibility. Items left in the Lost and Found at the Christmas break, the Easter break, and at the end of the school year become the school's property and will be dispersed as deemed appropriate.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

Telephone

Permission to use the telephone must be obtained from the School Office. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in a teacher's office is for the use of the teacher only. Forgotten homework, athletic equipment, etc. do not constitute emergencies.

Student Services

School Counseling Offices

The School Counseling Office offers a three part program that focuses on academic, college, and personal counseling. The academic dimension of the program utilizes study skills programs, peer tutoring and parental conferences as well as group sessions in order to facilitate success within the academic areas. College counseling in the 10th and 11th grades is highlighted by PSAT's and SAT prep courses offered on and off campus. Personal counseling is done through student and/or parental request as needed. A crisis intervention team is in place and can be set in motion should the occasion merit its action.

Counseling services are provided to assist students in their social, educational, vocational, and personal development. Conferences are scheduled whenever necessary or requested. College counseling begins in the 9th grade and continues until graduation. Every year a College Planning night is held for both parents and students to familiarize them with the college selection and admissions process and the strategies for successful financial planning for college. During the eleventh grade students attend college fairs in the Baltimore, Washington, and Frederick Metropolitan area and are encouraged to meet with the numerous college admissions representatives who visit the school. Opportunities are provided for seniors to visit college campuses while school is in session.

Child Abuse Laws

Saint John's Catholic Prep abides by the Child Abuse laws of the State of Maryland. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

Health Room

The Health Room is provided for the care of emergency illness or injury to students or school personnel. It is not a clinic or dispensary. Medication, including aspirin, non-aspirin products or other over the counter medications, is not dispensed without the Physicians Medication Order Form (PMOF) signed by the student's physician and the parent. Prescribed medications are to be furnished by the parent or guardian and must be labeled in the original prescription bottle with the student's name, name of the medication, amount to be given, time of day to be given, and the duration. Students may not carry medication. All medication must be stored in the school office. Any medication found in the possession of a student will be confiscated. The exception is an inhaler. Students who need to use an inhaler must have the PMOF on file in the school office, and it is highly encouraged to have an extra unit in the office for emergency use. The above restrictions are in compliance with the State of Maryland Board and are mandated by law. If you have any questions, please contact the school office.

Before reporting to the Health Room for treatment, a student must get a note from a teacher to bring to the office. If a student is between classes, then a pass must be obtained from a teacher of the class to which the student is reporting. After one period, the student will either return to class or be sent home after consultation with the parent/guardian. Frequent visitations to the Health Room are reported to parents/guardians for referral to the family physician.

Liturgy and Other Prayer Experiences

Throughout the year, the school celebrates holy days and provides a variety of spiritual experiences for the students. All students are required to attend school liturgies, days of reflection, class retreats, and prayer services regardless of their own personal religious affiliation. Respect for the service and the people participating are expected to the highest degree. Saint

John's Catholic Prep is a Catholic Institution which upholds the teachings and faith of the Roman Catholic Church, and is committed to worship as a group without exclusion. Participation in class retreats and the Community Service project is mandatory for all students.

Telecommunications Guidelines

Internet access in the library is limited to teacher-assigned educational research only. Students may not use the Internet/computers for games, e-mail, chat groups, surfing, etc. Students must have on file with the librarian a "SJCP Telecommunications Guidelines" form signed by both the student and a parent/legal guardian before the Internet may be accessed.

With access to computers and people all over the world also comes the availability of materials that some people may find objectionable. Saint John's Catholic Prep has taken precautions to ensure that students access information consistent with our school philosophy. However, on a global network it is impossible to control all materials. The accuracy and quality of the information obtained through this service cannot be guaranteed. Because information is constantly changing in the electronic environment, it is impossible to predict with certainty what information students might locate. Therefore, students will be supervised, but a constant monitoring is not a possible situation and Saint John's Catholic Prep cannot be held liable for any illegal activity.

Students are expected to act in a responsible, ethical and legal manner while accessing information consistent with their educational purposes. Unacceptable uses include any illegal activity, i.e., violating an author's copyright; vandalizing data, software or hardware; communicating threatening, abusive, sexually oriented/explicit or obscene language or material. In addition, accessing telecommunications for commercial activities or other non-school related activities is unacceptable. Students found to be utilizing the telecommunications systems in an unacceptable manner will have their privileges suspended and disciplinary actions may be taken by school officials. See Page 25 for additional information.

Uniforms and Dress Code

Uniform components (khaki pants, khaki skirts, polo shirts, oxford shirts, fleeces, blazers, sweater vests, and sweaters) may be purchased through

Lands' End
Phone 1-800-469-2222
School ID #: 9001-1921-5

Or order online at www.landsend.com/school (use above school ID when ordering online).

All students must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year (a dress code for such days is included in this section). A parent or guardian will also be notified to bring whatever the student may require to be in full uniform. **The student will not be permitted to return to his or her class until they are in the proper school uniform.** They will be permitted to make up any academic work that is missed. If the problem continues after two infractions a student jeopardizes their academic work in the class. In addition, if a student misses 3 or more classes because of a uniform violation they will not be permitted to participate in any extra curricular or athletic activities for that day.

The uniform for Saint John's Catholic Prep is listed on our school web-site. Please make sure to get all of the items that are required by our students. One additional reminder is that all students must wear black or brown dress shoes with a black or brown belt. Students are not required to purchase these items from Land's End. Socks are required for our students to be in full uniform. If a girl chooses to wear the skirt, she must wear either white ankles socks that cover the ankle bone or knee socks.

Uniform Guidelines

The uniform is a symbol of pride in and identification with Saint John's Catholic Prep. It provides students with a standard of neatness and simplicity in attire and is therefore worn every day during regular school hours. The uniform is also a sign that the student is a member of the Saint John's Catholic Prep Community and has a responsibility to that community. The way in which the uniform is worn, the state of repair and the cleanliness of it reflect the respect a student has for him or herself and for Saint John's. Failure to wear the proper uniform will result in detention. A parent or guardian must also come to the school to pick up the student. If a parent or guardian is unable to pick the student up, he or she will have to serve an In School Suspension for the remainder of the school day. **The school dress code is in effect anytime students are on campus unless the student is involved in an after-school activity that requires a change of clothes.** The changing of clothes at lockers or in the lavatory before or after school, as well as the storage of the school uniform in lockers is not permitted. A student not in uniform for any reason must report to the office before first period. Violation of the uniform code will result in disciplinary action. Habitual violation will result in the student being sent home until properly attired for the school day. The final decision on the appropriateness of student dress and grooming is that of the Dean of Students.

The Saint John's Catholic Prep uniform code consists of the following:

Boys: Hair length must be **above** the earlobe and shirt collar. No ponytails, dreadlocks or eccentric hairstyles are allowed. Facial hair is not permitted and side burns are to be above the ear lobe. Shirts are to be tucked neatly into the pants at

all times. Pants are to be worn above the hips and are to be properly sized. Wallet chains, earrings, jewelry, choker chains, tattoos, etc. are not permitted.

Girls: Shirts are to be tucked neatly into the pants/skirt at all times. No rolling of the waistline for shorter lengths. Skirts can be no higher than 3 inches above the center of the knee. Excessive make-up or jewelry is not permitted. Eccentric hairstyles are not allowed. Nail colors are to be natural colors and eccentric colors are not permitted.

Winter Uniform: to be worn between November 8th and March 23rd

1. Dress Pants - Khaki tan trouser. Students must purchase the uniform pants from the uniform company. Pants must be worn above the hip.
2. Dress Shirt - White, button-down oxford, long sleeve with the sleeves buttoned at the wrist (only a plain white T-shirt may be worn underneath the dress shirt).
3. Necktie - Ties are required for the boys and are optional for girls.
4. Sweater - The school sweater (vest or long sleeve) with the monogram is an optional part of the uniform to be worn under the blazer when the weather deems it necessary. Solid colored sweaters are also permitted to be worn.
5. Fleece – Students may wear the fleece, offered through the uniform company (**MUST** have school logo) either over their polo shirts or under their blazers. **The fleece is NOT an alternative to the school blazer. Polo and Oxford shirts and ties are still required to be worn under the fleece.**
6. Blazer - The Navy blue blazer with school crest is mandatory and must be purchased from the uniform company.
7. Belt - Black or brown belts must be worn with the pants.
8. Dress Shoes - Black or brown low-cut ties, loafers, or docksiders the following shoe types are not permitted: boots, athletic shoes, canvas shoes, open backed shoes, high heels.
9. Socks must be worn at all times and must be visible above the ankle.
10. Coats, hats and other forms of outer-wear are not to be worn inside the building during classes, between classes, in assemblies nor during detention or study periods. When students are outside, appropriate outerwear is allowed during inclement or cold weather with the permission of the administration. **Hooded sweatshirts are NOT permitted to be worn at any time and are NOT a part of the school uniform.**

Fall/Spring Uniform: to be worn from the first day of classes through November 4th and beginning April 2nd.

1. Dress Pants - same as the Winter Uniform
2. Shirt - Green knit "SJCP" golf shirt is required for all students. Shirt to be purchased from the uniform company. Only a plain white T-shirt may be worn underneath the golf shirt. Sleeves are not to be rolled nor collars turned up.
3. Belt - A black or brown belt must be worn with the pants;
4. Sweater - Sweaters are optional for the Fall/Spring uniform.
5. Dress Shoes - Black or brown low-cut ties, loafers, or docksiders. The following shoe types are not permitted: boots, athletic shoes, canvas shoes, open backed shoes, high heels.
6. Socks or solid colored non-patterned tights must be worn at all times and socks must be visible above the ankle. For girls who wear a skirt, white ankle socks are acceptable.

Physical Education Uniform

A physical education uniform is required for all students.

The uniform is as follows:

1. Sneakers
2. White socks
3. Solid color plain tee shirt
4. Solid color plain gym shorts

Field Trip Dress Code

Unless approval is granted by the Dean of Students, the dress code for field trips is the Saint John's Catholic Prep school uniform.

Out of Uniform Code

The intention of out of uniform days is that students wear casual clothes that are appropriate for school. Students are to be neat and well-groomed. Failure to comply with these standards will result in disciplinary action.

Senior Privilege Uniform Code

Associated with their status as seniors and leaders in the school community, seniors may be awarded certain privileges regarding the school uniform. Those privileges pertain to the color of polo shirt in the fall/spring uniform. These items must be purchased from the company chosen by the school and contain the school monogram. Additional privileges may be added at the discretion of the Principal.

President/Principal's Right to Amend

Saint John's Catholic Prep reserves the right to amend the student handbook, and any amendments shall be binding upon all students.



Saint John's Catholic Prep - Authorized Use Policy for Technology

Definitions

Computer Resources: All networks (including connections to external networks i.e. Internet), processors, peripherals and supplies under the administration of Saint John's.

Computer Account: A computer resource user's unique ID which allows them access to specific computer resources. Rights

Use of the Saint John's Catholic Prep computer resources is a privilege and not a right. As with all privileges, abuses will not be tolerated.

Inappropriate Usage:

Examples of inappropriate usage include, but are not limited to, the activities in the following list:

- Use of a computer account you are not authorized to use.
- Allow the use of your computer account by another individual
- Attempt to read, copy, change or delete another user's files without the explicit agreement of the owner.
- Use the school network to gain unauthorized access to any computer system or network.
- Knowingly run or install a program on any computer system or network, or give such to another user that intends to damage or to place excessive load on a computer system or network.
- Attempt to circumvent data protection schemes or uncover security loopholes on any computer resource within the school or connected to the school.
- Violate terms of applicable software licensing agreements or copyright laws.
- Deliberately waste computer resources, including paper.
- Use **any e-mail** other than that provided by the school.
- Access and/or use of non-educational blogs such as MySpace or any type instant messaging.
- Use computer systems for personal use during class time.
- Use computer resources for personal reasons that result in an expense to the school.
- Download and/or using material in violation of copyright.
- Transmit or view materials which explicitly or implicitly refer to sexual conduct.

Privacy: The school technology staff, in order to preserve the integrity or operational state of all computers, may find it necessary to manipulate, without prior consent, any data or files of any users that exist on any resource. Saint John's Catholic Prep reserves the right to read and/or remove any student files on the system without prior notification to system users.

Internet Information Content: Saint John's Catholic Prep has no control of the information on the Internet, and provides only limited technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive. Access to any information on the Internet is ultimately the responsibility of the user. Deliberate access of inappropriate material will result in disciplinary action.

Vandalism Policy: Due to the complexity and cost of technology, when a user's actions result in damage to any computer resource, all costs incurred for repair will be the responsibility of the user. This included the transmission of malware through diskettes, CDs and USB drives.

Software installation: Only individuals assigned by the school tech staff may install software (demo or full versions) onto any computer resource within the school.

Computer Usage Policy Enforcement Guidelines

An individual's computer resource use privilege may be suspended immediately upon the discovery of a possible violation of the policies. Depending on the nature and severity of the policies violation, the school may take one or more of the following actions:

- Verbal or written warning
- Probational usage and monitoring
- Temporary access denial (account lockout).
- Permanent access revocation (requiring alternate assignments)
- Mandatory meeting with student and parent/guardian to discuss violation and concerns.
- Disciplinary school suspension.
- Alternative disciplinary action not involving access or usage restrictions.
- If warranted, the technology staff and administrator will refer the case to appropriate local, state or federal authority for further disposition

Demonstrated intent to violate policy will be considered the same as an actual policy. Demonstrated intent means evidence of actions, that if successful or carried out as intended, would result in a policy violation.



Authorization for use of computer resources at Saint John's

Student and parent/guardian signatures are required below prior to use of computer resources at Saint John's.

Return this page to the librarian.

As a student at Saint John's, I agree to abide to the school's policies regarding use of computer resources.

Student name: _____ Year of Graduation: _____

Student signature: _____ Date: _____

I have read and understand my responsibility as the parent or guardian for the actions of the student listed above regarding computer resource usage.

Parent/Guardian signature: _____ Date: _____

Any students who do not have their AUP on file will be locked out of the network. That includes students in the English, and Technology classes, who will be given alternative assignments.

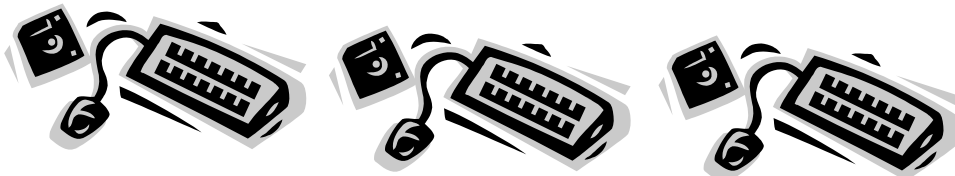


PHOTO-VIDEO RELEASE

To whom it may concern:

I hereby give permission for my son/daughter _____ to be photographed or videotaped at Saint John's Catholic Prep. I realize that the photo may be published in the newspaper, a magazine, the school website, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at Saint John's Catholic Prep.

Signed: _____

Date: _____

SIGNED FORM DUE TO Mrs. Pieklo by September 8, 2011.

PARENT ACKNOWLEDGMENT AND SIGNATURE PAGE

I have read the 2011/2012 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Parent Name (Please print)

Date

Parent signature

Date

Student Name (Please print)

Date

Student signature

Date

SIGNED FORM DUE TO Mrs. Pieklo by September 8, 2011.

This is to inform Saint Johns Catholic Prep that we do not have regular access to edline and are requesting communication from any teacher wherein our student is receiving a "D" or "F" be in writing or telephone.

Parent signature

Date

CONSENT TO THE DISCLOSURE OF ACADEMIC INFORMATION

I, the undersigned, having attained the age of eighteen on _____, understand that I have the absolute right to confidentiality in my academic records. This information may not be disclosed to any person or organization without my expressed consent. To that end, I hereby authorize the disclosure of the academic information maintained by Saint John's Catholic Prep to the following individuals who are either my parents, or legal guardians.

The following persons are authorized to receive my academic information:

Name

Address

Relationship to the student

Name

Address

Relationship to the student

I understand that once this authorization has been executed, the release of this information will continue until such time as I void the authorization in writing and submit same to Saint John's Catholic Prep.

WITNESS:

Student's Name

Address

Date of Birth