

# 2011-2012

## JOHN CARROLL HIGH SCHOOL

# Student Handbook

"John Carroll Catholic High School is a ministry of the Diocese of Palm Beach committed to the spiritual, academic, physical, and emotional growth of our student body. Guided by our Catholic faith and tradition, we recognize Jesus Christ as the model for the whole person we seek to develop. Our mission is to *inspire* the pursuit of educational excellence, *foster* character formation, *develop* a commitment to service, and *affirm* the dignity of each student entrusted to our care."



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## 2011 - 2012 Administration and Staff

President..... Rev. Thomas E. Barrett, MBA, M.S.W., M.A., M.M.Div., B.A.

Principal..... Mr. Ben C. Hopper, B.S., M.A.

Assistant Principal..... Mrs. Linda Easom, B.S., M.Ed.

Director of Guidance..... Mr. James Clark, B.S., M.S., Ed.S.

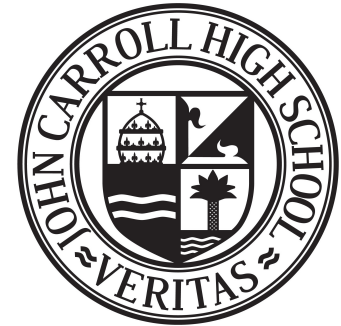
Director of Athletics..... Mr. Steve Ripley, B.S.

Business Manager..... Mrs. Marilyn Barton, B.S.

Office of Institutional Advancement..... Mrs. Jennifer Trefelner, B.S.

Registrar/Guidance Secretary..... Mrs. Donna Wheeler

Office Manager..... Mrs. Leslie Duncan



### MISSION STATEMENT

John Carroll Catholic High School is a ministry of the Diocese of Palm Beach committed to the spiritual, academic, physical, and emotional growth of our student body. Guided by our Catholic faith and tradition, we recognize Jesus Christ as the model for the whole person we seek to develop. Our mission is to inspire the pursuit of educational excellence, foster character formation, develop a commitment to service, and affirm the dignity of each student entrusted to our care.

### SAFETY NOTIFICATION

In accordance with Federal Guidelines, a Management Plan for asbestos containing building materials has been filed with the appropriate Government Agencies. Under Federal Guidelines, we are required to notify you that a copy of the Management Plan is on file in the Principal's office. Should you so desire, the Management Plan is available for your review during normal school hours.

Please be assured that the safety of all our employees and students is our primary concern.

### SCHOOL VALUES

John Carroll Catholic High School is an Equal Opportunity Employer, and assures equal access to its educational programs and activities without regard to race, sex, age, handicap, or national origin.

John Carroll Catholic High School, as an educational institution of the Diocese of Palm Beach, strongly supports and abides by the pro-life policy of the Diocese.

John Carroll Catholic High School is a community where people are expected to treat others with respect and dignity. Sexual harassment is unwanted sexually oriented words or actions, no matter how they were intended, which hurt or humiliate people. This behavior has no place in our school or any other place where people believe in fairness and respect for one another.

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights. In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

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## INTRODUCTION

An interesting and challenging experience awaits you as a student or parent of the school. To answer some of your questions concerning the school's policies, the school has prepared this Parent-Student Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete or revise any school policy or procedure with or without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the principal for assistance.

## GENERAL INFORMATION

### ACCREDITATION AND AFFILIATION

John Carroll Catholic High School has been accredited by the Southern Association of Colleges and Schools since 1970. It also holds membership in the National Catholic Educational Association.

John Carroll Catholic High School is a part of the Diocese of Palm Beach and, as such, is subject to and bound by the general educational policies of the Diocese.

### ADMISSIONS

The school has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

An annual high school admissions test administered in December at John Carroll Catholic High School is required for all freshmen seeking admission. A makeup date may be scheduled at a later date if necessary. Students unable to take the test when scheduled must make arrangements for late testing.

All students of John Carroll Catholic High School are required to participate in religious studies classes as well as student body liturgical worship.

Students must have the following recommendations:

1. One from their principal or guidance counselor.
2. One from their parish priest or pastor.

Preferential consideration is given to practicing Catholics and those non-Catholics who have graduated from a Catholic elementary school or who have immediate relatives (brothers or sisters) presently attending or who have graduated from John Carroll Catholic High School.

Re-registration for students of John Carroll Catholic High School for the following year must be completed by a date set by the school principal. The school must have the registration fee by that date. All students new to John Carroll Catholic High School will be admitted on a probationary basis. John Carroll Catholic High School reserves the right to cancel any admission at any time.

### ADVISORY BOARD

The John Carroll Catholic High School Advisory Board meets on a monthly basis at 7:00 PM at the school. All parents, students, and school staff members are welcome to attend Advisory Board meetings.

### STAFF DUTIES

#### President

The President is the ultimate authority in the school and is appointed by and responsible to the Bishop of the Diocese of Palm Beach. The role of the President is one of leadership, service, and commitment to the community of John Carroll Catholic High School. The President is responsible for the overall direction and operation of the school, including policies, events, mission, and spiritual welfare.

#### Principal

The Principal is the administrator of the school with responsibility for the day-to-day administration and operation of the school.

#### Assistant Principal

1. Supervises the Beginning Teacher program
2. Helps the Principal evaluate instructional personnel
3. Performs other instructional duties assigned by the Principal
4. Coordinates curriculum
5. Administrates Master Inservice Program
6. Facilitates Dual Enrollment and Advanced Placement programs
7. Arranges daily schedules

#### Campus Minister

1. Attends to day-to-day spiritual welfare of the students and faculty
2. Handles planning of school liturgies
3. Prepares and facilitates retreat days and activities
4. Serves as spiritual counselor to the students on an individual or group basis

## Dean of Students

1. Handles any infractions of school policy and, in many instances, works in conjunction with the Principal in regard to the proper action to be taken
2. Handles fire drills
3. Supervises the cafeteria and surrounding areas during lunch
4. Performs other duties as assigned by the Principal

## Main Office

1. Admits all students who have been absent and follows up on unexcused absences
2. Receives phone calls each morning from parents of those students who will be absent that day
3. Issues Tardy Admit slips to students who are tardy in the morning and keeps a record of those
4. Excuses students from class and issues Early Dismissal Slips (Students are not allowed to leave the campus early without written parental permission.)

## Guidance

Guidance services are available for every student in the school and his/her parents. These services include assistance with educational planning; interpretation of test scores; occupational and career information; study skills; home, school, personal, and/or social concerns; or any question to help the student know himself or herself as a unique individual and as a member of society. John Carroll Catholic High School provides information about services for drug/alcohol problems, psychological services, etc. Any student should feel free to seek assistance when needed, even after graduation.

Original copies of individual transcripts are kept on file at all times. Transcripts are sent to other educational institutions and places of employment upon request. Written permission is required to release records. A student may receive an unofficial copy of his/her transcripts. Official copies must be mailed directly to the school/employer/agencies

requesting them. After graduation there is a fee of five dollars for each transcript mailed or sent by FAX. Student records are accessible to parents and students through the guidance office by appointment. (See student records for more detail.)

Testing Program: Grade 9 - Standardized achievement test in October. Grades 10 and 11 - PLAN or PSAT in October. Students planning to attend a four year college or university immediately after high school are encouraged to take the SAT or ACT in the spring of their junior year. Information and registration materials are available in the Guidance Office. It is the student's responsibility to register for these tests. SAT is given on the John Carroll campus twice each year.

## Athletic Director

The Athletic Director is the coordinator for all athletic activities.

## Director of Transportation

The Director will be responsible for scheduling school bus routes, accepting passengers, maintenance, and all other bus-related matters.

## Librarian/Media Specialist

1. Supervises the library for student and teacher use
2. Checks materials and equipment in and out
3. Equips the library with the proper books and research materials
4. Schedules the use of the A. V. equipment

## TEXTBOOKS

All textbooks are owned by John Carroll Catholic High School. The school issues textbooks to each student for his/her use. The students must return the books at the end of the course. Lost or damaged books must be paid for by the student. A rental fee will be charged for the use of all textbooks. In some classes the purchase of workbooks is required.

## TUITION AND FEES

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or disenroll the student if any financial obligations are not met.

Practicing Catholics are charged a reduced tuition while all others, including non-practicing Catholics, will be charged full tuition.

There is a registration fee which includes registration, library services, and insurance. There are additional fees for book rental, bus riders, graduating seniors, and athletic insurance.

If a student withdraws before August 31, tuition may be refunded on a pro-rated basis. If a student withdraws, is expelled, or is asked to leave after August 31, the semester tuition will be due in full regardless of the withdrawal date. This policy also applies to second semester with a cut-off date of January 31.

Each family must choose a payment plan and sign a contract with the school before registration is considered to be complete.

## TUITION PLAN

### Tuition Schedule

Registration Fee.....	\$400 non-refundable
Book Rental Fee.....	\$250
Service Fee.....	\$200 or 10 Volunteer Hours
Catholic Tuition.....	\$6,960
Non-Catholic Tuition...	\$7,920

### Payment Options

1. Full payment of all tuition and fees by July 1, 2011 (waives the entire service fee).
2. F.A.C.T.S. Two Payment Plan is an automatic payment plan. Account is debited on July 5, 2011 and December 5, 2011 in the amount of the semester payment (waives half of the service fee).  
\*\* This plan requires a \$10.00 ANNUAL Enrollment Fee in advance of the tuition. The fee will be deducted from the Responsible Party's account upon presentation of the application to F.A.C.T.S.
3. F.A.C.T.S. Twelve-Month Plan is an automatic payment plan. Account is debited in the amount of the monthly tuition. Payments may be made on the 5th, 16th, 20th, or 27th of each month starting July, 2011.  
\*\* This plan requires a \$41.00 ANNUAL Enrollment Fee in advance of the tuition. The fee will be deducted from the Responsible Party's account upon presentation of the application to F.A.C.T.S.

## Payment Plans

### Payment In Full

Catholic.....\$6,960 per child due July 1, 2011  
Non-Catholic.....\$7,920 per child due July 1, 2011

### F.A.C.T.S. Semester Payment

Catholic..... \$3,480 per child due 7/5/11 and \$3,480 per child due 12/5/11  
Non-Catholic.....\$3,960 per child due 7/5/11 and \$3,960 per child due 12/5/11

### F.A.C.T.S. Twelve-Month Plan

Catholic.....\$580 per month, per child beginning July, 2011, and ending June, 2012  
Non-Catholic.....\$660 per month, per child beginning July, 2011, and ending June, 2012

## Fees

The Registration Fee of \$400 is due at the time of registration and is non-refundable. After March 11, 2011, Registration Fee will be \$450. The Textbook/Resource Fee of \$250 is due by March 11, 2011. This fee excludes consumable materials (\$25) collected on the first week of school.

No student will receive a schedule of classes until all fees and first month's tuition (July) have been received. A Service Fee of \$200 or 10 service hours will be paid by all families. If the tuition is paid in full by July 1, 2011, you are not required to do the service hours. If one half of the tuition is paid by July 5, 2011, you are required to pay a \$100 Service Fee or do 5 Service Hours by May 1, 2012.

Subsidy: Partial subsidy in a limited amount is available through the school, provided it is applied for by April 30th for the following school year. In order to be considered for subsidy, a family must file with F.A.C.T.S. Management for financial aid. The form may be obtained by contacting the business office. Subsidy must be applied for each year it is desired.

Should financial problems arise, please contact the school office to arrange an appointment with the Principal.

Visa, MasterCard, and American Express may be used to pay tuition only. There will be a processing fee for this service.

Failure to keep your tuition account current may result in the dismissal of the student(s). Records will be reviewed quarterly.

## ACADEMICS

### ACADEMIC HONORS

For each marking period, academic honors are awarded to students who have shown scholastic achievement. Honors are determined on the basis of the student's average as follows:

Principal's List	All A's
First Honors	A's with no more than two B's
Second Honors	No grade below B

### APPOINTMENTS AND PARENT CONFERENCES

Parents wishing to do business with the school administrators should make an appointment. Whenever interest or necessity demands, parent-teacher-student conferences should be arranged. Parent conferences are held as the need arises.

It is the parents'/guardians' responsibility to monitor their son's/daughter's academic and disciplinary performance throughout the year. Parents should feel free to maintain regular contact with the office or with teachers.

### DEFICIENCY REPORTS

Deficiency notices are mailed to parents at mid-quarter when the quality of a student's work is at the failing point or when the work is considerably below the level of expectation.

### DUAL ENROLLMENT POLICY

Students at John Carroll Catholic High School may take part in dual enrollment programs under the following guidelines:

#### During The Year

1. Students must have junior or senior status.
2. Students must be at least 16 years old.
3. Students must have at least a 3.0 unweighted cumulative grade point average.
4. Students must provide test scores if applicable.

#### During The Summer Session

1. Students in grades 9 through 12 may participate.
2. Students must be at least 16 years old by the time the college course begins or have special permission.
3. Students must have at least a 3.0 unweighted cumulative JCHS grade point average.

Students must be in good standing at John Carroll Catholic High School in order to be considered for a dual enrollment program. All grades from dual enrollment courses become a part of the student's college transcript.

Junior and Senior students may dual enroll in select classes. This opportunity may allow them to earn credit at IRSC as well as high school credit for some dual enrollment classes. It is the student's responsibility to present proof of test scores for those classes requiring placement testing.

### EARLY ADMISSION POLICY

Students seeking early admission status in any college must meet the following requirements:

1. Be an upcoming senior with a 4.2 weighted cumulative grade point average.
2. Be eligible for college credit English and math.
3. Be interviewed by the Assistant Principal.
4. Be interviewed with a parent by the Principal and receive his/her recommendation.
5. Meet all graduation requirements. Senior English requirement can be met by successfully completing the college freshman English courses. Others, such as American government, economics, and religion courses, must be met by some means approved by John Carroll Catholic High School.
6. Half of the applicable tuition charge will be assessed. The business manager will make these arrangements.
7. Early admission is a year-long commitment.

Early admission students are still considered John Carroll Catholic High School students with all rights and responsibilities with the exception that they may not hold office in any class or club or be a team captain. However, they may belong to organizations, be members of sports teams, attend school functions (such as Prom, Grad Night, etc.) and take part in all graduation activities. It is the student's responsibility to keep himself/herself informed as to dates and times of such activities.

Upon successful completion of the first year of college (24 sem. hrs.), the student will be awarded a John Carroll Catholic High School diploma providing all other requirements are met.

## EXAMS

Semester exams will be given in all classes. Dates will be set aside on the calendar at the end of each semester for this purpose. ONLY IN A CASE OF EXTREME EMERGENCY WILL THE ADMINISTRATION EXCUSE A STUDENT FROM TAKING AN EXAM ON THE SCHEDULED DATE. Seniors having the required second semester average or higher will be exempt from the semester exam. A senior may not exempt an exam in an underclass course for which he is attempting to make up credit for grade forgiveness.

## FAILURES

Students may make up failures by attending an accredited summer school program through a county school system, by enrolling in the high school program at IRSC, or by retaking the course at John Carroll.

## GRADING AND REPORT CARDS

Report cards are issued each quarter (every nine weeks). A serious attempt is made at all times to evaluate in the best possible manner the progress of students. The following grading system has been devised for that purpose:

**A (90-100)** The student is more than meeting the demands of the teacher. His/Her work is on time and is of superior quality. It shows a mastery of the subject matter. He/She has the ability to carry the job through and exerts a positive influence on the class.

**B (80-89)** The work is above average and well done. The student meets the demands of the teacher and exerts a positive influence on the class.

**C (70-79)** The student does the required work satisfactorily. The work is on time and is of average quality. The student shows growth.

**D (60-69)** The student is not doing all of the required work, is dependent on others, is inconsistent, and uncertain. Work is below average and shows little evidence of growth.

**F (59 or below)** The work is unsatisfactory. The student has little growth taking place. He/She shows a lack of interest or has irregular attendance habits.

The FINAL semester average is computed in the following manner: each quarter grade equals two fifths and the semester exam equals one fifth. Credits granted by semester. For example, a student earns one half credit for each semester course successfully completed. Consequently, if a student fails one semester, he/she must make up only the semester failed.

## GRADUATION POLICIES

Each student must have completed all graduation requirements and have met all financial obligations in order to participate in the graduation ceremony. Any student who has not met all of the academic requirements but who can fulfill them by attending summer school, may take part in the ceremony with the announcement made that he/she is receiving a certificate of attendance. Each student must also attend the baccalaureate rehearsal and liturgy and the commencement rehearsal in order to participate in the commencement exercises.

The administration reserves the right to prohibit anyone from participating in any of the commencement activities.

In order to be eligible to be valedictorian or salutatorian, a student must be enrolled in John Carroll Catholic High School from the beginning of his/her junior year until the end of his/her senior year. The student with the highest cumulative grade point average on the John Carroll weighted grading scale at the end of the first semester of the senior year will be designated as the valedictorian. Averaging of numerical grades over the 4-year high school period will be used in case of a tie. The student ranking second will be the salutatorian.

## GRADUATION REQUIREMENTS

Religious Studies	4 credits
English	4 credits
Mathematics (Algebra I required)	4 credits
Science (Biology required)	3 credits
Personal Fitness	1/2 credit
Life Management	1/2 credit
Electives	3 credits
Social Studies (World History, American History I, American History II, American Government, Economics)	4 credits
Fine Arts (Music, Art, Theater, Speech, Debate, Graphics, Yearbook, Web Page Development and/or Animation, Stagecraft)	1 credit

Admission requirements for institutions in the Florida university system include two years of foreign language, Algebra I and II, and Geometry. Above average ACT/SAT scores are also required.

Elective courses are available in art, business, computer science, theater, music, physical education, and foreign language. Advanced Placement courses are offered in some subject areas.

In order to participate as a regular graduate in the graduation ceremony, a student must have all requirements completed by the end of the school year.

## SCHEDULE CHANGES

Students may request schedule changes during the first week of the first semester and the last week before Christmas vacation for semester classes. A year-long course may not be dropped second semester. If the change can be made without grave inconvenience, it will be granted. No student will be allowed to withdraw from a class after the deficiency dates of first and 3rd quarters. After the first week of each semester, changes will be made only at a teacher's request. If a student or parent feels that a change is academically advantageous, the matter should be discussed with the teacher involved. The teacher will then request a schedule change if he/she feels it is for the student's good.

## SCHOLARSHIPS

Scholarship information is available in the guidance office. A guidance counselor will assist the student with scholarship preparation when possible. However, it is the student's responsibility to provide all information and/or documentation required by the scholarship donor. The guidance office will send any necessary transcripts with the scholarship application at the student's request.

Bright Futures Scholarships - The guidance office submits the necessary information to the Florida Department of Education for any student who may be eligible for the Bright Futures Scholarships. Students are periodically given information regarding this award and are encouraged to maintain an unweighted 3.0 GPA in their core academic subjects. For further information on this GPA, please contact our Guidance Office. Students and their parents should consult [www.myfloridaeducation.com/brfuture](http://www.myfloridaeducation.com/brfuture) frequently for updates.

## STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should complete the Request for Release of Student Records and submit it to the School principal [or appropriate school official] identifying the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## USE OF THE MEDIA CENTER

Hours are 7:30 AM until 3:30 PM each school day.

All materials taken from the media center must be checked out at the circulation desk and returned to the desk or drop box.

**Loan periods:** Books from the general collection..2 weeks (may be renewed only once) Reserve books ....Overnight

Periodicals and reference books do not leave the media center. Overnight books may be checked out after noon each day and must be returned before homeroom period the following school day.

**Lost books:** Must be paid for in full (total purchase price for replacement of the book). Substitutions may be accepted at the media specialist's discretion.

Admission to the media center during class time is permissible, but a signed pass from the teacher must be presented. Teachers who have reserved time in the media center have priority over students requesting entrance. No backpacks or bags are allowed within the media center. These must be placed near the front windows when students enter. The media center staff reserves the right to check all books, notebooks, etc., when a student leaves. Privileges may be revoked for any student causing a discipline problem in the media center. The media specialist may request report cards be withheld until all books and fines are cleared.

Computers are available for student use, and a copy machine is located in the library. Copies will be made for a small fee.

## STUDENT DISCIPLINE

### RESPONSIBILITY AND DISCIPLINE

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies and to accept and support the authority of school officials. Just as a parent can withdraw a child from the school if desired, the school has the right to disenroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

John Carroll reserves the right to ask any student to withdraw or to expel any student at any time at the discretion of the administration.

### JOHN CARROLL CATHOLIC HIGH SCHOOL CODE OF CONDUCT

#### Student Conduct

Students are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of disciplinary action, including expulsion, against any behavior that violates this policy, even if not specifically stated in this handbook.

## General Information

John Carroll Catholic High School has found a need to compile a set of rules and regulations for students to follow while they are at school, at school functions, or on the bus. This code of conduct is designed to establish more effective and equitable guidelines for student behavior. It will be used by all teachers and other staff members at John Carroll Catholic High School. The need for this code of conduct is based not only upon the school's responsibility to educate students in the area of discipline, but also upon the student's education without interruption, distraction, and/or disturbance from his/her fellow classmates. More specific student responsibilities can be found on the following pages.

Should the need for disciplinary action arise, each teacher will have the option of using one or more alternative methods in dealing with the situation, depending upon the maturity of the student, the frequency of the infractions, the attitude of the student, the degree of student cooperation, the emotional state of the student, and the nature of the infraction. It should be noted that in the case of serious offenses, the student will be referred to the administration. In such cases, disciplinary measures will be used at the discretion of the administrative staff. The administration reserves the right to question students without parents present.

Any parent who has a question about this code of conduct or his/her child's behavior in general should contact the school. We need and appreciate your cooperation and support in this matter of school conduct. At the parent's request, a parent/administrative conference may be arranged.

## Anti-Bullying Policy

**The school is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:**

- (1) physically, emotionally, or mentally harming a student;
- (2) damaging, extorting or taking a student's personal property;
- (3) placing a student in reasonable fear of emotional or mental harm;
- (4) placing a student in reasonable fear of damage to or loss of personal property; or
- (5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

- I. **Definition**
  - a. **Bullying may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites).**
  - b. **This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.**
- II. **Scope**

This policy prohibits bullying that occurs either:

  - i. **on school premises before, during, or after school hours;**
  - ii. **on any bus or vehicle as part of any school activity; or**
  - iii. **during any school function, extracurricular activity or other school-sponsored event or activity.**
- III. **Reporting Complaints**

Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.
- IV. **Disciplinary Action**

Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate disciplinary action.

## STUDENTS' RESPONSIBILITIES

1. Students have the responsibility to become familiar with policies, rules, and regulations which concern the students' conduct at school.
2. Students have the responsibility to behave in a manner that allows learning to take place without interruption.
3. Students have the responsibility to show respect for fellow students, all school personnel, and campus visitors.
4. Students have the responsibility neither to take nor to damage the property of other students, of school personnel, or of the school itself. Students will be financially responsible for any damage/loss they cause.
5. Students have the responsibility to respect the property of the school and to help keep John Carroll Catholic High School looking attractive.
6. Students have the responsibility to express themselves without violating the rights of others or without interfering with the orderly educational process. They also have the responsibility to listen courteously to differing points of view.
7. Students have the responsibility to carry only those materials which are acceptable by law and which are not hazardous to any person or property.
8. Upon any infraction of the rules, a student has the responsibility to accept the disciplinary actions as prescribed in the Code of Conduct or as prescribed by the administration.

## RULES AND REGULATIONS BY CATEGORY

The school considers the following to be against school policy:

### Serious Offenses

- Bringing matches, tobacco, or related materials to school (cigarettes, snuff, chewing tobacco, pipes, cigarette holders, lighters, etc.) Using any tobacco product on school property -- Students in possession of tobacco products will be fined \$25.00 and may face a suspension until the fine is paid. This fine is in addition to penalties under Florida statutes 386.212 and 569.11.
- Fighting with or harassing other students
- Profane/obscene language or any indecent gestures directed toward anyone on our campus
- Open defiance, disrespect, or willful disobedience shown toward any staff member or campus visitor
- The display or use of any confederate flag or symbol(s) which the administration deems inappropriate on any person, clothing, personal property, or vehicles
- Hitting, striking, or threatening another student, staff member, or campus visitor
- Throwing any item that may cause bodily harm, including but not limited to, glass, rocks, books, and pencils/pens
- Leaving a class, school activity, or the school grounds without permission (After a student arrives at the school site in the morning, he/she must come on campus immediately and is not permitted to leave regardless of whether the first bell has rung or not.)
- Skipping class
- Defacing and/or vandalizing school property

- Being untruthful or dishonest as stated in this handbook under “Integrity”
- Stealing
- Plagiarizing...Plagiarism is defined as presenting someone else's ideas or work, including the ideas or work of other students, as one's own. Quoted, paraphrased, and summarized material must have a citation acknowledging the source.
- **Weapons are not permitted anywhere on school grounds. Anyone who brings a weapon on school grounds, who is in possession of a weapon, or who threatens others with a weapon may be expelled from the school. Any item used to threaten or cause bodily harm may be considered a weapon. (Appropriate law enforcement agencies will be notified. Violators would be liable for expulsion.)**
- Being under the influence of, using, and/or possessing illegal drugs at any time. Being under the influence of, using, and/or possessing alcoholic beverages at school or school functions (See “Drug and Alcohol Policy” for further explanation.)
- Speeding and driving recklessly
- Excessive, relatively minor offenses
- Consuming food, candy, or drinks, including bottled water, any place other than in the cafeteria during the lunch period (Exception: Drinks are allowed in the courtyard but not in the gym or on the front steps or walkway.) **Bottled water and other drinks are not permitted in hallways or classrooms.**
- Chewing gum on campus or on the school bus
  - 1st and 2nd offense = \$5
  - 3rd offense = \$10
  - Any further offense = \$25
- Ordering lunch from outside or having lunch delivered to school (Only parents may deliver a lunch to their own child *through the office.*)
- Violating parking regulations as stated in this handbook under “Automobiles and Parking”
- Tampering with fire safety equipment, computer equipment, maintenance equipment, or the like

## Behavior Violations

- Being in the junior or senior parking lot at any time unless legally arriving or departing
  - Failure to serve assigned detention
  - Failure to follow rules and instructions during assigned detention
  - Continuous or repetitious classroom talking
  - Bringing or possessing any items that are considered to be disruptive to the educational process Examples: CD players, MP3 players, iPods, hand-held video games, squirt guns, laser pointers, skateboards, etc.
  - Persisting in other minor acts of disobedience or disorderly behavior such as, but not limited to, disturbing other students, tapping on desks, tapping foot on floor or furniture, scraping chairs or desks against the floor, and throwing spit balls or food
- School Building and Grounds Violations**
- Littering on school grounds
  - Running in the school buildings or corridors

- Unexcused tardies to school and class
- Going to the track, art building, or any parking lot during lunch without permission
- Violating the dress code as stated in this handbook under "Dress Code"
- Breaking any of the school bus rules as stated in this handbook under "School Bus Transportation"
- Displaying affection publicly-  
The Catholic school promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or expulsion. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.
- Any other behavior considered unbecoming by a student at John Carroll
- The disciplinary policies and procedures set forth in this handbook provide guidelines that the school may, in its discretion, employ in regulating student conduct. They do not however limit the school's right to freely and fully exercise any and all disciplinary measures, with or without prior notice or warning, including expulsion from school in the sole discretion of the school administration.

### **DISCIPLINARY REFERRAL TO THE DEAN'S OFFICE**

In the event a student is sent to the office, disciplinary actions may be taken. These actions may include a special detention, restriction from extracurricular school activities, suspension or expulsion from the school bus, suspension or expulsion from school, or other measures as deemed necessary. In some instances, the decision as to the proper action to be taken will be made by the principal.

### **Detention**

Detention may be served in one or more of the following ways:

1. For minor infractions, Monday and Wednesday afterschool detention halls of 20-minute duration in a classroom
2. Daily lunchtime work detentions of a 10-minute duration in the cafeteria
3. Tuesday and Thursday detention halls in a classroom after school for 1 hour -- There will be a \$2 charge for this detention hall, payable at the door. Students who do not pay their fines at the door will have those fines doubled and due by the end of homeroom the following day.
4. Saturday detention 8:00 AM to noon -- Detention will be held either in a supervised classroom or as a general work detention. A \$15 fine will be due by Friday. If not paid, the fine will be \$30 on Saturday.

### **Detention Rules**

1. Must be on time, bring school work, be in JCHS dress code, refrain from talking, keep cellphones off and out of sight, and stay awake.
2. If detention rules are violated, the monitor will notify the Dean, and consequences will follow.
3. Unruly students will be asked to leave the detention room.
4. A student must serve his/her assigned detention on or before the assigned date before taking part in any extracurricular activity.
5. A student who misses an after-school detention will be placed on a half day in-school suspension the following morning.
6. A student who misses a non-school day detention will be placed on a full day out-of-school suspension on the next school day.

7. Any suspension (in or out of school) will result in zeros for missed work. Any suspended student may not participate in extracurricular activities that day. Further penalties may be assessed when the situation warrants.

Students will be required to make provision for their own transportation at the conclusion of the detention. Students will be notified at least 24 hours in advance of any assigned after school or Saturday detentions. Parents should feel free to contact the administration at any time if they have questions concerning their son's/daughter's detention.

**NOTE:** In order to excuse a detention, a parent/guardian must contact the school by noon on the day of the assigned detention. Work, practice, games, etc. are not valid excuses.

### Discipline Protocol

#### Discipline Infractions:

First Offense.....20 minute detention  
 Second Offense..... 20 minute detention  
 Third Offense..... 1 hour detention  
 Fourth Offense.....3 hours of detention  
 Fifth Offense.....5 hours of detention

Steps may be skipped based on the severity of the offense. A conference with parents can be requested and/ or a student may be placed on probation AT ANY TIME.

Once a student is placed on probation, the next major offense may result in the student's being asked to leave John Carroll.

At the end of each semester an administrative review of student discipline/academic performance will be conducted. This review will include input from the discipline record and the faculty. At the discretion of the administration, a student may be placed on probation, may be asked to withdraw, or may be expelled.

John Carroll reserves the right to make changes to this system at any time.

#### Out-of-School Suspension

A student may be placed on out-of-school suspension at the discretion of the Principal or the President. The student will receive zeros for missed work, and a parent conference/contact will be required before the student may re-enter school.

## COMPUTER USE

The school may provide its administrators, faculty and students with access to computers and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and the Catholic teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others;
  - a. Use only assigned accounts and passwords;
  - b. Do not share assigned accounts or passwords with others;
  - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
  - d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources;
  - a. Observe all network security practices;
  - b. Report security risks or violations to the school principal;
  - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
  - d. Do not disrupt the operation of the network or create or place a virus on the network;
  - e. Conserve and protect these resources for other students and Internet users.
3. Respect and protect the intellectual property of others;
  - a. Do not infringe on copyright laws including downloading or copying music, games or movies;
  - b. Do not install unlicensed or unapproved software;
  - c. Do not plagiarize.
4. Respect the principles of the Catholic school;
  - a. Use only in ways that are kind and respectful;
  - b. Report threatening or discomforting materials to the school principal;

- c. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
- d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
- e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
- f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks like My Space or Facebook;
- g. Do not send spam, chain letters or other mass unsolicited mailings;
- h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.

#### Supervision and Monitoring

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any student or other person or to protect property. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

#### Unacceptable Use of Outside Technology

The school expects students to use information technology (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information tech-

nology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks such as My Space and Facebook. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and social networks and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

#### Consequences for Violations

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the principal's discretion including expulsion.

### DRUG AND ALCOHOL POLICY

The use or possession of illegal drugs or illegal mood altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student on school property or while attending or participating in any school sponsored activity or at anytime the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include expulsion from the school, even for a first offense.

Any student selling drugs on school property or at school functions may be immediately expelled.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse.

If a student exhibits the symptoms, or is suspected of substance abuse, the school may

require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in expulsion from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense. While this measure may not often be implemented, given the seriousness of substance abuse, the administration may consider it an effective and justifiable way of combating the problem.

A school may conduct random searches as set forth in this handbook.

## HARASSMENT AND DISCRIMINATION

The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Diocese of Palm Beach. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

## INTEGRITY

John Carroll Catholic High School stands for truth, as evidenced by the Latin *veritas* on our school seal.

Truth and honesty do not allow us to take that which does not belong to us or to give information to others which is to be used for a dishonest purpose.

Any student who cheats is subject to the following penalties: first offense, a zero grade for that assignment; second offense, a failing grade for the quarter. The third offense (not necessarily in the same class) could result in dismissal from school.

## INTERNET USE POLICY

John Carroll Catholic High School expects that all students will use the Internet in a responsible and ethical fashion in compliance with all applicable laws, and with Christian moral principles, both in and out of the school setting. Any reference by a student or parent regarding John Carroll Catholic High School, its administration, employees, or agents on the Internet in a defamatory or other fashion deemed inappropriate by the school may result in severe consequences, up to and including expulsion. John Carroll Catholic High School may notify law enforcement as appropriate and/or take further action against such persons, in its discretion. Any unauthorized use of the name "John Carroll Catholic High School" or any likeness or image of the school or of its employees/agents is strictly prohibited.

## THREATS OF VIOLENCE

The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

- a. Immediate suspension from the school;
- b. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be expelled from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.
- c. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat oc-

cur, the child will be expelled from school; d. The school should inform the Department of Schools of these cases. The school may submit an informational report to the police.

## STUDENT ACTIVITIES

### Participation in School Athletics or Organizations

The school recognizes the following sports, activities and clubs:

**School Clubs:** Alpha, Anchor, Art, Book, Green, Chess, Christian Service, Computer, Drama, Fellowship of Christian Athletes, French, History, International Thespian Society, Key, Multicultural, National Honor Society, NiHao, Political Science, Public Relations, SADD, Spanish, Student Government, Youth For Life

**Dances:** Homecoming, Prom

**Athletics:** Baseball, basketball, bowling, cheerleading, cross country, football, golf, lacrosse, soccer, softball, swimming, tennis, track, volleyball

Parents acknowledge that participation in these sports, activities, or clubs may be inherently dangerous and, the school cannot ensure the safety of all students involved in its activities and programs.

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice. Parents, by executing this acknowledgement of receipt of this handbook, **HEREBY RELEASE** the school, the Diocese of Palm Beach, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs or activities. The school is not responsible for student participation in any sports, leagues or clubs not identified above. Parents hereby acknowledge that students who participate in any such program or

activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such program or activities.

Students must have checked in to school prior to 9:00 AM in order to participate in any school-sponsored activity that day. If the activity occurs on a non-school day, the 9:00 AM rule applies to the last school day prior to the activity.

## ATHLETICS

Each participant in interscholastic sports must maintain a cumulative 2.0 unweighted grade point average according to Florida High School Activities Association rules and must display a spirit of cooperation in all school activities. All students must be in school by 9:00 AM following a game. Exceptions: a doctor's appointment, a death in the family, or an appearance in court.

All students are automatically covered by school accident insurance as part of the registration fee. However, there is an additional fee for students participating in athletics. A physical examination is required for participants, including all cheerleaders. John Carroll Catholic High School has the following

FHSAA sports teams:

- Baseball - Boys' Varsity and Junior Varsity
- Basketball - Boys' Varsity and Junior Varsity; Girls' Varsity and Junior Varsity
- Bowling - Boys and Girls
- Cheerleading - Girls' Varsity and Junior Varsity
- Cross Country - Boys and Girls
- Football - Varsity and Junior Varsity
- Golf - Boys and Girls
- Lacrosse - Boys and Girls
- Soccer - Boys' Varsity and Junior Varsity; Girls' Varsity and Junior Varsity
- Softball - Girls' Varsity
- Swimming - Boys and Girls
- Tennis - Boys and Girls
- Track - Boys and Girls
- Volleyball - Girls' Varsity, Junior Varsity, and Freshman

## CLASSES

<b>Freshman Class</b>	The Freshman Class is responsible for organizing a special Homecoming spirit activity.
<b>Sophomore Class</b>	The Sophomore Class is responsible to assist Student Government with the Homecoming Dance.
<b>Junior Class</b>	The Junior Class is responsible for the Junior-Senior Prom.
<b>Senior Class</b>	The Senior Class is responsible for the Senior Awards Dinner.

## CLUBS AND ORGANIZATIONS

<b>Alpha Peer Ministry</b>	Alpha is a peer ministry group which has the two-fold purpose of helping the members grow in their relationship with God and other people, and also serves as a leadership group for spiritual growth within the school and local community. Membership is by invitation.
<b>Anchor Club</b>	The Anchor Club is a national organization for girls sponsored by the Pilot International Woman's Professional Club. Besides adequate scholastic standing, a girl must have good citizenship, possess leadership qualities, and be willing to serve the school and community. Membership is by invitation.
<b>Art Club</b>	This club is open to any student who likes to create. Artistic talent is not a prerequisite, just the desire to explore the world of art and a willingness to express oneself creatively.
<b>Book Club</b>	This club is designed for students who love literature. Quality fiction from America and other countries will be read and discussed as contemporary classics.
<b>Chess Club</b>	The Chess Club is open to all students interested in the enjoyment of playing chess. Members may improve their skill levels, challenge other

members to matches, or even join to learn the game.

<b>Christian Service Club</b>	The function of the Christian Service Club is to encourage students to apply principles of charity to real cases by voluntary personal service to the poor and handicapped.
<b>Computer Club</b>	The Computer Club is open to any current or past student of the computer classes. Members will assist the administration with preparing the school's computers in case of an emergency. They will also care for the computers in the computer lab. They will also be encouraged to instruct fellow students in the use of the computer lab, as well as to help the faculty with computer projects.
<b>Drama Club</b>	The Drama Club is designed for those students interested in theater, including those who cannot fit the course work into their schedules. Members study various aspects of theater, help with school productions, and attend local performances.
<b>Fellowship of Christian Athletes</b>	This group challenges members to use the powerful medium of athletics to impact the world for Jesus Christ. Values include service, integrity, teamwork, and excellence.
<b>French Club</b>	The French Club is open to any interested student of French. It offers cultural, recreational, and conversational advantages not possible to include in the daily class.
<b>Green Club</b>	This club will focus on the tasks recycle, reuse, and reduce. Projects will be directed toward giving people practical solutions for ever-growing environmental issues.
<b>History Club</b>	The History Club is open to any student interested in exploring historical people, places, and events. Two field trips are planned: one to a nearby facility and one to a major historical city.

<p><b>International Thespian Society</b></p> <p><b>Key Club</b></p> <p><b>Multicultural Club</b></p> <p><b>National Honor Society</b></p> <p><b>NiHao Club</b></p>	<p>Honors excellence in school theater. Members must earn at least 100 points from theater activities in order to join. Honors must then be earned by accumulating more points as a member. Auditions for scholarship opportunities are also available.</p> <p>Key Club is the oldest and largest service program for high school students. It is a student-led organization which teaches leadership through service to others. Key Club is a member of the Kiwanis International family. Members must be willing to serve the school and community and to be leaders in both arenas.</p> <p>This club offers members the opportunity to come together to learn about and experience different cultures. Members gain knowledge and appreciation of other cultures through food, music, and interaction with people from various cultures.</p> <p>The National Honor Society encourages students to excel scholastically and at the same time to develop good character, service, and leadership qualities. In order to be a member, a student must be above average in the qualities enumerated and be selected by the faculty council. The society acts in a leadership capacity in promoting good scholarship throughout the school. Membership is by invitation. Membership criteria will be available to all students and parents.</p> <p>The purpose of the NiHao Club is to celebrate the similarities and differences between American and Chinese cultures. Throughout the year students will explore and gain awareness of Chinese cultural events and lifestyle. All cultures are unique, but humanity is a shared experience. The NiHao Club is open to all who have a desire to increase awareness of the world in which we live.</p>	<p><b>Political Science Club</b></p> <p><b>Public Relations Club</b></p> <p><b>SADD</b></p> <p><b>Spanish Club</b></p> <p><b>Student Government</b></p>	<p>The club provides a forum for discussion of political, social, and economic issues. Members are encouraged to organize programs and sponsor events to stimulate interest in and awareness of politics. Membership is open to any student with an interest in political science.</p> <p><b>The John Carroll PR Club</b> strives to bring the latest student news, photos, and videos to the school and community quickly and reliably.</p> <p>Student members are responsible for producing a weekly show. Student members will also photograph school events, accomplishments, assemblies, etc. These photos will be used for press releases, may be posted on the school's Flickr page, and may be used for publication purposes.</p> <p>SADD is designed to help students deal with potentially destructive decisions in life such as driving drunk, drug abuse, and alcohol use among high school students. SADD sponsors an informative assembly during Homecoming about driving drunk in order to help students make better decisions in their social lives.</p> <p>This club is open to any interested student of Spanish. Students have opportunities to learn customs and activities of Spanish-speaking people. They will become well aware of our Hispanic heritage through films.</p> <p>Student Government is a highly active group of representatives chosen from each homeroom to serve as a governing body for student affairs. Officers of the Student Government are elected in a school-wide balloting during the month of May. Also included in Student Government are the officers of each class. Student Government's principal purposes are as follows:</p> <ol style="list-style-type: none"> <li>I. To develop attitudes of, and practices in, good citizenship</li> </ol>
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2. To promote harmonious relations throughout the school
3. To improve student-teacher relationships
4. To improve school spirit
5. To provide a forum for student expression
6. To provide orderly direction of the school activities
7. To promote the general welfare and good order of the school

**Youth For Life**

Youth For Life members seek to become better informed about the world-wide and diocesan Respect Life Movement in order to serve in promoting a greater respect on campus for life.

**MEMBERSHIP AND REQUIREMENTS**

1. Any student, in order to be a member of a club, must maintain a 2.0 weighted GPA.
2. All clubs should meet at least once a month.
3. All clubs must file a statement of purpose and function and a list of officers and members with the Principal no later than September 30.
4. Each club, class, or organization must file in writing with the Principal its school project or community service project for the year no later than September 30. A school service project is mandatory. In lieu of a service project, the organization may be assessed a fee of \$500.
5. Clubs and classes are requested to plan and submit their calendars of events, including social, service, and money-making events, for the new school year to the Dean of Students no later than June 1. This procedure will prevent the occurrence of too many events at the same time. It will also prevent last minute plans being made for school dances, any fund-raising projects, etc. If it's not on the calendar, it won't happen!
6. The administration reserves the right to remove any class, club, or organization officer at any time.

**SCHOOL DANCES**

The following guidelines are for the sponsoring club, chaperones, and police officer on duty at school dances (only the Homecoming Dance and the Prom may be held off campus) and pertain to both on- and off-campus dances:

1. Dances should have the following chaperones:
  - A. Two faculty members (one should be the sponsoring club's advisor)
  - B. Three pairs of parents or six individuals
  - C. At least one police officer on duty
  - D. One custodian (the sponsoring club pays the custodian).
2. Confirmation of chaperones should take place with the Dean of Students no later than one week before the function. The list must be accepted and signed by the club's faculty advisor. A special form for this purpose may be acquired in the Dean's office.
3. Dances may be attended only by John Carroll students with only two exceptions: Homecoming and Prom (which is restricted to Juniors and Seniors and their dates excluding Freshmen under any conditions). All non-John Carroll dates must be approved in advance by the administration and must be at least of high school age. Ticket sales will end one week prior to Homecoming and Prom in order for the administration to check and allow/disallow off-campus dates.
4. The following behavior guidelines should be observed:
  - A. The person you bring as your date should be the one you spend time with for the duration of the dance.
  - B. No alcoholic beverages, drugs, or tobacco products are allowed on the premises.
  - C. Students under the influence of either drugs or alcohol will be subject to school disciplinary rules.
  - D. Dress and dancing should be in good taste. The administration reserves the right to ask any participant to leave the dance.

- E. Once students have gone to the parking lot, it should be understood that they have left the function and will not be allowed to return.

## SCHOOL SPONSORED EVENTS

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events are specifically identified in this handbook or are identified as such in written notices generated and distributed by the school.

Parents, by executing this acknowledgement of receipt of this handbook, HEREBY RELEASE the school, the Diocese of Palm Beach, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from attendance at functions not sponsored by the school. Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

## STUDENT ELECTIONS

Student Government, class, and club elections should be held during the month of May. The following rules should apply to all students running for office:

1. The student must place his/her name in nomination by a designated date and must present his/her qualifications to the group of electors.
2. To run for student government or class office, the student must be approved by the faculty and administration. Consideration will be given to citizenship, acceptance of responsibility, scholarship, and the number of activities in which he/she is engaged.
3. A student must have at least a 2.0 scholastic average to run for a student government, class, or club office.
4. Candidates for all other club offices are to be approved by the club moderator.

## MISCELLANEOUS

### ACCIDENTS

An accident should be immediately reported to the principal by the coach or teacher in charge of the students. The school will, in turn, notify the parents of the student involved.

### ATTENDANCE

#### Absences and Written Excuses

Punctuality and regularity of attendance are indispensable for success in a student's schoolwork. If a student is absent from school, a PARENT OR GUARDIAN MUST CALL THE ATTENDANCE CLERK (464-5200) each morning of absence between 7:00 AM and 9:00 AM unless it can be predetermined that the student will be out for more than one day. The first day the student returns to school, he/she should bring a note from a parent or guardian to the attendance clerk's office before homeroom. This excuse must include:

1. The student's full name and grade
2. The reason for the absence
3. All of the dates covering the period of absence
4. The valid signature of a parent or legal guardian

The reason for notification by parents is to let the school know that the parents are aware each time their son or daughter is not in school during school hours. The school asks for a telephone call AND a note because although a call has been found to be a much more reliable source of verification, a note is needed to be kept on file in the school's records.

The above procedure must be followed for the student to receive an "excused absence." The absence will be considered "unexcused" if the student does not have the parent or guardian contact the school on the day of absence AND send a note within two days after his/her return OR when his/her reason for absence is not deemed acceptable. When a student will be absent for a school-sponsored event (band, field trip, athletics, etc.), he/she is responsible for contacting all teachers, prior to the event, concerning any tests or work that will be missed. A student must be in attendance all day in order to participate in any school event.

Any time a student must be absent from school for reasons other than illness, it is required that the parents contact the school three days before, in writing. If the student will be out of school for three days or more, he/she must obtain a permission form (Excused Absence Form) from the attendance clerk. The form is to be signed by the principal, teachers, and parent. Failure to comply with this regulation may result in no credit for classes missed.

Any student who accumulates nine or more absences (excused or unexcused) from any class or classes during any one semester is subject to receiving no credit for those courses for that semester. In order to receive credit, a student may be required to make up missed time, have a mandatory conference, and pay additional fees. If a student surpasses eight unexcused/excused absences, a letter will be sent home to the student's parents/guardians informing them of the violation and requesting that they make the appointment for the conference.

An excused absence is one for which the student is granted the privilege of making up within three days the school work that was missed while absent. An unexcused absence is one for which the student is not allowed to make up the work missed. The student will receive a zero grade for all missed assignments during unexcused absences.

Excused absences are judged on the basis of illness, personal and/or family reasons, and school-related functions. Exceptions may be judged only by the administration.

Students are responsible for immediately contacting their teachers regarding all work missed. Students missing 3 or more days may request assignments from teachers. If a student misses school only on the day of a test, he or she must be prepared to take the test on the day of return. An alternate form of the test may be given.

## Tardies To School

In the case of tardies, the parent or guardian should telephone between 7:00 AM and 9:00 AM and send a note with the student on the day that the student comes in late. Any time a student is late in the morning, he/she must report to the front office to receive a tardy slip before reporting to class.

Each student will be allowed up to 3 excused tardies to school per quarter. Notes should accompany all late arrivals to school. A student who arrives at school after 10:00 AM is considered 1/2 day absent. After the 3 excused tardies per quarter and any unexcused tardy, detention will be assigned.

## Tardies To Class

Students entering class after the tardy bell will receive an unexcused tardy unless they have a written excuse from another staff member. The penalties for unexcused tardies to class will be detention.

## Early Dismissal

When possible, please arrange doctor, dentist, and orthodontist appointments after school hours. When this is not possible and the student must miss class time, it is best if the student misses time at the very end of the school day rather than in the middle of the day. Early dismissals on "special schedule" days will be approved only for verifiable medical or legal appointments. Final approval rests with the Principal.

The student must bring a note from the parent or guardian stating the time and the reason for the dismissal. The student must bring the note to the attendance clerk's office before homeroom the day of the appointment in order to obtain an "Early Dismissal" slip. Telephone calls will not be honored except in extreme emergencies. (THE ADMINISTRATION RESERVES THE RIGHT TO DENY REQUESTS FOR EARLY DISMISSALS.)

The school will not allow students to take care of extracurricular activities during school time. Club, class, and sports activities must be taken care of after school or on weekends. This includes, but is not limited to, work done for Homecoming, Prom, and Graduation.

Although some activities need to be incorporated into the regular day, these occasions are regulated by the administration of the school.

## AUTOMOBILES AND PARKING

Students are permitted to drive cars to school provided the following conditions are met and subscribed to:

1. Students must possess a valid driver's license and register their vehicles with the school for a \$20 fee. Parking permits are limited to the number of available spaces.
2. Students are required to have a John Carroll Catholic High School parking sticker on each vehicle that they intend to drive to the school. This sticker must be displayed on the bottom of the driver's side windshield.
3. All student parking must be completely within the designated parking areas. Underclassmen must park east of the school in St. Anastasia's parking lot, on the west side of the median strip. Seniors are to park in the designated area west of our school. Faculty parking is in the area in front of school and in the area immediately west of 300 Building, Guidance office, and field house. No students are to park in these areas at any time.
4. The school speed limit of 5 mph must be observed as well as all other laws found in the Florida Motor Vehicle Code. Violators will be dealt with by the administration.
5. Students driving cars or riding as passengers must enter the building/patio area as soon as their vehicles are parked. No student is to return to his/her car at ANY TIME during school.
6. Parents are permitted to drop off students only on the black top area east of the school or in the front parking lot--not in the lot west of the school.
7. Violations of any of the above could result in a minimum \$5.00 fine, suspension, loss of parking privileges, or other disciplinary action.
8. John Carroll Catholic High School assumes no financial responsibility for vehicle damage for any reason or for theft of personal property occurring in the school parking lots. Individuals park at their own risk.

## BULLETINS AND ANNOUNCEMENTS

General information for the day and specific instructions and notices of club meetings, athletic and social events, will be included in the daily bulletin. The daily bulletin will be posted on the hall bulletin board and on the school's website. Special events will be announced in the afternoon before dismissal. Pupils responsible for bringing notices to the attention of the students must have their notices approved and signed by their advisor.

Posters advertising school-approved events must be sanctioned and initialed by the Dean. These posters must be removed after the event has taken place, or a fine will be imposed on the club or individual responsible.

## BUS TRANSPORTATION

The Bus Service serves students (K-12) from John Carroll Catholic High School and St. Anastasia School. The Bus Service covers the geographical area from Vero Beach to Stuart where it is possible. It is intended to serve as a shuttle service with a limited number of stops. Every year the bus routes are changed to adapt to those students who have registered for bus service. Riders are registered on first come, first served basis. Bus Service DOES NOT guarantee to meet the demands of all students.

Students who ride the school bus must obey all regular school rules as listed in the Code of Conduct in this handbook. In addition, school bus riders must follow the five rules listed here:

1. Remain seated at all times while the bus is in motion.
2. Keep heads, arms, and feet inside the bus at all times.
3. Maintain absolute silence at railroad crossings.
4. No eating, drinking, or smoking is allowed on the bus.
5. Use the emergency exit only during an emergency.

The Director of Transportation reserves the right to remove a student from the bus at any time.

If a student fails to follow the rules, the following disciplinary actions will be taken:

- First Offense- Warning
- Second Offense- Three-day bus suspension
- Third Offense- Suspension from the bus for rest of year

### Bus Passes

If there are students who are not regular bus riders but who may wish to ride the bus on an isolated occasion, the school must have written or verbal parental permission to acquire a Bus Pass from the attendance clerk. Drivers will not accept money. Each pass costs five dollars a trip (passes sold only if space is available).

### Bus Payment Policy

The cost for the Bus Service for the 2011 - 2012 school year is \$1100 per rider. This amount includes a \$100 registration charge which is non-refundable. You may pay in 10 monthly installments, beginning in August and going through May. Your first payment must include the \$100 registration fee and the first month of \$100 for a total of \$200. After that, the monthly fee will be \$100 payable on the 15th of the month. If you elect to pay for the bus service in full at the time of registration, then the registration fee will be \$50. Thus, you pay \$1050 for the year.

We offer one-way rides for \$750 per rider with \$150 registration fee. Also, families who register two children will receive a \$100 discount. If you have three or more children, you will receive a \$150 discount.

All outstanding balances owed to the Bus Service must be paid prior to registration for the new school year. Registrations will be processed only when accompanied by the correct amount due. Write all checks separately from tuition payments. Mail all checks and bus registration forms to John Carroll Catholic High School, Attention: Bus Service.

It is the responsibility of the parents to maintain their bus account. If payment is not made for two consecutive months, the bus riders will be suspended until all past due payments are paid.

## CAFETERIA

Backpacks are not allowed in the cafeteria. Students are expected to behave in a respectful manner at all times in the cafeteria. Any acts of misconduct will result in disciplinary action. Students are required to clean up after themselves at all times. Students may not purchase food or drink between or during classes.

## CAMPUS VISITORS

All visitors to the John Carroll Catholic High School campus must check in at the front office, receive a visitor's badge, and register on the Visitor's Sign-In sheet. At the conclusion of the visit, the visitor must sign out on the sheet.

## CHILD PROTECTIVE INVESTIGATIONS

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families. The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

## DAILY TIME SCHEDULE

### Schedule with Lunch A & B (45 minute classes)

7:53	First Bell
8:00---8:15	Homeroom
8:19---9:04	1st hour
9:08---9:53	2nd hour
9:57---10:42	3rd hour
10:46---11:31	4th hour
11:29	Seniors dismissed to lunch A
11:31---12:01	Lunch A - main building
11:35---12:20	5th hour - other buildings
12:18	Seniors dismissed to lunch B
12:05---12:50	5th hour - main building
12:20---12:50	Lunch B - other buildings
12:54---1:39	6th hour
1:44---2:29	7th hour

### Pep Rally (38 minute classes)

7:53	First Bell
8:00---8:15	Homeroom
8:18---8:56	1st hour
9:00---9:38	2nd hour
9:42---10:20	3rd hour
10:24---11:02	4th hour
11:00	Seniors dismissed to lunch A
11:02---11:32	Lunch A - main building
11:06---11:44	5th hour - other buildings
11:42	Seniors dismissed to lunch B
11:36---12:14	5th hour - main building
11:44---12:14	Lunch B - other buildings
12:18---12:56	6th hour
1:00---1:38	7th hour
1:38---2:29	Pep Rally

### Early Dismissal Day (30 minute classes)

7:53	First Bell
8:00---8:15	Homeroom
8:19---8:49	1st hour
8:53---9:23	2nd hour
9:27---9:57	3rd hour
10:01---10:31	4th hour
10:35---11:05	5th hour
11:09---11:39	6th hour
11:43---12:15	7th hour

### Mass Schedule (32 minute classes)

7:53	First Bell
8:00---8:10	Homeroom
8:14---8:46	1st hour
8:50---9:22	2nd hour
9:26---9:58	3rd hour
10:02---10:34	4th hour
10:34	Mass
11:53---12:18	Senior/Junior lunch
12:18---12:38	Soph./Fresh. lunch
12:43---1:15	5th hour
11:09---11:39	6th hour
11:43---12:15	7th hour

The order of classes will change daily. A rotating schedule will be used in order to achieve this change. Students will have a seven-period day. Shown below is an illustration. Numbers represent periods; "L" represents lunch.

### Lunch A

A Day	1 2 3 4 L 5 6 7
B Day	1 3 4 5 L 6 7 2
C Day	1 4 5 6 L 7 2 3
D Day	1 5 6 7 L 2 3 4
E Day	1 6 7 2 L 3 4 5
F Day	1 7 2 3 L 4 5 6

### Lunch B

A Day	1 2 3 4 5 L 6 7
B Day	1 3 4 5 6 L 7 2
C Day	1 4 5 6 7 L 2 3
D Day	1 5 6 7 2 L 3 4
E Day	1 6 7 2 3 L 4 5
F Day	1 7 2 3 4 L 5 6

## DRESS CODE

As a faculty and as administrators, we want to give our students some freedom and do not want to get involved in the total uniform business. The purpose of a dress code is to reduce competition among students, and as in the business and professional world, conventional attire is the norm. The following dress and grooming code is obligatory for all students.

The administration and faculty, in cooperation with the parents, try to develop proper dress and grooming habits which will enhance the student's personal appearance. Therefore, we insist on a school-sold John Carroll embroidered shirt, tucked in at all times. Cotton twill chino-style pants or shorts no more than 2 1/2 inches above the knee, in navy or khaki [light brown] are required. Belts are required for all pants or shorts with belt loops. Pants that have double stitching on seams or rivets on pockets, as well as cargo pants, are NOT permitted. No skirts are permitted. Outerwear must be John Carroll issued, sold, or sponsored. If temperatures fall below 40 degrees, additional outerwear may be permitted over John Carroll-approved outerwear. (A dress code shirt must be worn under any type of outerwear.) Athletic-type jackets of John Carroll teams are permitted. Male students must wear only dress shoes or athletic footwear. Female students must wear closed-toed shoes that cover the heel or athletic footwear. No student may wear sandals, slippers, Sanuks, or Crocs of any type. No long-sleeved undershirts, leggings, tights, or knee socks may be worn with short-sleeved school shirts or shorts.

Unconventional, bizarre, eccentric hairstyles, or unnatural coloring of any kind is not permitted. Partial headshaving is not acceptable. Male students may have crew cuts. Hair styles must reflect a neat and clean appearance. Male students must be clean shaven. If they are deemed to be unshaven, they must shave in the office before returning to class. Their hair must be neatly trimmed, on all sides, the length not to exceed the top of the collar (back), the eyebrows (front), and the earlobes (side). Sideburns are not to exceed the bottom of the ear. Violation of this policy may result in a student's removal from school until the problem is resolved. Excessive or unusual makeup is not permitted.

Jewelry is permitted but must not be excessive. Male students are not permitted to wear earrings. Female students may wear two earrings in each ear. Other visible body piercings or tattoos are not permitted. Any tattoos must be covered at all times. The final decision as to what constitutes acceptable

dress and grooming rests with the administration, and the administration reserves the right to make changes at any time. The penalty for violations of these norms rests with the the administration. In cases where the infraction is manifestly voluntary and habitual, further penalties may apply. No warning need be given. Students and parents who have questions regarding the acceptability of certain types and styles of clothing or grooming should consult with the Principal before appearing in school wearing them.

Students are expected to arrive at and depart from school fully and properly dressed. This also includes going to and from any gym class.

## EMERGENCIES

### Automated External Defibrillator

An AED is used to diagnose urgently and treat ventricular fibrillation. An AED is attached to a victim's chest to assess the heart rhythm. If appropriate, the device will recommend that a shock be delivered to restore a safe rhythm for the victim's heart. The John Carroll High School AED is in the Athletic Director's office, underneath the sign on the west wall.

Florida law allows for the use of an AED during an emergency for the purpose of attempting to save the life of another person who is, or who appears to be, in cardiac distress. Accordingly Florida law also expressly provides immunity from civil liability for those who obtain and maintain AEDs and for those who use such devices to attempt to save a life. Specifically, the recent amendment to §768.13(4) of the Florida Statutes which addresses the use of automatic defibrillators defines the good Samaritan as follows:

"Any person, including those licensed to practice medicine who gradually and in good faith renders emergency care or treatment by the use of or provisions of an automatic external defibrillator, without objection of the injured victim or victims thereof, shall not be held liable for any civil damages as a result of such care or treatment or as a result of any act or failure to act in providing or arranging further medical treatment where the person acts as an ordinary reasonably prudent person would have acted under the same or similar circumstances."

John Carroll Catholic High School is committed to the health and safety of its students, faculty, staff, and visitors.

## Fire Drills

Evacuation Signal: Continuous sounding of the buzzer system

Recall: Repeated short rings of the regular school bell

### Important Information for Students

1. In each room there is at least one sign marked "Fire Exit" which describes the "Primary Route" for that room. There is also at least one map of the school building on the wall in each room with arrows which illustrate this same "Primary Route."
2. Students should pass to their predetermined location outside in a straight line, not passing one another and not lagging far behind the person in front of them.
3. Absolute silence is required during a fire drill.
4. Fire drills are not the appropriate time to play, laugh, or visit.
5. If a fire drill is called during the change of classes, during an assembly, or during lunch, students should calmly and quickly form lines and go immediately to the nearest available exit in an orderly manner.
6. There should be no running during a fire drill.

### Proper Sequence of Steps During a Fire Drill

1. Upon sound of alarm, teacher instructs students to form line at door.
2. Teacher designates student or students to close windows.
3. Teacher takes roll book.
4. Teacher briefs line leader on route and destination.
5. Teacher opens door, making sure way is clear.
6. Students march out.

7. Teacher turns off air-conditioner, lights, and fans then closes the unlocked door after having made sure that everyone is out of room.
8. Upon reaching pre-determined destination, teacher checks roll to insure the presence of each student in class.
9. Teacher reports anyone missing to a school administrator.
10. Upon recall signal, classes return to the classroom by the same routes using the same doors by which they left.

## Lightning Detection

The ThorGuard lightning predictor is located on the northwest corner of the roof of the field house. When lightning conditions have been recognized, a 5-second horn blast will warn all, and a strobe light will be activated on the roof. Shelter should be sought immediately by all participating in activities outside on school grounds. When weather conditions have been recognized as safe, three short 2-second blasts will occur, and the strobe light will cease to signal. Only then may normal activity occur outside.

Teams practicing outside should seek shelter inside a building such as the locker room, gym, or classroom. If sports contests are occurring outside, all must seek shelter. Officials may go to the Athletic Director's office. John Carroll teams may go inside either locker room, classrooms, and the gym if they are not in use. Visiting teams should go to their team bus if no other room is available. Fans need to leave the site of the contest and go to their vehicles for shelter. All need to remain inside their shelters until the three short horn blasts occur.

## Nuclear Evacuation

After meeting with officials from the St. Lucie County Department of Public Safety, Division of Emergency Management, the following plan was developed to respond to such unanticipated events as a civil emergency. The booklet prepared by Florida Power and Light in cooperation with the Emergency Preparedness Department of St. Lucie County provides a discussion on those actions the public would be asked to take in the unlikely event of an emergency at the St. Lucie Nuclear Power Plant. It is suggested that families obtain a copy of the booklet for their reference.

In the booklet, notification systems are discussed, as are plant safety and design, severity of emergency categories and radiation.

With regard to the actions to be taken for children in school, the brochure states that schools will follow their own procedures. John Carroll's plans for evacuating students are as follows:

1. No action would be taken at the classes of emergency designated as "unusual event" or "alert". These classifications generally involve a minor incident at the plant site that requires no public action.
2. In a "site area emergency" or "general emergency" which involves a more serious incident, evacuation may be required with students being transported to predetermined centers. This evacuation would be ordered by the Emergency Management Division via the special radio, installed by this organization and housed in the school office. **IT IS RECOMMENDED AT THIS POINT PARENTS NOT ATTEMPT TO PICK UP STUDENTS AT THE SCHOOL.** Traffic would be unmanageable; law enforcement officers may restrict traffic in certain areas.
3. If evacuation is required, students from John Carroll would be transported to the St. Lucie County Fairgrounds on Midway Road, via school buses. This area would be supervised by teachers who will count and account for students until parents can arrive or until released by emergency officials. Students not picked up within several hours may be transported to Martin County if ordered by the Department of Public Safety. This move would take place only if it were in the best interest of the students' safety.
4. Local radio and television stations would announce when and where parents could pick up their children.

With everyone's cooperation, teachers and administrators will be able to concentrate on the safety and well being of all students. Remember that this situation is unlikely. Do not attempt to pick up students at school. Law enforcement officers will be controlling traffic.

## Storm Policy

The students will remain in school when tornado or severe storm warnings have been given. No student will be allowed to leave the building during the emergency. When notified by the administration, students in the main building and 300 building move to the hallways. Students in the 400 building remain in the classrooms and students in the art room go to the bandroom. In cases of severe weather, should St. Lucie County public schools be closed, John Carroll will also close.

## Other Emergency Situations

At various times emergency situations do occur in the community. At such times, please remain alert to the local media and follow closure recommendations for the St. Lucie County public schools. Media will be notified if we must open or close differently from the county.

## FACULTY MEETINGS

Professional Days, Staff Development Days, Faculty Meetings—these days are incorporated into the regular school calendar in order to give teachers an opportunity to participate in diocesan in-service programs, to advance professionally by attending departmental meetings and educational seminars, and, in particular, to work toward the continued accreditation of the school by planning with the administration better ways of educating your children.

## FUNDRAISING

**No student may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal.**

## HOMEROOMS

All students are assigned a homeroom. Students must report to their homeroom in the morning during homeroom period. The purpose of the homeroom period is to prepare for the school day and includes prayer, attendance, dress code check, and other activities as necessary. All students are expected to be on time for homeroom. Channel One programming is viewed during homeroom. Students are expected to view the program quietly or to work on school work quietly.

## LOCKERS

Each student will be assigned a locker by his/her homeroom teacher. The student must use only the locker assigned. A lock will be given to each student. Only John Carroll locks may be used. Replacement locks must be purchased from the main office.

All students' books, materials, etc., must be locked in their assigned lockers. Students who frequently leave their locks unlocked will be subject to detention.

The school is not responsible for items left in lockers. Lockers may be checked at any time by authorized school employees.

## MEDICATION

Students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should not be delegated to school personnel except under unusual circumstances. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

1. An "Authorization for Medication" form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be taken by students must be personally brought by the parent or legal guardian to the School Office. Medications to be dispensed at school must be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label. Students may not bring the medication to school alone.
3. If a student must take any medication during the school day, the medication must be kept with the Nurse or School Office and the student must go there to take it.
4. While the school will monitor a student taking the medication, the school will not remind students to come and take their medication.

Students with medication of any kind in their possession are subject to disciplinary action.

## PHOTO USE POLICY

The school reserves the right to use student or parent photos in any school publication and on the school's website. Any parent who does not wish his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year. Parents, by executing this acknowledgement of receipt of this handbook, **HEREBY RELEASE** the school, the Diocese of Palm Beach and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.

## SCHOOL INSURANCE

All students are automatically covered by school accident insurance as part of the registration fee. However, there are certain points regarding this insurance of which you should be aware.

1. Claim forms must be submitted within 90 days of accident, AND treatment must begin within the same 90-day period.
2. This is a SUPPLEMENTARY POLICY. Full payment of all bills incurred on accidents is made ONLY IN EXCESS of any other family or employer group insurance or plan that must contribute its maximum BEFORE the school insurance coverage has any liability.
3. There will be an extra charge for students participating in all extracurricular sports. Coverage will include tryouts, regular season games and practices, and post-season games.
4. As with all insurance coverage, there are certain exclusions. Among these are injuries sustained while riding a two-wheel motor vehicle and injuries sustained as a result of fighting or brawling.
5. Every student is covered when traveling directly and uninterruptedly to or from the student's home premises and school for regular school sessions, and when traveling in connection with activities solely sponsored and supervised by school authorities when such travel is under the direct supervision of the authorities of the school.

## SENIOR TRIPS

Although the school does sponsor and chaperone an all-night trip to Disney World's "Grad Night" or Universal Studios' "Grad Bash" for John Carroll seniors only, it in no way sponsors any other, what is often called, senior trip. Any such planned trip should be scheduled for some time when school is not in session, preferably during the summer. Any absence for such a trip will be considered unexcused in all instances

## SEXUAL ABUSE ALLEGATIONS REPORTING PROCEDURES Diocese of Palm Beach

A person receiving an allegation of sexual abuse of a minor by Church Personnel must immediately report the allegation. Our policy requires priests to report allegations that are made in a spiritual counseling context, even though the law exempts ministers from the requirement of reporting. The only exception to this is the confidentiality of the confessional. At the outset, families should be informed of this requirement.

**STEP 1:** The person receiving the allegation immediately makes an oral report to 1-800-96ABUSE (1-800-962-2873). Notes should be taken including names, dates, and times, and a log should be kept of all telephone calls made.

**STEP 2:** The person receiving the allegation makes an oral report to the Chancellor of the Diocese of Palm Beach at (561) 775-9507, (cell 561-373-7990) who reports it to the bishop and diocesan attorney.

**STEP 3:** The diocesan attorney reports the allegation to the state attorney.

**STEP 4:** The person receiving the allegation informs the school principal, pastor, or the immediate appropriate authority.

**STEP 5:** The person receiving the allegation sends a written report to the Department of Children and Families within 48 hours. Instructions regarding information to be included in this report are available from your entity's pastor, principal, or administrator or the Chancellor's office.

## SUPERVISION OF STUDENTS

John Carroll Catholic High School cannot provide unlimited supervision of its students. The school shall provide some type of supervision thirty (30) minutes before the beginning of school and thirty (30) minutes after the conclusion of the scheduled school day. With this in mind, please try not to leave your child at the school during the unsupervised times.

For those students involved in extracurricular activities, we ask that parents pick them up within a thirty (30) minute period immediately following the conclusion of the activity.

## TELEPHONES

Cell phones should not be turned on, be visible, or be used at all during the school day. (The school day is defined as the period between 7:53 AM and 2:29 PM.) They must be either locked in the student's locker or locked in the student's vehicle.

Any infraction (phone calls, texting, picture taking, etc.) of the above stipulations will result in immediate confiscation of the phone and the following penalties:

1st offense - \$15 and Saturday detention

2nd Offense - \$15, a Saturday detention, and parent retrieves phone

3rd or any further Offenses - \$25, 1/2 day in-school suspension, and parent retrieves phone

Students may not be called to the phone during the day except in emergencies. Students may use the school phone for school activities with permission of the club moderator. **THE SCHOOL PHONE SHOULD NOT BE USED DURING CLASS TIME.**

# *John Carroll High School*

## *Parent-Student Handbook Acknowledgement Form*

I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the school.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, I further understand that all of the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

I also hereby acknowledge that I have read and agree to the terms of the RELEASES outlined in the School Sponsored Events Policy, the Participation in School Athletics or Organizations Policy, and the Use of Photos Policy.

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(Print Parent/Legal Guardian Name)

(Date)

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(Signature Parent/Legal Guardian)

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(Print Student Name)

(Grade)

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(Signature Student)

(Date)

*Please sign and return this sheet to your son's or daughter's  
homeroom teacher by August 31, 2010.*

## PHILOSOPHY AND GOALS

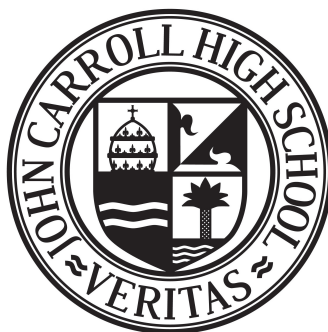
We at John Carroll Catholic High School hold that all people can be rational, responsible, moral, social beings, living in the world with others for the purpose of working towards the salvation of their souls and returning to God, Who created them.

The school seeks to teach, cultivate, and deepen the love of God by teaching our students to appreciate fully our Christian faith as represented in the Catholic tradition. From this should stem a love and respect of neighbor, culminating in the apostolate of action which enables students to become knowledgeable, concerned members of our democratic society.

The development of the intellect and the promotion of physical well-being are fundamental functions of the school. A curriculum which includes college preparatory classes, business, the fine arts, and health/ physical education provides a variety of experiences necessary for spiritual, moral, intellectual, and physical growth leading to self-realization, healthy relationships, and civic awareness. Extracurricular activities enhance and augment the learning environment.

In keeping with our overall philosophy of responsible citizenship within the school and the larger community, we hold the following special objectives to be vital and of timely concern to students, parents, faculty, and administration:

1. To provide opportunities for spiritual development for all students (These may include liturgies, the sacraments, and retreats.)
2. To foster intellectual growth by constant updating of the curriculum and improved teaching materials and techniques
3. To provide various levels of instruction in order to meet the needs of our students
4. To improve physical skills not only by fitness classes but also by a comprehensive athletic program for young men and women
5. To enhance the student's social, physical, and cultural growth through the performing and visual arts
6. To provide opportunities for each student to develop emotionally and socially
7. To promote parental and community support and assistance in all aspects of school life
8. To provide a secure and positive learning environment
9. To ensure quality instruction through the hiring of certified faculty members
10. To encourage students to use their God given abilities in the service of others, both in the school and the community at large
11. To prepare students for their future needs by academic achievement, career exploration, and attainment of practical skills
12. To provide for student participation in school government



## SEAL DESCRIPTION

The Seal of John Carroll Catholic High School consists of a shield divided into quadrants. The upper left quadrant depicts the triple crowned tiara, symbolic of the papacy of Pope John XXIII, one of the two men after whom the school is named. The upper right quadrant depicts a portion of the seal of the Dominican Sisters who served John Carroll from its inception in 1932 until 2001. The lower left quadrant depicts a portion of the seal of the Diocese of Palm Beach to which John Carroll belongs. The lower right quadrant depicts a Palm Tree from the coat of arms of Archbishop Coleman Carroll, the other person after whom John Carroll is named. Surrounding the shield is a ring with the name of the school and the Motto: "Veritas" – "Truth" in Latin.