

# John Carroll Catholic High School



**Student/Parent Handbook  
2018-2019**

## **ALMA MATER**

### **God Bless John Carroll**

***Music and Lyrics by G. D. Jacoby***

God bless John Carroll, long may it be  
Thy fountainhead of Christianity.  
Hear us, O hear us, we Thee implore,  
God bless John Carroll High forevermore;  
God bless John Carroll High forevermore.

God bless John Carroll, may heaven's light  
Guide our John Carroll High through darkest night.

Dear Alma Mater, onward we soar,  
God bless John Carroll High forevermore;  
God bless John Carroll High forevermore.

God bless John Carroll, each hallowed hall  
Classmates and faculty, God bless them all  
Till class reunion on heaven's shore  
God bless John Carroll High forevermore;  
God bless John Carroll High forevermore.

## **JOHN CARROLL CATHOLIC HIGH SCHOOL MISSION STATEMENT**

John Carroll is a Catholic school that calls its students, faculty, and parents/guardians into an active partnership for learning. We value the development of the whole person through spiritual growth, academics, the arts, athletics, and discipline in the context of a Christ-centered environment. Together we strive to deepen our sense of conviction that our faith in God and his son, Jesus Christ, can bring about a just world.

*Student,*  
*Be it known to all who enter John Carroll Catholic High School that*  
***JESUS CHRIST***  
*is the reason for this school.*  
*He is the unseen but ever present teacher in its classes.*  
*He is the model of its faculty and the*  
*inspiration of its students.*



The center and heart of John Carroll Catholic High School is Jesus Christ.  
We strive to help develop, in the whole person, the gospel values of  
Christ's kingdom so that we can fulfill our destiny as human beings.

#### **STATEMENT OF ACADEMIC INTEGRITY**

At John Carroll Catholic High School integrity is essential to our mission. In valuing the whole person of our students in a learning environment that calls its members to be Christ-like, and in striving to deepen our faith and our belief that it can bring about a more just world, truth is fundamental. We act with honesty and incorporate Gospel values when making decisions. We speak the truth, even when it is difficult or uncomfortable. We do not tolerate dishonesty in any of our learning processes. We hold to the highest ethical and moral standards in our personal and professional behavior. We rely on trust between students, teachers, administrators, and parents as we sustain a culture based on these values. To accomplish these goals, we require and insist on the integrity of all learners.

#### **ACADEMIC INTEGRITY AND THE HONOR CODE**

*The JCCHS Students' Guide to Academic Integrity* (given to students in all English classes) gives students everything they need to know about why's/what's/how's of academic honesty. In addition, it outlines consequences for academic dishonesty.

The following **Honor Code Statement** is included on Semester Exams, but can be used on any assignment or assessment throughout the year:

*"On my honor, as a John Carroll student,  
I pledge to speak only the truth in all things,  
and that this work is solely my own."*

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### **THE DISCIPLINE PROCESS / STUDENT EXPECTATIONS**

John Carroll expects students to behave in a respectful way that reflects the mission, traditions, and expectations of the school. We strive to partner with families when guiding students through the discipline process. We recognize and support the teacher as the primary disciplinarian in the classroom and the coach as the primary disciplinarian with our student athletes.

#### **MINOR OFFENSES**

Examples of (but not limited to) minor rule violations:

- inappropriate use of technology and/or social media
- arguing after receiving a PM
- disrespectful/argumentative
- defacing textbooks
- failure to obey instructions
- public display of affection
- minor classroom behavior problems
- failure to carry I.D. card
- excessive noise in halls
- misuse of passes
- unexcused tardy to school or class
- violation of dress or grooming code
- writing or passing of notes
- littering
- gum chewing/candy
- overdue library books

Examples of (but not limited to) possible consequences for minor rule violations:

- Meeting with the Assistant Principal
- A written or verbal apology
- Reflective Assignment
- Loss of Privileges
- Restorative Justice
- Community Service
- Paying Restitution
- PM(s)
- Saturday School

### **MAJOR OFFENSES**

Examples of (but not limited to) major rule violations:

- inappropriate use of technology and/or social media
- swearing – use of profanity/obscenity
- disruptive behavior at assemblies/Masses
- major classroom disruption
- disrespect to teacher, staff member, or fellow students
- offensive material/hate speech
- harassment, including sexual/bullying
- fighting/physical altercation
- failing drug test
- lying to faculty or staff
- gambling
- skipping class
- not reporting for after school care
- in “off-limits” area
- reckless driving on or near campus
- uncooperativeness
- unauthorized accessing of computer programs, data, or message capabilities
- unauthorized entry into another student’s locker
- unauthorized attendance at a school function
- academic dishonesty
- falsifying documents

Examples of (but not limited to) possible consequences for major offences:

- Paying Restitution
- Loss of Privileges
- Saturday School
- A verbal or written apology
- Reflection Assignment
- Restorative Justice
- Community Service
- Drug Testing
- Probation
- In School Suspension
- Out of School Suspension
- Expulsion

## **OFFENSIVE MATERIAL / HATE SPEECH**

John Carroll makes it clear that offensive behaviors/materials and hate speech of any kind are wrong and will not be tolerated. Actions or behaviors that disrespect the dignity of the human person will not be tolerated and responsible person(s) will be disciplined.

## **HARASSMENT / BULLYING**

Harassment consists of but is not limited to obscene or lewd misconduct, threatening action, either verbal or physical, hazing, initiations, fighting or violence, abusive or profane language and/or offensive gestures aimed at a faculty or staff member or another student. Any form of harassment including bullying either in person, in writing, or through social media can result in probation, suspension, and possibly expulsion.

## **SEXUAL HARASSMENT**

Sexual harassment is a kind of discrimination wherein someone is treated differently because of his or her sex. Sexual harassment consists of but is not limited to behavior, gestures, or words that are directed at a person because of his/her sex, are uninvited, unwanted, and unwelcome, cause a person to feel uncomfortable or offended, or create an environment that makes learning difficult. Sexual harassment may be repeated or may be very offensive on a one-time basis. At John Carroll, proven sexual harassment results in suspension and/or expulsion.

## **CONSEQUENCES**

### **Petty Misconduct**

Any noteworthy failure to observe the general rules and regulations on the part of a student will result in a petty misconduct slip (PM).

Students accumulating three PM's in a quarter will be notified by the Assistant Principal in the form of an automated RenWeb email sent to the student and parents/guardian. Students who receive 4 PMs in a quarter will receive an automatic Saturday School.

### **Saturday School**

Saturday School is assigned to students who earn 4 PMs in a quarter or have a major offence violation. Students who attend Saturday School will participate in a service project in or around the school that will enhance the campus. Examples include but are not limited to: picking up garbage around the school grounds, scraping gum, picking up trash in the bleachers, cleaning up after a school event, assisting with event set-up, stuffing envelopes for mail outs, etc. Electronic devices are not permitted at Saturday School.

Saturday School is from 8:00 am - noon on the assigned Saturday. Students and parents will be notified in advance of the assigned Saturday School by email and student signature. Students who fail to show up for assigned Saturday School will be assigned 2 additional Saturday Schools. Students arriving late will be sent home and assigned 2 additional Saturday schools.

Students who earn a third Saturday School in an academic year will serve an in-school suspension in place of the 3rd earned Saturday School.

### **In School Suspension**

Students may be assigned an In School Suspension when they earn a 3rd Saturday School, for 1st time academic dishonesty, and/or any other major offense. Students will serve their ISS in isolation from the general student population during their classes and during the lunch period.

Students may complete all class work, quizzes, and tests during an ISS. Students will complete a reflective assignment that will be turned in at the completion of the ISS. Students may not participate in after school athletics or activities on the day of the assigned ISS(s).

### **Suspension**

Suspension results when a student's behavior becomes detrimental to the physical, spiritual, or academic welfare and progress of themselves or other students. The student will be sent home for a determined length of time in accordance with the violation. Reinstatement takes place only after the Assistant Principal has resolved the problem at a meeting with the parents/guardians and student. Students sent home for disciplinary reasons (suspended) may not participate in or attend any school function until reinstatement has taken place. Class work missed (tests, quizzes, homework, etc.) while a student is suspended may not be allowed to be made up and will be recorded as an "F". Any major test missed due to a suspension may only be allowed to be made up with the condition that a student may make no higher than the highest possible numerical "F" for that test.

Reinstatement takes place only after the required time has lapsed and with administrative approval.

**A second suspension during a school year or a third suspension during a student's tenure at John Carroll may result in that student's expulsion. Expelled students may apply for readmission after one year has elapsed from the time of their dismissal. If such students are re-admitted, it is with the clear understanding that they are readmitted under disciplinary probation, the terms of which are determined by the administration.**

In certain circumstances second semester seniors who reach the point of expulsion may no longer attend classes but may be allowed to take their exams. If they fulfill all graduation requirements, they will receive a diploma privately.

### **Examples of (but not limited to) suspendable offenses include:**

- inappropriate use of technology and/or social media
- cheating/testing irregularity
- damaging another person's property (student is responsible for paying for the cost of repairs)
- damaging/defacing school property (student is responsible for paying for the cost of repairs)
- disrespectful to teacher, staff member or fellow student(s)
- failure to report for disciplinary action
- fighting
- fireworks, explosives
- failing drug test
- forgery
- hazing/harassment including sexual/bullying
- insubordination
- theft/stealing
- truancy – skipping school or leaving school without authorization
- unauthorized modification and/or deletion of computer programs or data
- use/possession of tobacco products, vaping, alcohol, or drugs at school, school functions or trips

## **APPEALS PROCESS**

### **Suspension**

When it becomes necessary to suspend a student because of a disciplinary problem or a violation of a major school regulation, the appropriate school authority will notify the student and parents/guardians immediately by telephone. Following an investigation, the student and parents/guardians will be advised of the findings. The appropriate authority will be the Assistant Principal, Assistant Principal, or the Principal. An appeal of the decision to suspend must be made to the Principal within three (3) school days of the receipt of written notification. The Principal may meet with the student and his or her parents/guardians at the Principal's discretion. The Principal's decision will be final.

### **Expulsion**

For serious disciplinary reasons or violations of major school regulations, a student may be expelled from school after the Principal has met with the student and his or her parents/guardians. If the Principal decides that expulsion is warranted, a written notice of expulsion will be sent to the parents/guardians within three (3) school days after this meeting. In cases in which parents/guardians or students feel there is a need for further review, they may appeal the Principal's decision to the Review Committee of the Board of Directors using the appeals process described below and applicable diocesan policies. The student will be suspended pending a final resolution of the appeal.

### **The Appeals Process**

If the affected parents/guardians or student wish to appeal to the Review Committee, they should submit a letter stating the grounds for appeal to the Principal. The appeal letter must be received within five (5) school days of the Principal's decision (or one week if school is not in session). The appeal letter should explain the reasons which the parents/guardians or student believe constitute grounds for an appeal. The Principal will forward the letter to the Review Committee promptly. The Review Committee will then decide if there are proper grounds for an appeal. Proper grounds for such an appeal are limited to the following: (1) questions of procedure, i.e., did school officials apply policy as indicated in the school handbook in a manner that was not arbitrary or capricious, or (2) substantial new information.

If the Review Committee determines there are not sufficient grounds for an appeal to be heard, the parents/guardians will be notified in writing of this decision within five (5) school days after receipt of the appeals letter by the Principal.

If the Review Committee determines that there are sufficient grounds for an appeal, the parents/guardians will be notified of this decision within five (5) school days after receipt of the appeals letter by the Principal. An appeal hearing will then be scheduled. The parents/guardians and student who initiated the appeal may be present as well as the appropriate school representative(s). Neither side may be represented by legal counsel. The appeal hearing will be held within ten (10) school days of the Review Committee's decision on the existence of proper grounds for an appeal (two weeks if school is not in session).

On matters of expulsion due solely to disciplinary reasons, the Review Committee will notify the Director of Catholic Schools within one (1) week of the hearing. The Director of Catholic Schools may meet with the Review Committee to resolve any disagreement with the Committee's decision. After consulting the Director of Catholic Schools, the Committee's decision will be final and will be communicated in writing to the parents/guardians of the student within two (2) weeks of the hearing.

## **DRESS CODE GUIDELINES & APPEARANCE**

The purpose of the John Carroll uniform is to ensure a look of unity and equality within our school community. The uniform of John Carroll is traditional and modest. Students should avoid any variation in attire that distracts from the intention of the uniform or calls undue attention to themselves. Students must present a neat, clean, and modest appearance at all times. Anything detracting from this look (e.g. unnatural hair styles/colors, and/or hair accessories, shirts un-tucked, pants worn below the waist, etc.) is considered "out of uniform." Students coming to school out of uniform without prior permission of the Assistant Principal may not be permitted to attend classes. Students may arrive to school in outerwear, but are expected to be in official school attire, as outlined below, at the 7:50 a.m. bell.

**All uniforms must be purchased from Dennis-Larose Uniform Co.**

### **Gentlemen:**

- **Shirt:** The uniform shirt is a white long or short sleeve Oxford button down collar shirt or short sleeve polo shirt that bears the John Carroll logo. **ALL SHIRTS MUST BE TUCKED IN AT ALL TIMES DURING THE SCHOOL DAY.**
- **Pants:** The uniform pants are navy twill and must include a belt. Uniform pants are to be kept in good repair without any holes or tears and they must be of an appropriate length.
- **Shorts:** Gentlemen are permitted to wear navy twill shorts **year round. The length may not be more than 3 inches above or below the knee.**
- **Belts:** Belts may be solid dark brown, navy blue, or black with a modest belt buckle).
- **Tie:** The John Carroll tie is a dark green and navy striped four-in-hand tie purchased from Dennis Larose. Uniform ties may be worn only with the Oxford cloth uniform shirt. When wearing the tie, the white Oxford cloth shirt must have the collar button buttoned.
- **Socks:** Gentlemen are allowed to wear solid black, white, or navy **over the ankle** dress socks, or the JC logoed socks, or JC spirit pack socks with their uniforms. Socks may have a small athletic or brand logo on the outside of the sock. Ankle and athletic socks are not allowed.
- **Shoes:** Gentlemen must wear solid color black or brown shoes. Athletic shoes, boots, slippers, or high-top shoes are not permitted. No shoe should be worn that is faddish, extreme, or calls undue attention to oneself. Shoes must be in good condition and worn appropriately.
- **Blazer:** Gentlemen are required to wear the green John Carroll blazer with the John Carroll logo on days and occasions when "Mass day" attire is required. Blazers must fit properly and be clean and in good condition. Blazers can only be purchased from Dennis-Larose Uniform Company.
- **Sweaters/Coats:** Gentlemen are permitted to wear the navy V-neck cardigan/pullover and sweater w/ John Carroll logo. No hoodies will be permitted.
- Spirit pack items with the JC logo

### **Ladies:**

- **Shirt:** The uniform shirt is a white long or short sleeve Oxford button down collar shirt, or short sleeve polo shirt, or white twill  $\frac{3}{4}$ -sleeve blouse that bears the John Carroll logo. **ALL SHIRTS MUST BE TUCKED IN AT ALL TIMES DURING THE SCHOOL DAY.**
- **Skirts/pants:** The uniform skirt is a blackwatch plaid pleated hipstitched skirt. **The skirt should fall to the top of the knee.** Skirts should not be rolled or otherwise shortened. Ladies may also wear the navy mid-rise flat front flare leg pants, or navy flat front stretch twill pants. All pants must be worn with a solid black, navy blue, or brown belt.
- **Shorts:** Ladies are permitted to wear blackwatch plaid shorts **year round. The length may not be more than 3 inches above or below the knee.**
- **Shoes:** Ladies must wear solid color black or brown shoes. No slippers, sandals, ballet or dance-type shoes, high-top shoes, open toe, open heel, strappy heel shoes, athletic shoes or

boots are permitted. No shoe should be worn that is faddish, extreme, or calls undue attention to oneself. Ladies are encouraged to wear only flat shoes. Heel or platform shoes, if worn, may not exceed two inches in height. Shoes must be in good condition and worn appropriately.

- Socks/Tights: Ladies are allowed to wear solid black, white, or navy **over the ankle** dress socks/knee socks, or the JC logoed socks, or JC spirit pack socks with their uniforms. Socks may have a small athletic or brand logo on the outside of the sock. Ankle and athletic socks are not allowed. Ladies may wear solid navy tights under their skirts.
- Blazer: Ladies are required to wear the green John Carroll blazer with the John Carroll logo on days and occasions when “Mass day” attire is required. Blazers must fit properly and be clean and in good condition. Blazers can only be purchased from Dennis-Larose Uniform Company.
- Sweaters/Coats: Ladies are permitted to wear the navy V-neck cardigan/pullover and sweater w/ John Carroll logo
- Spirit pack items with the JC logo

#### **ADDITIONAL UNIFORM REGULATIONS**

- All uniforms must be in good condition, properly hemmed, appropriately sized, and not faded or torn.
- Sweaters and Coats: School-approved athletic and activities jackets and outerwear (spirit pack items) with the JC logo are permitted to be worn during the day in place of uniform sweaters/jackets.
- **No hooded sweatshirts/jackets of any kind may be worn in the school building during school hours.**
- **Tennis shoes and canvas shoes with light rubber soles will not be allowed as dress shoes.**
- Students are prohibited from wearing hats/caps or head coverings (such as bandanas).
- White turtlenecks and long sleeve undershirts may only be worn underneath the long sleeve Oxford shirts. Undergarments worn underneath the uniform shirt must not be visible through the uniform shirt.

#### **ACCESSORIES**

Jewelry must complement the neat, clean, and modest appearance, which the uniform conveys. Items such as earrings, necklaces, rings, or watches that distract from this desired appearance will be subject to removal at the discretion of the classroom teacher or administration, and disciplinary action may follow. Other forms of dress accessories that tend to be “faddish” in nature are unacceptable.

#### **Gentlemen**

- Gentlemen may wear one simple necklace; no more than two rings and a watch. Earrings for gentlemen are not allowed.
- Gentlemen are not permitted to wear belt chains, wallet chains, or any excessive bold jewelry while representing the school in any capacity. This includes extracurricular and athletic events on or off campus.

#### **Ladies**

- Ladies’ jewelry must be simple and limited to one earring no bigger than a quarter in each ear and in the lobe only. One simple necklace is permitted to be worn. Choker style necklaces are not permitted.
- Ladies are permitted to carry a small, modest purse for personal items throughout the day.
- Ladies are not permitted to wear bandanas, head wraps, scarves, or any other headwear that adds superfluous style to the student’s appearance. Ladies may wear headbands and ribbons that coordinate with the modest style and colors of the school uniform.

- Ladies are not permitted to wear belt chains, wallet chains, or any excessive bold jewelry while representing the school in any capacity. This includes extracurricular and athletic events on or off campus.

#### **Grooming:**

- Gentlemen’s hair should be of moderate length, which is defined as out of the eyes in front, cut clean around the ears, and not touching the collar in the back. No braids or ponytails of any sort are permitted. Hair must be neat and groomed at all times. **The length of hair on the top (or side) of the head should not exceed higher than 2”**. Administration reserves the right for final determination.
- Hair styles for gentlemen and ladies including, but not limited to, punk haircuts, Mohawks, high top, dreadlocks, dyed or bleached hair (especially hair dyed an “unnatural” color – green, purple, most shades of red, etc.), wigs and the like are not to be worn.
- Tattoos should not be visible when wearing the school uniform or athletic uniform.
- **Gentlemen are to be clean-shaven each day.**

**Students out of uniform or improperly groomed will receive disciplinary consequences and may be sent home with an unexcused absence and may not return until they are properly attired and groomed. The school is the final judge for suitability of uniform and grooming.**

#### **OUT OF UNIFORM DAYS**

Out of uniform days are held as a means of fundraising for the various clubs and activities at John Carroll. The following are guidelines which must be observed on these days in order to participate in a out of uniform day.

- Students may wear jeans, khakis, pants, knee length dress shorts, or the school uniform. No athletic shorts, leggings, yoga pants, camouflage, or sweatpants.
- No article of clothing may be torn, cut, slit, ragged, or have holes.
- Athletic shoes, boots, or sandals in good condition may be worn.
- Socks may be of any color.
- Only John Carroll shirts/sweatshirts/pullovers/sweaters may be worn. The top must be a JCCHS top. For example, it can be a shirt from your spirit pack, a choir shirt, drama shirt, band shirt, club shirt, homecoming shirt, freshman orientation shirt, a shirt from a dance or special event, and/or passed down from a sibling.

**Students who are not in uniform may be sent home with an unexcused absence and may not return to class until properly attired.**

#### **MASS ATTIRE**

When Holy Mass is celebrated as a school-wide event, Mass attire is required. All students are expected to be in Mass attire for the full school day (7:50-3:15). Students not in Mass attire will be considered out of uniform. Mass attire consists of the regular uniform and the following requirements:

#### **Gentlemen:**

- Long-sleeve Oxford uniform shirt (No polo shirts)
- For Mass, sleeves must be rolled down with buttoned cuffs, and collar buttons must be buttoned.
- Navy twill pants (No shorts)
- Blazer may be removed during class, but must be worn in the halls and around the building throughout the school day.
- School tie (to be worn properly throughout the day)
- John Carroll sweater with logo may also be worn along with the blazer.

- Spirit pack items may not be worn on Mass days and with Mass attire.

**Ladies:**

- White Oxford button down collar shirt or white twill ¾ -sleeve over blouse (No polo shirts)
- Blackwatch plaid pleated hip stitched skirt or navy uniform pants (No shorts)
- Blazer may be removed during class, but must be worn in the halls and around the building throughout the school day.
- John Carroll sweater with logo may also be worn along with the blazer.
- Spirit pack items may not be worn on Mass days and with Mass attire.

**ATTENDANCE**

Absence, for any reason, removes the student from the primary learning environment and thus has a negative effect on student achievement; therefore, students are expected to be in school and on time when school is in session, that is, when there are classes, tests and examinations or school sponsored activities/programs/retreats/field trips. Class days are noted on the official school calendar.

The following, when accompanied by a valid note from a parent, are considered acceptable reasons for absence from school and therefore, marked as EXCUSED on the student’s attendance record.

- sickness - extended or recurring illnesses will require medical documentation
- doctor appointments - will require documentation
- death in the family
- testing for driver’s license or learner's permit
- court or legal hearings
- school sponsored trip or athletic competition/event

Students who participate in academic and athletic activities outside of John Carroll that require them to miss school should request prior approval for all absences from the Assistant Principal. Students in good academic, attendance, and conduct standing may be excused on a case by case basis with prior approval.

The following are considered to not be acceptable reasons for absence from school and therefore, marked as UNEXCUSED on the student’s attendance record.

- Vacations and extended weekends
- Work or job interviews

Students marked excused are allowed to make up all work missed by following the Make-up Work policy. It is the student’s responsibility to find out what work has been missed and to complete the work in accordance with the Make-up Work policy.

Students marked unexcused are not allowed to make up missed work.

**GENERAL ATTENDANCE PROCEDURES**

**A student’s parent/guardian is to notify the school as early as possible on the day of the student’s absence.** This may be done by calling the Office (205-940-2400) between the hours of 7:30 a.m. and 10:00 a.m. or emailing the front office secretary.

Upon returning to school the student **MUST** present to the front office a note, signed by the parent/guardian, which includes the student’s name and ID number, the reason and date(s) of the

absence(s), and a telephone number where the parent/guardian can be reached. The student will then receive an admission slip (green slip) allowing him/her to attend classes. Failure to present a proper note will result in the student being marked unexcused. In the event that a student is absent 3 or more consecutive days, a doctor's note or a meeting with the student's parent/guardian may be required before the student will be readmitted to John Carroll.

Except in the case of an educational absence, a student may neither attend nor participate in an athletic event, practice, or attend an extracurricular school activity on the day of his absence without the permission of the Assistant Principal. To be considered present, a student must attend at least 4 academic classes. Should a student be absent on a Friday (or the last day of the week), he/she may neither attend nor participate in such activities over the weekend without the permission of the Assistant Principal.

### **LATE ARRIVAL**

The school day officially begins at 7:50 a.m. There is a warning bell at 7:40 a.m. Students who arrive at school after 7:50 a.m. but before the end of the first period are considered tardy and are subject to the following:

- Students arriving late to school without a written excuse are considered tardy and will receive an automatic PM for the unexcused tardy and work missed may not be made up.
- Students arriving late to school with a valid written excuse, signed and dated by the parent/guardian, a doctor's note or a valid verbal excuse when accompanied by the parent/guardian, will be considered tardy excused. (See Excused/Unexcused Absence) Students **will receive an automatic PM for every 3 excused tardy** slips.
- Students arriving late must sign in at the Front Office and receive an admission slip (green slip) before they may attend class.

Written excuses must state the reason for tardiness.

### **EARLY DISMISSAL**

Parents/Guardians are asked to not make appointments that would require the student to miss any class time or school sponsored programs/activities/retreats/field trips. If there are conditions which no other alternative is available, the procedure for an early dismissal is as follows:

- A note, signed by the parent/guardian, giving the reason for the early dismissal, is presented to the front office BEFORE the school day begins.
- The student is given an early dismissal slip which will allow him/her to leave class at a specified time.
- At the specified time, the student presents the early dismissal slip at the front office and signs out to leave school.
- When a student returns to school, either the same day or the following day, he/she must sign in at the Front Office and receive an absence admit slip (green slip) before he/she may attend class. The student must present a note from the doctor or other official (attorney, etc.) in order to receive an excused absence.

NOTE: A telephone call from the parent/guardian is not a viable substitute for a written early dismissal note. Students arriving at school without a written early dismissal note will not be allowed to check out of school with an excused absence except in the case of a true emergency unless personally picked up by the parent/guardian or the person(s) on the student's emergency contact list.

### **ILLNESS**

During the school day, students who are too ill to remain in class should inform their teacher of their condition and report to the front office. The front office will attempt to contact the parents/guardians who must personally come sign the student out of school. If the parents/guardians are unavailable, the person(s) listed on the student's emergency contact list on the student's registration form may personally come check the student out of school.

### **TRUANCY**

Students are expected to attend school regularly. A student absent from school without his parents'/guardians' consent is considered truant. Students who are truant from school are not allowed to make up work missed and are subject to disciplinary consequences.

### **COLLEGE DAY VISITS**

In supporting thoughtful post-secondary decisions, John Carroll encourages students to research their best options by visiting colleges. Approved College Day visits are excused absences. They do not count against exam exemptions.

Seniors and juniors may be approved to take 3 College Days each year by following these procedures:

- A pre-planned visit is set up with the institution of the student's choice.
- A College Day form is picked up in the Guidance Office.
- The College Day form is then signed by the parent/guardian and the first page is turned in to the Guidance Office at least **3 days** prior to the visit.
- The second page of the form is signed by the visiting institution and presented to the front office when the student returns.
- A second visit to the same institution is allowed for academic, scholarship, or athletic interviews.
- College visits may not be approved after May 1.
- In some cases, students may be auditioning or being recruited by colleges. If a student needs additional visits for these purposes, they should work with the Assistant Principal for prior permission.

### **EXCESSIVE ABSENCE/TARDINESS**

Parents/guardians will be notified by an automated RenWeb email warning them when a student accumulates **5** absences from a single class in one semester. If a student reaches **7** absences in any single class in one semester, the student will be placed on attendance probation. A student who is placed on attendance probation will not be allowed to exempt exams, to use any college days or attend any school function that causes him/her to miss class time. At this point the student and parents/guardians will be required to meet with the Assistant Principal to discuss the causes of the absences/tardies and the terms of the probation. Except in the case of extreme circumstances, a student who exceeds **10** absences/tardies in one semester may not be issued credit for that semester. Absences for this purpose will be determined by class period. Students are considered absent from class if more than one-half of any class period is missed due to tardiness.

**NOTE:** Absences caused by an official school event (field trip, athletic event, school retreat, award luncheon, etc.) will not be counted towards accumulated absences.

### **UNSCHEDULED PERIOD (SENIORS ONLY)**

Seniors with a 3.0 GPA or better are eligible for an unscheduled period during the school day.

If a senior student is unscheduled 1st period, that student may arrive to school at the beginning of 2nd period. If a senior student is unscheduled 8th period, that student may leave school at the end of 7th period. It is understood that any such senior arriving late for 2nd period will be considered tardy. All other truancy rules apply as well.

Unscheduled seniors must sign out at the front office each time they are leaving campus at 8th period. Students must have a note from a parent/guardian on file in the front office giving permission to leave school. It is understood that on those occasions when school assemblies are held, all students will be required to attend these assemblies.

Unscheduled seniors may spend time in the Chapel, Commons, Cafeteria, Library, or other supervised area, but may not linger in hallways or other places where they may present a distraction to the school day. All unscheduled seniors will attend a mandatory meeting with the Administration at the beginning of each semester to review the rules and privileges of being an unscheduled senior.

Unscheduled seniors are required to follow the cell phone and technology policies. Electronic devices are not to be used in the Chapel and Commons.

### **MAKE-UP WORK**

Students will be allowed the number of absent school days plus one day to make up work missed. For example, a student missing one (1) school day will make up all work within two (2) days—including weekends and school holidays—to make up work, while a student missing three (3) consecutive days of class will make up all work within four (4) days.

Absences include all days excused by the school, e.g. illnesses, field trips, retreats, athletic events, etc. In the case of a student leaving school early for a school sponsored event or activity and returning the following day, students are responsible for making up work missed the day of their return.

The responsibility for make-up work rests with the student. Upon returning to school, the student must make arrangements to make-up any missed tests or assignments. Failure to do so may result in zeroes for missed work. A student may request missed assignments through the guidance office if the absence exceeds three consecutive school days.

Students missing a semester exam due to an excused absence will be allowed to make up the exam with permission from the Assistant Principal.

## **ACADEMICS**

### **GRADUATION REQUIREMENTS**

In order to graduate from John Carroll Catholic High School, a student must earn a minimum of 26 academic credits, as outlined below, and fulfill the community service requirements through the John Carroll Service Program.

Theology	4.0
English	4.0
Science	4.0
Mathematics	4.0
Social Science	4.0
Business & Technology	0.5
Physical Education (or equivalent)	1.0

Electives	4.5
75 Service Hours	required
<b>TOTAL CREDITS</b>	<b>26</b>

### ACADEMIC COURSES OF STUDY

John Carroll Catholic High School offers a rigorous college preparatory program that equips students with skills necessary for success in college and careers. John Carroll’s academic courses meet and exceed the State of Alabama’s high school course of study standards. In addition, John Carroll’s academic courses are aligned with the Catholic Curriculum Standards and the recommendations of the US Council of Catholic Bishops. All of our instruction and learning are guided by the Catholic intellectual tradition, which encourages students to enthusiastically seek knowledge that will inform their moral development and create positive changes in the world. John Carroll provides the following three levels of study:

<p><b>The Honors/AP course of study</b> is designed to challenge gifted students to pursue their studies at a greater depth. Courses at this level rely on the independent study, research, analysis, argumentation, and critical thinking involved with the highest level of academic work. Honors/AP courses are open to students based on academic ability, interest in subject material, and motivation of the student to excel in challenging courses.</p>
<p><b>The Advanced course of study</b> is designed to prepare students for college level work and to develop lifelong love of learning. Coursework emphasizes effective communication through reading, writing, and argumentation, and students are expected to develop into independent, informed, critical thinkers over the course of their four years at John Carroll. Advanced courses are open to students who meet academic requirements.</p>
<p><b>The Academic course of study</b> is designed to address learning gaps in language and math skills in the 9th and 10th grades and to enable students to move into Advanced/Honors level courses by or before their junior year. Emphasis is placed on smaller classes and increased individual attention. The academic program is open to students based on academic ability and class size limitations, and includes courses in Math, English, Science, and Social Science.</p>

### COLLEGE AND CAREER ACADEMIES

John Carroll Academies allow students to pursue studies in fields of personal interests. Both academic and experiential requirements promote applied learning and prepare students for college level work. In addition to coursework, Academy students enjoy field trips, working with professionals in the community, and participating in school teams, clubs, and service trips. Applications to Academies are open at the end of the 3rd quarter each year.

<p><b>Social Justice Academy</b></p>	<p>Students interested in Catholic Social Justice will explore current events and socio-political topics through the lens of Catholic teaching. Service plays a major role in this academy, with students participating in regular service trips and projects and working with local charities and organizations.</p>
<p><b>Engineering Academy</b></p>	<p>The Engineering program offers students challenging courses in Science &amp; Math and provides opportunities for independent &amp; mentor-driven research. Students will be able to participate and compete in Science Olympiad, JCCHS Robotics, and ACE Mentoring, and also form relationships with community architects, designers, and engineers.</p>

<b>Fine Arts Academy</b>	Students in the Fine Arts Academy can choose a concentration in Theater, Choir, Art, or Music. Students take Art courses and participate in concerts, productions, and shows, and are exposed to the Arts on a local and national level.
<b>Honors Academy</b>	The Honors Academy represents the highest academic course of study at John Carroll. Students participate in the AP Capstone program, work collaboratively with peers and mentors, and pursue independent areas of research. Field trips and community guests will connect students with college professors and professionals working in different fields.

### GRADING SCALE

The primary purpose of assessment at John Carroll is to provide parents, students, and colleges with clear and meaningful feedback concerning the quality of student learning. Our numeric/alpha grading scale breakdown is as follows:

A+ 100-96	A 95-92	A- 91-90
B+ 89-86	B 85-82	B- 81-80
C+ 79-76	C 75-72	C- 71-70
D+ 69-66	D 65-62	D- 61-60
F 0-59		

### GRADE POINT AVERAGE

The grade point average is determined by dividing the quality points earned by the total credits attempted. The following chart indicates quality points for the various programs.

	A	B	C	D
<b>Honors*</b>	<b>5.0</b>	<b>4.0</b>	<b>3.0</b>	<b>2.0</b>
<b>Advanced</b>	<b>4.0</b>	<b>3.0</b>	<b>2.0</b>	<b>1.0</b>
<b>Academic</b>	<b>4.0</b>	<b>3.0</b>	<b>2.0</b>	<b>1.0</b>

**\*Additional weight of 0.1 is added to AP Biology, Chemistry, and Physics**

The grade point average is used to qualify students for membership in honor societies as well as for graduation awards and scholarships.

### GRADE REPORTING

John Carroll issues electronic numeric grades to parents/guardians at mid-quarter (progress reports), quarter and semester grading periods. John Carroll records semester grades as letters. The letter grade is recorded based on numeric calculations. Parents/Guardians of enrolled students are issued RenWeb usernames and passwords to access electronic grade reports. Parents/Guardians are encouraged to access the electronic grades and reports of each student periodically. The reports include grades, absences, current grade point average (semester reports only) and teacher comments for students receiving below 70 percent.

Semester grades are based on the average of the quarter grades (40%) and the semester exam (20%). Quarter grades are determined by averaging major tests, quizzes, projects, papers, homework and class work (including participation), etc. Students who receive a failing grade for the first semester of a year-long course can receive first semester credit based on second semester academic performance. Those students who receive an "F" as a semester grade for the first semester of a year-long course must make a "C" or better second semester to receive full credit for the year.

Those students receiving an “F” for both semesters of a year-long course must repeat the course or attend summer school. If a student receives a passing grade for the first semester but fails the second semester, the student must attend summer school to make up the second semester failure. The number of credits that can be made up is two per year for a maximum of six credits. **Only one summer school credit can be submitted to John Carroll for each core subject retaken at summer school. All summer school credit (recovery credit) should be completed and grades submitted to John Carroll no later than 10 days from the first day of school. Should a student have more than 6 summer school credits in three years or receive more than 5 semester F’s in an academic year, he/she may be ineligible to return to John Carroll pending academic review by the Administration.**

Summer school credit must come from an accredited school or agency and must be submitted on an official transcript. A list of approved summer school agencies is available in the Guidance office.

### **CLASS RANK**

Class Rank is determined by cumulative, weighted grade point average. Grade point averages are calculated to the fourth decimal place. Class rank may be used to qualify students for scholarships and college entrance.

### **SEMESTER EXAMS**

Semester exams count for 20% of the semester grade.

Senior students whose final examination grade causes them to fail a course required for graduation are permitted to retake the exam for that course. This includes semester courses as well as year-long courses. Students may score no higher than a 69 on an exam taken under the conditions of this provision.

Students who are delinquent in making up their semester exam(s) will have two weeks after the school approved exam make-up day to take their exam. If exams have not been completed at the end of this time, students will receive a zero on the exam and receive an “F” as the semester grade.

Students who have an unexcused absence from a semester exam will receive an “F” on the exam and will be considered truant.

Please note: John Carroll keeps student semester exams for one semester only.

### **EXAM EXEMPTIONS**

Seniors who are not on attendance probation and who have maintained a 90 percent grade average may be exempt from the semester exam in that course. The average combined from both quarters will be recorded as the semester grade. Approved college visits, school sponsored activities, and pre-approved absences by the Assistant Principal do not count against exemptions.

Juniors who meet these same qualifications may be exempt from one exam each semester.

Exempting exams at John Carroll is a privilege afforded to students who demonstrate academic, attendance, and disciplinary excellence. Students who are not in good academic, attendance, or disciplinary standing may be ineligible to exempt exams.

Students taking a year-long AP course must take the AP exam and also may choose one of the following:

- to take the regular class semester exam in an effort to raise the semester grade;
- to be exempt from the semester exam with the final grade an average of the two quarter grades.

Students taking fine arts classes typically have a final project to complete in lieu of a traditional exam and therefore are not eligible for exemption.

### **ACADEMIC HONORS**

Juniors and seniors who have a cumulative grade point average of 3.50 or above at the end of the first semester will be notified that they have met the scholarship requirements for consideration to the **National Honor Society**. In addition to scholarship, students are considered for membership on the basis of character, leadership, and service. Students are selected for membership by a five-member faculty committee selected by the Principal. Students will be given a form to fill out regarding how they feel that they have met the requirements of character, leadership and service. Input from the administration regarding discipline, attendance, and punctuality and input from the classroom teachers regarding cooperation with school and classroom regulations and demonstration of classroom leadership will also be considered by the selection committee. Students will be notified of selection or non-selection by the moderator. The induction ceremony will be held in the spring.

Other honor societies include the Spanish Honor Society, the French Honor Society, the Latin Honor Society, and Mu Alpha Theta.

### **JOHN CARROLL HONOR ROLL**

In recognition of outstanding academic achievement, John Carroll awards students with exceptional grade point averages (GPA) membership to the John Carroll Honor Roll. Second Honors are accorded to students with a GPA of 3.5 to 3.9 and First Honors to those students attaining a GPA of 4.0 and above. Certificates are presented quarterly to qualifying students and their names are posted on the board.

### **SCHEDULE CHANGES**

Once students have completed registration and their schedules have been approved by both the parents/guardians and the school, schedule changes are not made. Class schedule changes for legitimate reasons must be made within ten school days of the beginning of each semester and may incur a \$40.00 course change fee. Students seeking a schedule change should do so with the help of their counselor and approved by the Assistant Principal.

### **LEGITIMATE REASONS FOR SCHEDULE CHANGES**

- Student is misplaced academically.
- Student is given an alternative elective other than those listed on the final course request form.
- Student wishes to substitute an alternative semester course.

### **UNACCEPTABLE REASONS FOR SCHEDULE CHANGES**

- Student wishes to withdraw from a class because of negative effects on the student's GPA or Class Rank.
- Student does not get along with the teacher.
- Student does not like the class or the class is not what the student thought it would be.
- Student's schedule interferes with a job or extracurricular activity.

Students with approved withdrawals from a year-long course (only at the end of the first semester) will receive a WP (withdrawn passing) or a WF (withdrawn failing) on the report card and transcript. WP's will not count as credits attempted; however, WF's will count as credits attempted in determining grade point average and class ranking.

### **GUIDANCE SERVICES**

The primary concern of the Guidance Department is the welfare of the student. The Guidance Counselors attempt to assist the students in every way possible to achieve the greatest degree of academic, spiritual, emotional, and social growth. Each grade level is assigned a counselor who has contact with students through formal interviews, group guidance activities, and many informal contacts throughout the year. Counselors, in conjunction with the Dean of Students, also address social and behavioral concerns.

The Guidance Department administers standardized tests and interprets results to students. All sophomores are required to take the Practice ACT as well as the PSAT. Juniors are required to take the PSAT, which, at this grade level, is a qualifying test for programs and scholarships administered by the National Merit Corporation. Optional ACT prep classes may be offered throughout the year. Students are given access to test preparation materials and registration information for the ACT and SAT.

Because John Carroll is a college preparatory high school, the Guidance Department includes a College Counselor. A program for college advising is offered beginning with the freshman year. Classroom presentations are provided at each grade level in addition to several evening programs throughout the year. Seniors are encouraged to schedule individual college advising appointments with the College Counselor during the year.

### **ACADEMIC SERVICES**

The primary concern of the Academic Counselor is to work towards the success of all students in the classroom. Academic Services is available to all students. Students in academic difficulty are seen by the academic counselor every four weeks to assess areas of difficulty and to work on plans for improvement. The Academic Counselor also works with students with identified learning disabilities to ensure appropriate implementation of accommodations both in and out of the classroom.

### **TUTORING**

Students who are experiencing academic difficulty are encouraged to seek help early in the course. Tutoring and extra help are available from several sources: Subject area teacher - Members of the National Honor Society - Members of Mu Alpha Theta

### **SPIRITUAL LIFE**

Catholic education, its instruction and internalization, requires both intellectual stimulation and outward expression for spiritual growth. To this end, a formal program of studies in Catholic Religion is provided, which covers a general study of Catholic Doctrine with Jesus at its center, as well as in-depth probing of current issues. To complement their spiritual development, a well-rounded program of religious activities is offered for all students.

### **CELEBRATION OF THE EUCHARIST**

“The Eucharist is the efficacious sign and sublime cause of that communion in the divine life and that unity of the People of God by which the Church is kept in being.” CCC 1325

Liturgical worship is experienced at John Carroll at both a school-wide and an individual class level. School-wide Masses are celebrated weekly on Thursdays with the exception of Holy Days of Obligation.

### **PRAYER**

After the example of our Lord, our community is held together in prayer. As part of a Catholic system of education, John Carroll students have the privilege of praying together in the morning and at the end of the day. A short prayer is also encouraged at the beginning of each class.

On the first Friday of every month, students spend their theology class period in the chapel worshipping Jesus in the Blessed Sacrament through individual prayer and guided meditation. During this time, the sacrament of penance is also available to all students.

### **RETREATS**

John Carroll provides an annual retreat experience for each student. The retreats are structured appropriately for each grade level and are designed to help students deepen their relationship with Jesus, each other, and themselves. Grade level retreats are a required part of the religious formation at John Carroll.

In addition, John Carroll offers members of the Senior class the option of participating on the Kairos Retreat. Kairos is a 4-day Catholic retreat that allows participants time for reflection, sharing, and prayer.

### **CAMPUS MINISTRY**

To assist in the development of a Catholic faith community with Jesus as its exemplar, John Carroll provides a campus minister to organize and direct the spiritual activities of the school community. These activities include student retreats, community liturgies, penance services, community prayer, personal discipleship, and all things that allow our Catholic identity to flourish.

### **SERVICE HOURS**

John Carroll strives to form students in all aspects of their lives. The school takes great care to ensure that the graduates of John Carroll are well-rounded and instilled with the teachings of our Lord Jesus Christ. In Matthew's Gospel, our Lord instructs us, "Amen, I say to you, whatever you did for one of these least brothers of mine, you did for me" (Mt. 25:40). In light of this, John Carroll requires each student to participate in service hours. The service hour component encourages and challenges every student to see Jesus Christ in every human being, especially the sick, suffering, poor, homeless, imprisoned, and marginalized people of society.

### **SERVICE HOUR REQUIREMENTS**

**For those graduating in 2019 and after, the following requirements apply:**

Students are required to complete a set number of service hours each year. The first set of hours, 15 hours, should be completed during Freshman year and are due no later than Sophomore orientation. The second set of hours, 30 hours, must be turned in no later than Junior orientation. The third set of hours, 30 hours, must be turned in no later than Senior orientation. With the completion of hours each year, a student will have completed 75 hours of service prior to the start of Senior year. Fulfilling the minimum number of service hours each year is required to graduate from John Carroll Catholic High School.

*NOTE:* For any extensions on the due date of service requirements prior arrangements must be made with the Service Program Director.

In addition, **ALL** students will be required to complete a reflection portion each year when hours are due. This will be assigned to students in their respective Theology classes. The reflection portion will help the students process what they have learned from their acts of service to the disadvantaged people they have served.

### **GUIDELINES FOR SERVICE**

A student may choose any service organization as long as the organization allows the student to fulfill the following:

- Directly serve disadvantaged people
- Complete at least the minimum number hours of service in one year with that same service organization.

A student may choose a service organization from the Service Booklet or a student may apply for permission from the Service Program Director to work with an alternative organization using the request form at the end of this booklet. Prior to beginning service at an organization not included in this booklet, students need to obtain permission from the Service Program Director. Students may choose a different approved service organization each year. Students must record service hours on the Service Hours Report form and turn in the form with the Supervisor's Report to the Service Program Director. All forms can be found on the John Carroll Catholic High School website.

## **ATHLETICS**

John Carroll is a member of the Alabama High School Athletic Association. The regulations and eligibility requirements of the John Carroll Athletic Department conform to those of the Alabama High School Athletic Association.

The purpose of the Athletic Department is to encourage as many students as possible to participate in one or more of the athletic sports offered by the school to advance their physical and personal development.

John Carroll participates in the following sports for boys: baseball, basketball, cross country, football, golf, soccer, swimming, tennis, and track and field.

John Carroll participates in the following sports for girls: basketball, cheerleading, cross country, dance, soccer, softball, swimming, tennis, track and field, and volleyball.

## **ELIGIBILITY REQUIREMENTS**

The eligibility requirements are in accordance with the Alabama High School Athletic Association as follows:

- Students entering the 10th and 11th and 12th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units.
- Four core curriculum courses must be included in those units passed and averaged. (English, mathematics, science and social studies are core curriculum courses. Any combination of these courses is accepted.)
- Students must be enrolled within the first twenty (20) days of any semester in which he/she participates.
- Any student who becomes nineteen (19) prior to August 1 is ineligible to participate in interscholastic athletics during the entire school year.
- A student may compete inter-scholastically eight (8) consecutive semesters only, from the date he/she begins the first semester of the first year of any secondary school, or the first semester of the ninth grade of any junior high school.
- Ninth grade students are immediately eligible to compete in interscholastic athletics if they attended a Catholic feeder school in their eighth grade year; Other students must attend John Carroll for one year before becoming eligible.
- Before a student of John Carroll will be permitted to participate or practice for any sport, the following forms must be completed and submitted: AHSAA Physical form, NFHS Sportsmanship form), Student Release form, Parent Permission form, Concussion form, AHSAA Code of Conduct form and Birth Certificate..
- Except in the case of an educational absence, a student may not participate in athletic activities (including practices/workouts) on the day of his absence without the permission of the Assistant Principal. To be considered present, a student must attend at least four (4) academic classes.

- Any athlete who receives two (2) or more “F” progress reports will be required to attend academic tutoring, coordinated by the coach from 7:00 a.m. until 7:40 a.m. Monday thru Friday until the end of the quarter. During this time, the athlete may participate in all practices and athletic contests. Based on the first and third quarter grades and the first semester grades, any in-season athlete who has two (2) or more “F’s” may not participate in athletic contests and must attend the daily required academic tutoring sessions for the next 4 ½ weeks (until the next progress report period). An ineligible athlete may only attend a practice if he/she has attended tutoring that same morning. Missing a tutoring session results in also missing the practice that afternoon. In addition, at the start of an athlete’s season (1st playing date), any player whose most recent report card has two (2) or more “F’s” may not participate in athletic contests and must attend the daily required academic tutoring sessions until the next progress report period. An athlete may become eligible to participate in athletic contests only after the athlete has no more than one (1) “F” on a subsequent progress report or report card. If the athlete continues to have two (2) or more “F’s”, he/she will continue to be ineligible to compete and is required to continue attending the academic tutoring sessions.
- August eligibility is based upon Alabama High School Athletic Association rules for eligibility, which are based upon semester grades, not fourth quarter grades.

### **ATHLETIC COMMITMENT**

Athletes unable to honor their commitments to their chosen sports (including dance team and cheerleading) for any reason (grades, disenchantment, peer pressure, etc.) will be ineligible to participate in any other sport during that season. They are also ineligible to participate in any sports-related activities (conditioning, weight-lifting, etc.) or any other sports tryout not in season until the sports season ends in which the athlete chose not to honor his/her commitment. The season ends after the last scheduled contest has been played. It does not include any post-season play.

For teams that have tryouts, commitment will be constituted after the last team cuts have been made and a final team roster has been posted. Athletes who are uncertain about making a commitment to a sports program are encouraged to discuss the program with the Athletic Director before they make a commitment.

### **DUAL SPORT PARTICIPATION**

A student may not participate in two sports during the same season unless special permission has been granted by the Athletic Director.

### **AFTER SCHOOL CARE**

Unless students are in a supervised activity (i.e., athletics, band, cheerleading, dance, club, etc.), students remaining on campus past the scheduled dismissal time **MUST** report to and remain in after school supervision in the Cafeteria. There is no charge for after school care program. Students found roaming the school property will be reported to the Assistant Principal for disciplinary action.

### **CAFETERIA**

The cafeteria will be open from 7:00 am - 7:40 am for breakfast, 5th/6th periods to serve lunch, and directly after school. The cafeteria will not be open for purchases throughout the school day. Monthly menus can be found on the John Carroll website.

The following guidelines will help to ensure the rights of everyone using the cafeteria:

- Serving lines are to be orderly and no student is to break into the line ahead of another student.

- All lunch trays and garbage are to be taken to the disposal area five minutes prior to the end of the period.
- Food and drink are not allowed out of the cafeteria with the exception of water.
- Drink containers brought from home must be plastic or metal (NO glass containers allowed).
- No food from outside vendors or restaurants may be delivered to students at the school.
- A student may not use another student's ID card when purchasing items in the cafeteria.

Students can add money to their account by making a check payable to Christian Catering. The check needs to include student's name and ID. Checks placed in the gold mailbox just inside the Cafeteria door by 9:00 a.m. will be added to the student's account that day.

Returning student balances will carry over to the next school year. Seniors need to be mindful of account balances by the last day of school as Christian Catering will not refund balances of graduating students.

## **DANCES**

Dances provide social opportunities for John Carroll students. Only John Carroll students and their approved guests are permitted to attend dances. Students who would like to request a guest attend or who are requesting to invite a non-John Carroll guest must complete the guest form for each dance and submit for approval at least one week prior to the Homecoming dance, the Queen of Hearts dance, and the Prom. If your request is approved, you will receive an email reminding you that you are responsible for ensuring your guest or the person you are hosting understands the John Carroll dress regulations.

Middle school students are not permitted to attend John Carroll dances. Students should make arrangements to be picked up no later than the posted end time of the dance.

## **DANCE DRESS REGULATIONS**

Ladies

- Dresses and gowns should be no higher than mid-thigh
- Sides, stomach, and chest area should be covered - no sheer or see-through material can be used and no skin may show
- From the natural waist down must be covered
- No strapless dresses are allowed

Gentlemen

- Wear a tuxedo for prom. Wear suit, slacks and blazer, and a tie for Homecoming & Queen of Hearts.
- Wear dress shoes
- Meet the grooming standards in the JC student handbook

Students and guests who do not meet the dress regulations will be given something to wear or may choose to not to enter the dance.

## **DRUG TESTING**

It is strictly forbidden for students to use, possess, or distribute tobacco, alcohol, and drugs on school premises, in school-owned vehicles, during any school-sponsored trips or activities, or displayed on social media when representing JCCHS. By accepting admission to JCCHS, parents/guardians assume the responsibility for cooperating with school officials to promote healthy lifestyle choices.

John Carroll strives to maintain a safe, healthy, and productive learning environment free of substance abuse. To achieve this, JCCHS participates in a random drug testing program in partnership with an outside company. All students enrolled will be tested under the program on a random, periodic basis without prior notice, throughout the school year or may be tested when there is reasonable suspicion of substance use. Hair samples are collected from the student's head in a professional and discreet manner, placed in a tamper proof envelope, and sent to the testing laboratory.

Compliance with the drug testing program is a condition of continued enrollment at JCCHS. A failure or refusal to cooperate or participate fully in the program, or a failure or refusal to sign any required document, or to submit to a test or search, is grounds for disciplinary action. Students who test positive may be placed on probation for a determined length of time, required to complete an online drug course at the family's expense, or subject to suspension/expulsion.

For more details and information about the drug testing program please contact the Administration.

### **FIELD TRIPS**

Students must have a minimum current average of C in all classes, be in good attendance standing, and good conduct standing to participate in field trips that will require them to miss school days. Students missing school days for field trips are responsible for making up work in accordance with the Make-Up Work Policy. Whenever a student is to leave school during school time for a field trip conducted by a faculty member or whenever a student travels to represent the school, either alone or with other students as a part of a team or club outside of school time, then a permission form is obtained from the school and the parents/guardians of the students are required to fill in the necessary information and sign their names.

### **IDENTIFICATION CARDS**

All students are issued a student identification card at the beginning of each school year. The ID card has a magnetic strip which allows it to be used as a debit card in the cafeteria. All students are required to carry their ID cards with them at all times. Students are required to have their student ID cards when attending all school sponsored events.

### **LOCKERS**

Each student is assigned a locker. It is the student's responsibility to see that his/her locker is kept locked and in order (inside and outside). Students who have problems with their lockers should go to the front office to report the issue. All student lockers are to be cleaned out prior to the beginning of the second semester exams. Unauthorized entry into another student's locker without the permission of the Assistant Principal is considered a major offense. Changing lockers without permission of the Assistant Principal or jamming the locker on purpose may result in disciplinary action. Students are not permitted to access their lockers during 5<sup>th</sup> and 6<sup>th</sup> periods to minimize noise for classes in session. John Carroll reserves the right to search lockers at any time.

### **OFF-LIMITS AREAS**

Areas of school that are off-limits to students during school hours are the following:

- the parking lots and other outside areas
- hallways and lockers in the mornings before the 7:40 a.m. bell and after the 3:15 p.m. bell
- stairwells
- elevator without a signed permission form from the front office

- the athletic fields including the field house, gymnasium, locker rooms, etc.
- the drop-off/pick-up areas
- faculty workroom (unless accompanied by teacher)
- the auditorium

## **STUDENT VEHICLES & PARKING**

All student vehicles must be registered with the school each year and bear a John Carroll Parking permit.

To obtain a JCCHS parking permit, bring the following items to the front office:

- completed parking permit form
- a copy of valid proof of car insurance
- a copy of student's valid driver's license

Cars parked on school grounds without a John Carroll issued parking permit are liable to be towed or immobilized.

Students must leave the parking lot immediately upon arrival to school. Sitting in or on parked vehicles is prohibited at all times. Students must observe the posted speed limit of 20 miles per hour on school grounds. Driving deemed to be reckless will result in a major violation. Continual violations may result in the loss of driving/parking privileges. Gates will be open at 6:30 a.m. The Snow Drive entrance will be locked from 8:30 a.m. to 2:45 p.m. each day.

General parking lot rules and regulations include:

- Vehicles registered with the front office are permitted to park in the designated color-coded sections of the student parking lot;
- No double parking – park within the designated lines;
- No parking in the spaces reserved for faculty;
- John Carroll reserves the right to search student vehicles at any time;
- Students may not ride around the parking lot in the bed of pickup trucks or on the back of convertibles;

## **TECHNOLOGY / SOCIAL MEDIA**

### **ACCEPTABLE USE POLICY**

The goal of having a technology environment is to support all educational and instructional needs of the students and the teachers of John Carroll Catholic High School. ***Use of any and all resources should be considered a privilege and not a right.***

- **User** will include anyone, including employees, students, and guests using any of JCCHS's technology, including, but not limited to, computers, both wired and wireless networks, Internet, email, chat rooms, phones, and other forms of technology services and products.
- **Network** is both the wired and wireless networks including our Wide Area Network.
- **Equipment** includes, smart phones, cellular phones, ios devices, desktop computers, tablets, laptops, netbooks, and any portable storage device.

### **EXAMPLES OF INAPPROPRIATE USE OF TECHNOLOGY AND RESOURCES:**

This list is not all-inclusive, but is intended to provide general guidance. Anything that would be considered inappropriate in "paper form" is also considered inappropriate in electronic form. The following are examples of inappropriate activities when using any John Carroll Catholic High School's network, email system, hardware, software, technology service, and/or Internet access:

- Using another user's password or attempting to discover another user's password
- Sharing password
- Unauthorized access of another user's files, folders, home directory, or work
- Harassing, insulting, embarrassing, or attacking others via technology resources
- Damaging any technology resources, including, but not limited to, printers, telephones, computers, computer systems, or computer networks.
- Placing irresponsible demands on limited resources such as Internet bandwidth, disk space and printing capacity
- Accessing inappropriate material from websites or attempting to bypass the Internet filter to access websites that have been blocked.
- Sending, displaying, or downloading offensive messages or pictures
- Using obscene, racist, profane, discriminatory, threatening, or inflammatory language in a document, email, etc.
- Using a digital camera, camera phone, or any other device capable of storing a still or video image to take inappropriate and/or embarrassing pictures
- Editing or modifying digital pictures with the intent to embarrass, harass or bully
- Posting any false or damaging information about other people, the school system, or other organizations
- Using images or text from an online source without appropriate reference (i.e. plagiarism)
- Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.)

### **CELL PHONES / CHROMEBOOKS**

Cell phones should be left in the student's car or locker during the school day. Since all students will have Chromebooks, parents and students will be able to communicate with each other if a need arises during the school day using email. Since cell phones have become so addictive to many users, this will keep our students from constantly sending and receiving texts, taking and posting pictures, and snapchatting during the school day. Using a cell phone without permission is an automatic Saturday School. Earbuds are not allowed in the hallways.

## **SOCIAL MEDIA**

We advise parents/guardians to monitor all social media sites to be sure their child remains safe and uses good judgement. Should information come to the school regarding a student sharing personal identification information and/or information concerning a student demeaning him/herself, the school will notify the parents/guardians and it will be the parents'/guardians' responsibility to take action. Should a student demean the good name, reputation, or personal safety of the school, students, faculty, or community, the school will notify the parent/guardian and appropriate disciplinary action may be taken by the school.

In order to protect each and every student, as well as employees and the school itself, every student enrolled at John Carroll is expected to treat the good name and reputation of each of the above with dignity and respect. Public defamation of any of the above by a student or parent/guardian is serious whether this be done verbally, in writing, via email, or on the web and whether it is done on a school computer or not and on school time or not. Therefore any student or parent/guardian found to be participating in any activity determined by the administration to be disrespectful or defamatory will be subject to disciplinary/responsive action by the school.

## **APPEALS CONCERNING NON-DISCIPLINARY MATTERS**

When, in the course of any part of the educational process at John Carroll, parents/guardians or students have questions or concerns which they feel have not been addressed satisfactorily, they should communicate these concerns in writing within one week to the appropriate teacher, counselor, coach, or administrator. If the parents/guardians and students are still not satisfied, they have an additional three (3) days to take the matter to the Principal, who will review the concern and render a written decision within three (3) school days after hearing of the complaint.

## **FINANCIAL INFORMATION**

### **REGISTRATION**

Parents/guardians must have met all previous year financial obligations to John Carroll. In addition, they must complete a FACTS tuition payment contract, complete school's online enrollment process, and pay the required non-refundable registration fee of \$250.00 and the refundable \$300 technology fee per student.

### **TUITION POLICY**

Once enrollment is complete, the parent &/or guardian of the student has made a commitment to pay the entire tuition rate for the 2018/2019 school year. Withdrawal of a student by the family prior to the start of school or at any time during the school year does not void the financial obligation to John Carroll Catholic High School. This policy also pertains to students who are expelled. All other outstanding athletic, extracurricular, and miscellaneous fees incurred by the student must also be paid.

### **TUITION SUPPORT**

We want to offer a Catholic education to as many families as possible. Therefore, tuition support for those in need is available to families who have chosen a Catholic secondary education for their children, but whose financial resources are such that they cannot afford the total cost of tuition.

In order to be considered for tuition assistance, a completed Financial Aid Application must be submitted to FACTS Management Company by April 15<sup>th</sup> of each year. Award letters will be distributed by May 31st. Late applicants will be accepted throughout the year based on need; however, there is no guarantee that there will be funds available. Tuition assistance is granted to students annually. The

number and amount of financial aid awarded is determined by the Financial Aid Committee & School Board. Applications and documentation compiled through FACTS Management Company are reviewed by the Financial Aid Committee. When determining awards, the Financial Aid Committee considers income, assets, essential living expenses, family size and the number of students at tuition charging institutions. Families requesting tuition assistance may be required to provide documentation such as: IRS form 1040, copies of W-2 forms, etc.

## **TUITION**

John Carroll retains the services of FACTS Management Company for all payment plan options. To make modifications to your agreement, you must notify the Financial Officer **ten** business days in advance of the scheduled payment arrangement. FACTS accepts payments via ACH from checking or savings accounts, debit or credit card. Debit and credit payments are assessed a convenience fee.

## **TUITION PAYMENT OPTIONS**

John Carroll offers several payment options:

- Option 1: Single Payment: Payment for full year of tuition must be received by FACTS no later than July 29, 2018. A late fee in the amount of \$50.00 will be assessed for payments received after this date. Should you prefer to bring your payment directly to the Business Office, be sure that you make your payment ten days in advance of your enrolled FACTS payment date. ***\*Finance fee is applied to all payment plans except the single payment option\****
- Option 2: Semester Payments: Equal payments scheduled in July & January
- Option 3: Quarterly Payments: Equal payments scheduled in July, October, January & April
- Option 4: Eleven Monthly Payments: Equal payments scheduled July – May
- Option 5: Bi-monthly Payments: Equal payments scheduled July – May

## **TUITION DELINQUENCY POLICY**

According to the policy of the John Carroll Board of Directors:

“When tuition and/or fees become **thirty (30) days past due**, the student will be **withdrawn** from school. Reinstatement will take place only after the tuition has been paid or after an acceptable payment plan has been offered by the parents/guardians and agreed upon by school officials.”

- No semester examinations or exam exemptions will be given to any student who has outstanding tuition or fees.
- No transcripts or official school records will be released nor will students be allowed to participate in graduation, school sponsored trips, athletic practices/contests or any other school events until all financial obligations to the school are current or satisfactory arrangements have been made.

The tuition payment contract is a financial commitment to John Carroll. Failure to pay the contract in full according to terms stated in the contract may result in third party collections.

## **FEES**

There are additional fees that students may be required to pay throughout the school year FACTS Management will bill for all fees. Families will receive a bill in the mail or via e-mail (depending on the setup requested by family at registration). Families will have to remit payment directly to FACTS for these items. For your convenience, you may setup the “auto-pay” feature to have the payments automatically paid by check, debit or credit card on the invoice due date. Debit and credit payments are assessed a convenience fee.

<b>Catholic Tuition Rates</b>						
<b># of Students</b>	<b>Single</b>	<b>Finance Fee</b>	<b>Semester</b>	<b>Quarterly</b>	<b>11 Monthly</b>	<b>Bi-Monthly</b>
1	\$7,729	\$100	\$3,915	\$1,957	\$712	\$356
2	\$13,050	\$100	\$6,575	\$3,288	\$1,195	\$598
3	\$16,120	\$100	\$8,110	\$4,055	\$1,475	\$737
4	\$16,954	\$100	\$8,527	\$4,264	\$1,550	\$775
<b>Non Catholic Tuition Rates</b>						
<b># of Students</b>	<b>Single</b>	<b>Finance Fee</b>	<b>Semester</b>	<b>Quarterly</b>	<b>11 Monthly</b>	<b>Bi-Monthly</b>
1	\$9,851	\$100	\$4,976	\$2,488	\$905	\$452
2	\$16,660	\$100	\$8,380	\$4,190	\$1,524	\$762
3	\$23,463	\$100	\$11,782	\$5,891	\$2,142	\$1,071
4	\$30,271	\$100	\$15,186	\$7,593	\$2,761	\$1,381
<b>International Student Rate</b>						
The International Tuition includes the following fees: tuition, registration, admissions fee and annual school fee.						
<b># of Students</b>	<b>Single</b>	<b>Finance Fee</b>	<b>Semester</b>	<b>Quarterly</b>	<b>11 Monthly</b>	<b>Bi-Monthly</b>
1	\$13,000	\$100	\$6,550	n/a	n/a	n/a

<b>School Fees</b> (not included in Tuition)		
Admission Fee	\$75	New Students
Annual School Fee	\$625	Per Student (financed with tuition)
ACT Prep Class	\$25	Per Student
AP Exams	\$93	Per Exam
AP Capstone Exam	\$142	Per Exam
Athletic Participation Fee	\$100	Per Athlete / Per Sport
Athletics & Extracurricular	TBD	Per Student / Per Participation
Band	\$200	Per Student
Course Change	\$40	Per Occurrence
Course Fees	TBD	See Course Description Guide
Driver's Education	\$200	Per Student
Registration Fee (non-refundable)	\$250	Per Student - <b>due @ registration</b> *Late registration fee of \$50 after April 15th*
Returned Check	\$25	Per Occurrence
Technology Fee Initial year - includes Chromebook	\$300	Per student - <b>due @ registration</b>
Technology Fee Renewal years	\$75	Per student - <b>due @ registration</b>
Transcripts - Official	\$3	Per Copy
Transcripts - Unofficial	\$1	Per Copy

**STUDENT HANDBOOK PARTNERSHIP AGREEMENT**

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their sons/daughters. Registration and acceptance at John Carroll Catholic High School constitutes an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education.

A cooperative relationship between the John Carroll personnel and a parent/guardian is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through constructive dialogue with the parent/guardian.

If a parent/guardian refuses to abide by the rules and regulations of John Carroll or by word or action is unsupportive of its goals or otherwise fails to meet his/her obligations under school or Diocesan policies, the administrator may require the parent/guardian to withdraw his/her child or children from John Carroll.

Additionally, parents/guardians will be held to the same standards of respect as students are with regard to their interactions with administrators, teachers, staff, and students.

Student Name (Please Print) \_\_\_\_\_ Student ID \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent/Guardian Name (Please Print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

*The information found in this school handbook is presented for the guidance of all of those who will use it - parents/guardians, students and faculty. This school handbook is "NOT" a legal contract and should not be construed as such. Additions, deletions or corrections may be made during the year by the administration when judged necessary for the welfare and advancement of the educational program. Such changes become effective when published.*

**SOCIAL MEDIA PARENT/GUARDIAN AGREEMENT**

As a parent or guardian, I recognize that the use of the Internet comes with a corresponding responsibility to use it wisely both for myself and my child. I also recognize that sending my child to a Catholic school is a privilege that comes with the corresponding duty to act in a Christian way towards others. I therefore pledge to refrain from using the internet in any way that might disparage the school's administration or its teachers. If I have a problem with school personnel I will take my complaints directly to the school's administration and not broadcast vile, hateful or disparaging remarks about the teacher(s) or administration. Broadcasting any such vile, hateful or disparaging remarks is an indication of my intent to withdraw my child or children from the school and the principal has my permission to act accordingly.

Date \_\_\_\_\_

Parent/Guardian Name (Please Print) \_\_\_\_\_ Signature

\_\_\_\_\_

Parent/Guardian Name (Please Print) \_\_\_\_\_ Signature

\_\_\_\_\_