



John Carroll High School

2025-2026

Parent-Student Handbook

Mrs. Corey C. Heroux
President

Mr. Michael A. Bryk
Principal

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Smile - Perservere - Encourage - Listen - Love



JOHN CARROLL HIGH SCHOOL MISSION STATEMENT

Mission Statement

John Carroll 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.

JOHN CARROLL HIGH SCHOOL ROOT BELIEFS AND CORE VALUES

Root Beliefs

We believe that:

1. We are all made uniquely in the image and likeness of God.
2. We are called to be a community united in Christ's love.
3. We love Christ by serving others with joy.
4. We are always learning.
5. Excellence is intentional.

Shared purpose: Together we discover our God-given purpose in a sacramental environment where community, service, scholarship, and faith unite.

Core Values

Smile, Persevere, Encourage, Listen, and Love

Learner Dispositions - What Makes a John Carroll Learner?

At John Carroll, we aspire to help develop lifelong learners who are:

Curious

Inquisitive learners who are driven by a desire to seek out new knowledge and pursue answers and solutions

Collaborative

Articulate learners who contribute to group efforts, support their peers, and value diverse perspectives

Independent

Courageous learners who demonstrate initiative and are willing to take academic risks and take ownership of his/her learning experience

Resilient

Adaptive learners who know how to bounce back from setbacks and demonstrate grit in the face of challenges

Reflective

Thoughtful learners who continuously evaluate their learning, seeking and integrating feedback to refine and improve

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FOREWORD

Crest

The John Carroll High School crest symbolizes important elements of our school, and all members of the school community should understand the significance of each element. The top left of the crest is the papal crown of Pope John XXIII for whom the first name of our school, “John,” is derived. The bottom right is a palm tree from the Coat of Arms of Archbishop Coleman Carroll for whom the second name of our school, “Carroll,” is derived. The top right of the crest represents a portion of the seal from the Adrian Dominican Sisters, the extraordinary Sisters who brought Catholic education to Fort Pierce. The bottom right is a section of the Diocese of Palm Beach’s seal of which John Carroll High School is a part.



Our Namesake

John Carroll High School, established in 1932, was officially named John Carroll in 1965 when the school moved to its present location at 3402 Delaware Avenue. The “John” in John Carroll comes from Pope John XXIII. Pope John was a man of extraordinary courage. In 1935 and throughout World War II, Pope John, who was an archbishop at the time, used his influence to save thousands of Jewish people. His work was so admired that he was named a “Righteous Gentile” following the war. He is known as “Good Pope John,” and “he emphasized what unites, not divides, people.” Canonized in 2014, he is known for his passionate views on the equality of all human beings, which can be summed up in his famous saying, “We were all made in God’s image, and thus, we are all Godly alike.”

The second part of our name is “Carroll,” named after Bishop Coleman Carroll of Miami, the first bishop of Miami. Bishop Coleman Carroll was a very learned man, having earned a Doctorate of Canon Law. Coleman Carroll not only fought against racial injustices in the 1960s but was also instrumental in welcoming over half a million people fleeing persecution in Cuba and entering the United States through Miami. He provided them with food, shelter, employment, and legal aid.

Saint Pope John XXIII and Bishop Coleman Carroll believed in the equality and dignity of all human beings. Their stories of courage and respect for all people are united to our John Carroll High School story and our root belief that “We are all made uniquely in the image and likeness of God.”

Purpose of the School Handbook

In order for a school to function most effectively, a full understanding of the goals, policies, and procedures of the school is necessary. Parents and students are expected to be familiar with the information contained in this Handbook. By enrolling in John Carroll High School, each student agrees to abide by its rules, and all parents/guardians agree to support the school’s policies.

Students and their parents give written agreement to this fact when they sign the JCHS Parent-Student Handbook Acknowledgement Form sent to all families electronically at the beginning of the school year.

These rules and expectations apply any time a student is on campus; any time a student is participating in or attending a school-sponsored event on or off-campus; any time a student is officially representing the school; and any time a student is traveling on school-authorized transportation. In addition, the school regards any behavior detrimental to the best interests of John Carroll High School by anyone in the John Carroll community, whether at school, on social media, or elsewhere, as sufficient grounds for a disciplinary response and/or expulsion. The school will determine when there are behaviors exhibited that are detrimental to the best interests of the school and may act accordingly.

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.

Please note: Items in italics are legal policies of the Diocese of Palm Beach.

ACCREDITATION AND AFFILIATION

John Carroll High School was accredited by the Southern Association of Colleges and Schools, now known as AdvancED, since 1970. Due to changes in leadership, it is now accredited through the Florida Catholic Conference, in partnership with Cognia, and completed its most recent accreditation in the 2020-2021 school year. It also holds membership in the National Catholic Educational Association.

John Carroll 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.

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 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 AND DIOCESAN TREATMENT POLICIES

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

John Carroll 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.

Testifying in Divorce or Custody Proceedings

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.

ADMISSIONS

Open Admission Policy

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 High School is required for all freshmen seeking admission. A makeup date may be scheduled at a later date in the spring if necessary. Students unable to take the test when scheduled must make arrangements for late testing with the enrollment office.

Because we believe that we are called to be a community united in Christ's love, all students are required to participate in Theology classes, as well as student body liturgical worship.

All students new to John Carroll High School will be admitted on a probationary basis. Because John Carroll places a high value on the learning environment of the school, students who are unable to meet the behavior expectations of the school may be administratively withdrawn.

Further, we aim to meet the learning needs of all students; as such, if it becomes clear that we are unable to meet a student's specific learning needs, or if the student fails to adhere to our attendance policy, the school may determine that the student would be better suited in a different academic environment. It is always our intention to partner with parents and students to provide the best education possible and see every student through to graduation. John Carroll High School reserves the right to cancel any admission at any time for any reason without prior notice.

All enrolled students have agreed to the process of continuous enrollment when completing their admissions packet through FACTS SIS. Continuous enrollment states that a student will remain enrolled at JCHS for the upcoming school year unless a parent gives notification of withdrawal by completing the Future Withdrawal form and submitting it to the finance office by February 28th of the corresponding year. **Please note: The registration fee for the 2026 -2027 school year will remain the parent's/guardian's obligation if the Future Withdrawal has not been submitted by February 28, 2026.**

Undocumented Students

A student's enrollment and/or graduation from school does not confer a legal status nor does it serve to regularize an undocumented student. Although the Diocese of Palm Beach may assist with the completion of an I-20 form, the school does not guarantee or confer any privileges or rights available to documented legal residents. Parents should consult with immigration legal counsel if they have any questions as to immigration status.

ADVISORY BOARD

The John Carroll High School Advisory Council (SAC) which is composed of select parents, alumni, and community stakeholders to advise the administration, meets on a bi-monthly basis. All parents, students, and school staff members are welcome to attend Advisory Board meetings.

SCHOOL OFFICE AND ADMINISTRATIVE CONTACT INFORMATION

Mrs. Corey Heroux, 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 High School. The President is responsible for the overall direction and operation of the school, including policies, events, mission, and spiritual welfare.

Mr. Michael Bryk, Principal

The Principal is the Chief Operating Officer of the school with the responsibility for the day-to-day administration, supervision, and operation of the school.

Contact:	For information about:	Contact Information:
Manny Berdayes, Director of Finance	FACTS Financial Aid JCHS Financial Aid Tuition & Other Financial Matters	mberdayes@johnncarrollhigh.com
Shelley Berdayes, Registrar	Student Academic Records Transcripts	sberdayes@johnncarrollhigh.com
Jo Beckum 11th & 12th	Academic Counseling Student Course Planning Student Schedules College Planning Mental Health Advising	jbeckum@johnncarrollhigh.com
Heather Ellwood Athletic Assistant	Athletic Forms Athletic Travel Athletic Eligibility FHSA Paperwork Scheduling Confirmations Athletic Communications	hellwood@johnncarrollhigh.com
Josh Kimmelman, Director of Campus Ministry	Spiritual and Liturgical Offerings Campus Liturgies Christian Service / X2Vol Retreats	jkimmelman@johnncarrollhigh.com
Mickey Groody, Athletic Director	Athletics Summer Athletic Camps	mgroody@johnncarrollhigh.com
Shelby Harrell, Bus Manager	Buses Bus Routes	sharrell@johnncarrollhigh.com
Sandi Harpring, Director of Communications & Enrollment	Enrollment & New Student Inquiries Ram-for-a-Day School Tours	sharpring@johnncarrollhigh.com
Kirsten James, Assistant Principal of Student Life	Discipline Dress Code Student Life Student Government	kjames@johnncarrollhigh.com
Laura Lewis, Communications & Enrollment Associate	School Calendar Website Management Communications Admissions Support Event Support	llewis@johnncarrollhigh.com

Maria Miller, Advancement Associate	Alumni Relations Parents' Society Parent Volunteering Donor Database Management	mgmiller@johnncarrollhigh.com
Jessica Krueger, Director of Advancement	Advancement Gifts and Donations Special Events	jkrueger@johnncarrollhigh.com
Melissa McWhorter, Guidance Counselor	Academic Counseling Student Course Planning Student Schedules College Planning Mental Health Advising	mmcwhorter@johnncarrollhigh.com
Erica Power, College and Career Counselor	College and Career Counseling Scholarship information College Tour Coordination College Fair Coordination	epower@johnncarrollhigh.com
Kathleen Remsen, Front Office	Attendance Early Dismissal/Late Arrival General Questions	kremsen@johnncarrollhigh.com
Chrissy Savage, FACTS Family Account Specialist and State Scholarship Coordinator	FACTS Incidental Billing State Scholarships	csavage@johnncarrollhigh.com
Lisa Schilling, Academic Dean	Academic Affairs Support Academic Support Program National Beta Club Sponsor	lschilling@johnncarrollhigh.com
Jaimie Smith, Commons Moderator	DE & Online Course Moderator Extended time test coordinator Substitute Coordinator	jsmith@johnncarrollhigh.com
Joey Trefelner, Director of Technology	iPads School Hardware Computer Lab	joeytrefelner@johnncarrollhigh.com
Karen Vercillo, Assistant Principal of Academics	Office of Academic Affairs Faculty & Student Support Curriculum & Standards Professional Development Substitute Teachers	kvercillo@johnncarrollhigh.com

Bella Vitale, Marketing and Digital Media Associate	Social Media	bvitale@johncarrollhigh.com
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TEXT MESSAGING AND TELEPHONE CALLS

The school may use text messages and automated telephone calls to alert parents/guardians of important information related to the school's mission, operations, and activities. Parents/guardians acknowledge and consent to the receipt of these messages when providing their telephone numbers.

GUIDANCE

The John Carroll guidance office exists to aid students on their path to college. Guidance services are available for every student and their family. These services include assistance with educational planning, interpretation of test scores, occupational and career information, and study skills. The department additionally assists students in navigating home, school, personal, and/or social concerns, and aids students in developing a sense of self-awareness and responsibility as a member of society. The Guidance Department provides resource referrals for students suffering from substance abuse, psychological illness, etc.

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. Explicit 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 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: John Carroll High School administers the PSAT in October to students in grades 9, 10, and 11. All students are strongly encouraged to take the SAT or ACT in the summer following their sophomore year or shortly thereafter in order to begin planning for college admissions and applications. Information and registration materials are available in the Guidance Office. It is the student's responsibility to register for these tests. The SAT is offered on John Carroll's campus approximately 3-4 times each year.

TEXTBOOKS

All textbooks are owned by John Carroll High School and issued to students for use during their courses. Barcoded books are assigned to individual students and must be returned at the end of the course. Students are responsible for any lost or damaged books, which will be billed through Incidental Billing if not returned. Some courses require the purchase of workbooks, novels, or AP study guides.

TUITION AND FEES

Financial Obligations

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.

Parents/Guardians, by executing the acknowledgment of receipt of this Handbook, HEREBY AGREE to be responsible for the full balance of tuition and any related fees regardless of any scholarship that may be available. Should such scholarship awards not cover the entire balance due or otherwise not become available, Parents/Guardians agree that they remain responsible for the full tuition amount and fees. Additionally, with respect to these scholarships, any student with a disability does not have an individual right to receive some or all of the special education and related services that the student would receive if enrolled in a public school under the Individuals with Disabilities Education Act (IDEA), as amended.

JCHS Tuition Schedule	Tuition for 2025-2026 School Year	Two Payment Plan** (Debited August 2025; Debited December, 2025)	FACTS Monthly Payment Plan*** (Debited Monthly on the 5th or 20th from August 2025 - May 2026)
Tuition Amount: **inclusive of Security & Technology Fee	\$14,100	\$7,050	\$1,410/month (10 months)
Tuition Amount with Parish Scholarship for Affiliated Families* (\$1,000)	\$13,100	\$6,550	\$1,310/month (10 months)

**Affiliated Families: Families who are practicing Catholics and registered members of a Catholic parish. The family is required to provide the Parish Affiliation form to their respective parishes for documentation. Please note that each parish has specific and individual guidelines in order to be considered affiliated.*

***The FACTS Two Payment Plan requires a \$20.00 annual enrollment fee in advance of the tuition to be debited from the Responsible Party's account upon application to FACTS.*

****The FACTS Monthly Payment Plan requires a \$45 annual enrollment fee in advance of the tuition to be debited from the Responsible Party's account upon application to FACTS.*

Other Fees:

Fee	Amount	Details
Registration Fee:	*Early - \$600	❖ Required of all students

	*After February 28, 2026 -\$700 *subject to change	❖ Billed in three equal installments
Required Parent Service Hours or Activity Fee:*	10 parent service hours or \$300 activity fee	❖ Donations for Events ❖ Volunteering (Families are responsible for recording hours) ❖ Invoiced by end of April if hours are not completed
Athletic Fee:	\$200	❖ Applies only for those participating in sports ❖ Covers all sports for the year
Graduation Fee:	\$200	❖ For seniors only ❖ Covers graduation costs

**If volunteering on campus or with a sports-related activity, volunteers must comply with the Diocese of Palm Beach requirements for volunteers.*

Additional fees may include but are not limited to field trips, lunch accounts, bus transportation, and the Kairos retreat program for seniors. Students may not be permitted to attend classes for a new year if any financial obligations are in arrears.

JCHS Continuous Enrollment and Financial Terms and Conditions Agreement for 2025-2026 School Year

(as agreed to in original JCHS Enrollment Packet on FACTS SIS)

- ❖ I/We hereby opt into continuous enrollment. This means that my JCHS student(s) will keep coming back to JCHS every year unless I notify the school otherwise or the school leadership makes this decision for administrative, disciplinary, or financial reasons.
- ❖ I/We agree that the term of my student's continuous enrollment begins with this signed Enrollment and Financial Terms and Conditions Agreement and thereafter continues automatically through completion of grade 12 or, if necessary, until the official JCHS withdrawal procedures are completed.
- ❖ I/We understand that the JCHS Admissions Office must be notified by the end of the annual opt-out period (February 28) each year of any changes in my plans of enrollment for my student.
- ❖ I/We understand that the Registration Fee will be billed to our FACTS account in March, April and May of each year..

- ❖ I/We understand that a continuous enrollment/registration fee will be automatically drafted each year unless the school is notified of your child's withdrawal.
- ❖ I/We understand that I/we must maintain a current FACTS agreement with the terms agreed upon as directed by John Carroll High School for tuition and other school fees.
- ❖ I/We understand that the Continuous Enrollment Fee/Registration Fee is non-refundable and non-transferable after the opt-out period has closed.
- ❖ I/We agree to keep our student's demographic information updated in the school's information system and FACTS by promptly notifying the school's Main Office of any changes or making adjustments in the FACTS Family Portal.
- ❖ I/We agree to forfeit all fees paid or due for the following school year if this contract is breached by withdrawing my student after the opt-out period has ended. The opt-out period ends February 28, 2026. I/we understand that this will include the non-refundable registration fee.
- ❖ I/We agree to the financial policies set forth in this agreement and acknowledge that we will review the Parent-Student Handbook each year for any changes to those policies.

Required Parent Service Hours or Activity Fee

At JCHS, we believe that we are a community united in Christ's love and that we love Christ by serving others with joy. With this in mind, it is the school's expectation that each and every school family participate in the life of the school and contribute to its work and mission.

To promote engagement with the John Carroll community, each family is asked to complete 10 service hours during the school year. These hours must directly benefit the school and be completed through approved school-related activities. Service performed outside of John Carroll does not count toward this requirement. Opportunities for involvement will be available in many areas of school life, including social activities, fundraisers, sports activities, clerical help, and special events sponsored by the Development Office.

It is the responsibility of all families to self-log these hours in FACTS Family Portal in a timely manner each quarter. Families will receive an update at the end of each school quarter on the status of their hours volunteered. Should a family not be able to complete any hours, an activity fee of \$300 will be assessed. Donations for various school events in lieu of time given in service may be considered as one hour of volunteering. All hours must be logged in FACTS by the family prior to May 1.

Financial Assistance

The John Carroll Finance Office makes every effort to meet a family's demonstrated financial need, contingent upon the funds available. Financial assistance may be available through the school, provided it is applied for by May 1 (or while funds are available) for the following school year. In order to be considered for financial assistance, a family must file with FACTS Aid and Grant for

financial aid online. Financial aid must be applied for each year it is desired. Please note that families must be in good financial standing to receive financial assistance.

We care for each and every student; as such in order to maintain the school's many operations, it is imperative that financial accounts are kept up-to-date. Should financial problems arise, please contact the school office to arrange an appointment with the Principal or Director of Finance. FACTS will accept checking account information, debit card, Visa, MasterCard, and American Express to pay tuition.

Financial Conditions

1. For a student to receive his/her schedule of classes, all tuition and fees must be current.
2. Parents/guardians may be required to sign a specific tuition agreement in order to register their student(s) for the next school year if the family's account is not current.
3. Any past due amounts will result in the suspension of FACTS SIS privileges.
4. Students whose accounts are in arrears will be prohibited from participating in extra curricular activities including sports practice and play.
5. Continued past-due tuition may result in the following: Withholding of grades and transcripts, placement of the account with a collection agency, and withdrawal of the student from school.
6. Students whose accounts are three or more months in arrears and whose families have not replied to the school's collection attempts may be removed from the student roster and not admitted to class.
7. The school does not involve itself in any financial disputes among family members.

Withdrawal Policy

Students withdrawing from John Carroll High School should contact the school's Director of Enrollment for a detailed checklist of the withdrawal process. This may include the completion of the official withdrawal form and exit survey.

If a student withdraws before August 31st, tuition may be refunded on a prorated basis. If a student withdraws, is expelled, or is asked to leave after August 31st, the yearly tuition may be due in full regardless of the withdrawal date. Please note that any form of withdrawal would prompt a forfeit of financial assistance awarded by the school. Additionally, early withdrawals for families participating in the Florida Tax Credit Scholarship will receive a prorated benefit from the state.

State Scholarships

John Carroll High School is an eligible private school that participates in the Florida Tax Credit (FTC) and Family Empowerment Scholarship (FES-EO/UA) programs, which help families cover the costs of tuition and fees at the school. John Carroll collaborates with Step Up For Students as the funding organization for these scholarship programs.

Step Up For Students Scholarship applications typically open in the spring, with dates varying from year to year. Scholarship applications require residency documentation.

John Carroll High School must adhere to the agreed-upon procedures outlined in the school choice scholarship program.

Students are enrolled in the scholarship program through John Carroll High School, and parents or guardians accept the enrollment within their EMA dashboard. The tuition and fees listed for John Carroll High School represent the maximum amount that a student can be charged. It does not include scholarships, discounts, and/or financial aid.

Scholarship accounts are funded quarterly according to the Step Up For Students published dates. It is the parents' or guardians' responsibility to approve the invoices promptly. The school and Step Up For Students communicate with families about the availability of these invoices. Invoices left open or denied will be the responsibility of the parent and placed in the FACTS tuition account.

Attendance matters. Each spring, an attendance audit is performed within the school. An auditor will randomly select students to verify their attendance at John Carroll and review attendance records as necessary. Excessive absenteeism may result in forfeiture of the scholarship.

In summary, parents must:

1. Apply to Step Up For Students **each year** in the early spring via the EMA portal.
2. Once approved, they must communicate the award number using the template provided by the finance department.
3. Approve scholarship commitment to the school each year (on the EMA portal).
4. On a quarterly basis, approve the disbursement of payments to the school.

Please refer to the [Step Up For Students](#) parent handbooks for detailed information regarding the scholarship program.

VOLUNTEERING

The Diocese of Palm Beach's Charter for the Protection of Young People stipulates that ALL employees, vendors, and volunteers (parent or otherwise) comply with the diocesan policy before participating in any volunteer activity that takes place at the school or a school-related activity while students are present. This policy requires:

1. *A fingerprint/background clearance conducted by a diocesan approved entity. Forms to begin the process are available at John Carroll High School upon request.*
2. *Attend a diocesan approved Protecting God's Children Workshop. Information on how to register for the workshop is available at John Carroll High School.*

ACADEMICS

John Carroll offers a rigorous, Christ-centered education that supports each student's unique potential. As a college preparatory school, we aim to provide a balanced course load that promotes academic success and college readiness. Course placements are determined collaboratively by teachers, counselors, and administrators, with final decisions made by the administration.

Please see our JCHS Academic Handbook and Course Catalog at [Academics - John Carroll High School](#) for details regarding academic programs.

The JCHS Academic Handbook and Course Catalog is inclusive of the following items:

- ❖ Academic Programs
- ❖ Course Placement
- ❖ Grading Policies
- ❖ Academic Support Program & Accommodations
- ❖ Academic Awards & Scholarships
- ❖ Graduation Policies
- ❖ Academic Clubs & Organizations
- ❖ Standardized Testing
- ❖ Course Catalog

Students with Academic Support Plans

Please note: John Carroll may not meet the needs of all potential students with diverse learning needs and retains the right to make that determination on a case by case basis.

In order to be eligible for the Family Empowerment Scholarship for Unique Abilities (FES-UA), a student must apply through the state of Florida Office of School Choice at www.stepupforstudents.org.

Section 504 - Policy Statement

John Carroll High School complies with the mandate of Section 504 of the Rehabilitation Act which prohibits discrimination on the basis of disability in certain programs and activities. Pursuant to the requirements of the Rehabilitation Act, John Carroll High School will make those minor adjustments that can accommodate students with disabilities to the school's educational programs and activities.

The school's designated 504 Coordinator and contact information are as follows: Katie Kervi, (561) 775-9567. Parents with questions regarding the school's disability accommodations or related items should contact the 504 Coordinator. Parents may file a grievance as to any decisions related to a disability accommodation and request an internal hearing and review by sending a written notice addressed as follows:

Gary Gelo
 Diocese of Palm Beach
 Superintendent of Schools
 9995 North Military Trail
 Palm Beach Gardens, FL 33410

The internal hearing and review will seek the prompt and equitable resolution of disability discrimination complaints.

STUDENT RECORDS

Notification of Rights under FERPA

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.

1. *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*

STUDENT SUCCESS

PARENTAL COOPERATION

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, whether it be at school events, on or off school campus, or on social media or other public forum. 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.

The school serves as a ministry of the Diocese of Palm Beach and is committed to the spiritual growth of the student body. Therefore, parents are expected to support the Catholicity of John Carroll High School by actively ensuring students are able to participate in all faith-based activities at the school including masses, retreats, and prayer while a student at JCHS. Students should not be dismissed during school Masses or other spiritual events unless there is an emergency. Every effort should be made to keep students on campus during these important moments of worship and community.

JOHN CARROLL HIGH SCHOOL CODE OF CONDUCT

The disciplinary policies outlined in this handbook serve as guidelines for managing student conduct but do not restrict the school's authority to take any disciplinary action deemed necessary, including immediate expulsion. John Carroll High School reserves the right to administratively withdraw any student at any time, for any reason, and without prior notice, at the sole discretion of the administration.

Rooted in our Catholic faith, John Carroll High School has established a code of conduct to guide student behavior at school, during school events, and on school transportation. This code of conduct promotes Gospel-centered virtues and supports a focused, respectful learning environment. All faculty and staff will implement these expectations to help ensure a positive and

distraction-free educational experience. Specific student responsibilities are outlined on the following pages.

When disciplinary action is necessary, teachers may choose appropriate responses based on the student's maturity, cooperation, and the nature of the infraction. Serious offenses will be referred to administration, which reserves full discretion in applying disciplinary measures and may question students without parental presence.

Parents with questions about the code of conduct or their child's behavior are encouraged to contact the school. Upon request, a conference with administration can be arranged.

Conduct

John Carroll High School is committed to maintaining a safe, respectful, and disciplined learning environment. In order to uphold these standards, the school administration is empowered to fully investigate allegations of student bullying, misconduct, threats of violence, and other concerns that may impact the school community. As part of this process, school administrators may conduct inquiries, review relevant information, and interview students as necessary. Students are expected to fully cooperate with any investigation. The school may also involve parents or guardians at its discretion. The failure to comply with an investigation or provide truthful information may result in disciplinary action. In addition, students and parents are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith as determined by the Bishop of the Diocese of Palm Beach. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including expulsion, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.

Students and Parents are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith as determined by the Bishop of the Diocese of Palm Beach. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including expulsion, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.

John Carroll High School students are representatives of the Church and school 24 hours a day, seven days a week. Conduct inside or outside of school, including online activity, that negatively affects the school's reputation or daily life is subject to disciplinary action, up to and including administrative withdrawal. The school reserves full discretion in all disciplinary matters.

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.*

1. **Definition**

- a. **Bullying** is the willful and repeated harm inflicted upon another individual which 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). Bullying reflects a pattern of behavior, not a single isolated incident.
- 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.

2. **Scope**

- a. 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.

3. **Reporting Complaints**

- a. 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.

4. **Disciplinary Action**

- a. 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 remedial action which may include, but is not limited to, the assessment of costs incurred by the School in its investigation and review of any reports deemed to have been made in bad faith.

Bullying/Harassment Investigation Disclosures: While the School generally prohibits the nonconsensual disclosure of information contained in educational records, limited exceptions apply including for the disclosure to victims of bullying or harassment when disciplinary sanctions or other measures relate directly to the victim. Parents hereby consent and acknowledge that the School may, pursuant to this exception, disclose to the victims of harassment or bullying, and to their parents, any information related to disciplinary sanctions and/or other measures that relate to the harassment and/or bullying at issue regardless of whether the matters disclosed are part of an educational record.

Students' Responsibilities

Students have certain responsibilities that will uphold the purpose, values, and mission of the school and will allow each student to have the opportunity for success. Student responsibilities include but are not limited to the following:

- ❖ Become familiar with the policies, rules, and regulations which concern the student's conduct at school.
- ❖ Behave in a manner consistent with Catholic social teaching and that allows learning to take place without interruption.

John Carroll High School Demerit Policy

The Demerit Policy at John Carroll High School is designed to support the whole-person development of each student. Rooted in our Catholic mission, this system encourages accountability, growth in virtue, and reflection, helping students learn from their choices and mature in character.

Disciplinary steps may be adjusted based on the severity of an offense. Alternative consequences, such as campus service or suspension from activities, may be assigned at the administration's discretion. Students may also be placed on disciplinary probation at any time and will participate in a restorative process to promote personal growth and alignment with the school's values.

At the end of each year, the administration conducts a full review of each student's discipline and academic record. Based on this review, a student may remain in good standing, continue on probation, be asked to withdraw, or be expelled. John Carroll High School reserves the right to revise this policy at any time.

Overview of Demerit Policy:

- ❖ Each infraction has a demerit value. See the chart below for the discipline infractions per demerit numbers.
- ❖ Each student begins the year at zero demerits.
- ❖ Demerit totals extend from the beginning of the school year till the end of the school year.
- ❖ When a student has an infraction, it is logged and stored in FACTS SIS and a communication is sent to the student, parent/guardian, and the instructor/coach/or administrator issuing the infraction.

- ❖ JCHS discipline records remain internal and are not reflected on transcripts.

Discipline Overviews:

- ❖ **Service Detention:** A student reports to a specified location on campus no later than 5 minutes after the last bell of the day and serves their assigned detention. Students may have a writing assignment or be required to help around the school as necessary. Phones or other personal electronics will be collected while in detention.
- ❖ **Ripple Effects:** In addition to service detentions, students may be assigned activities using a web-based program known as Ripple Effects, allowing students to reflect on their actions and correct future behavior.
- ❖ **Clean-up duty in Café:** Students push trash cans, wipe tables, and perform general clean-up duties during the last 10 minutes of lunch.
- ❖ **In-School/Out of School Suspension:** During any suspension (in or out of school), students must make up all classwork and homework for the day. Tests, quizzes, projects, and papers will be made up at a time designated by the teacher(s). Any suspended student may not participate in extracurricular activities that day. Further penalties may be assessed when the situation warrants.
- ❖ **Discipline Probation:** Probation notices are written to provide accountability for a student to make healthy and consistent choices that aid in their current and future success. When a student seems to be in a pattern of poor choices, steps must be made in order for the student to break those patterns. Students placed on probation will work through a restorative process to reflect and learn from decisions that do not align with the beliefs of the school.

John Carroll High School Demerit, Discipline, and Fine System Protocol

# of Demerits	Discipline on #	Discipline Issued	Associated Monetary Fine
1-5	5	30 minute after school detention	\$ 0.00
6-10	10	60 minute after school detention	\$ 10.00
11-15	15	Additional 30 minute after school detention	\$ 15.00

16-20	20	Additional 60 minute after school detention	\$ 20.00
25 Demerits - Behavior Accountability Plan Implemented - Parent Meeting Required			
21-25	25	Three hours after school detention.	\$ 25.00
26-30	30	Additional 30 minutes of after-school detention	\$ 30.00
31-35	35	Additional 60 minutes of after-school detention	\$ 35.00
40 Demerits - Students barred from access to the gym during lunchtime intramurals			
36-40	40	Additional Detention time with the option of Two weeks cafe clean-up duty during lunch	\$40.00
41-45	45	Additional Detention time with the option of One month clean up duty in Cafe	\$45.00
50 Demerits - Behavior Probation - Students barred from extracurricular activities including athletic practice and play			
46-50	50	Behavior Probation additional consequences to be determined by administration.	\$50.00** Probation will extend for the full year. Some behaviors warrant an immediate behavior contract and these decisions reside at the sole discretion of the JCHS administration.

Minor Offenses

Infraction	Demerits for Each Offense & Each Occurrence
**Demerits accumulate when a student commits the same offense multiple times, even if it is a minor infraction.	
<ul style="list-style-type: none"> ❖ Dress code violations ❖ Tardiness to class ❖ Tardiness to school beyond 8 in a semester ❖ Being somewhere on campus without permission ❖ Excessive talking out of turn in the classroom ❖ Disturbing other students ❖ Neglecting to pick up after yourself at lunch or activities ❖ Loitering in the restrooms, halls, or classrooms ❖ Not being seated in class at the bell ❖ Excessive noise or running ❖ Failure to be prepared for class (iPad not being charged) ❖ No Ipad ❖ Food or drink (other than water) in class ❖ Not wearing I.D. properly around the neck and visible or wearing another student's I.D. ❖ Sleeping in class ❖ Chewing gum 	1 demerit
<ul style="list-style-type: none"> ❖ Hair and shaving violations ❖ Littering in the cafe/school grounds ❖ Viewing non-school related material on iPad during class ❖ Airpods/Headphones violation (during classes, FLEX, or lunch) ❖ Failure to place cell phone in the cell phone spa or organizer (during classes, FLEX, or lunch) 	3 demerits
<i>Because it is impossible to list every offense or every circumstance surrounding each offense, the administration reserves the right to assess demerits or determine other disciplinary consequences based on their assessment of the situation.</i>	

Major Offenses

Infraction	Demerits for Each Offense & Each Occurrence
<ul style="list-style-type: none"> ❖ Serious classroom disruption (student stays in class) ❖ Distribution or possession of any type of flyer on campus without the permission of administration 	5 demerits

<ul style="list-style-type: none"> ❖ Offensive language, cursing, provocation, or harmful gossip ❖ Presenting false and/or misleading information ❖ Failure to attend assigned detention 	
<ul style="list-style-type: none"> ❖ Bringing or possessing any items that are considered to be disruptive to the educational process (Examples: hand-held video games, squirt guns, laser pointers, skateboards, etc.) ❖ Being in a classroom without permission or without a teacher present ❖ Climbing/jumping fences ❖ Skipping class(es) ❖ Failure to report to the office when arriving tardy to school ❖ Inappropriate behavior during assemblies or Masses ❖ Severe classroom disruption (student is sent out) ❖ Breaking any of the school bus rules ❖ Initiation of involvement in any letter or petition on school grounds or among the school community without admin. approval ❖ Having a cell phone out or visible at any time during class, FLEX time, and/or lunch ❖ The wearing of / use of smart glasses during the school day ❖ Disrespectful conduct to others and/or property 	10 demerits
<ul style="list-style-type: none"> ❖ Threats or inflammatory statements ❖ Forgery of signatures on any school-related document ❖ Open defiance/insubordination ❖ Excessive horseplay 	20 demerits
<ul style="list-style-type: none"> ❖ Stealing ❖ Improper and/or unsafe driving on school grounds ❖ Leaving the school without permission ❖ Minor physical altercations (as determined by Administration) ❖ Minor destruction or vandalism of school buildings or property, private property, and/or personal (as determined by Administration) ❖ Use of language which demeans and/or may be viewed as offensive by others on the basis of race, sex, age, handicap, or national origin ❖ Posting or being involved in a social media post deemed inappropriate while in uniform or on campus 	25 demerits

<ul style="list-style-type: none"> ❖ Possession of vaping devices or materials of any type and/or use of such items ❖ Possession of tobacco products of any type and/or use of such products ❖ Possession of a weapon or any object which can be used as a weapon (including items that may be reasonably perceived as a weapon) ❖ Sexual harassment: includes pressure for sexual activity, remarks with sexual or demeaning implications and unwelcome touching ❖ Sexual activity of any kind on campus ❖ Use or indication of use of alcoholic beverages or drugs on school grounds or at any school function ❖ Pulling the fire alarm ❖ Major destruction or vandalism of school buildings or property, private property, and/or personal (as determined by Administration) ❖ Sexting ❖ Major physical altercations (as determined by Administration) 	50 demerits
<p><i>Because it is impossible to list every offense or every circumstance surrounding each offense, the Administration reserves the right to assess demerits or determine other disciplinary consequences based on their assessment of the situation.</i></p>	

Behavior Accountability & Probation Protocol

Appropriate behavior is a critical aspect of a positive and productive school experience. Research shows that students who consistently positive behaviors generally promote better academic outcomes, while negative behaviors can create barriers to learning,

Students on behavioral probation are given an opportunity to reflect on their actions, take responsibility for their behavior, and have a distinctive chance to prove their commitment to partnering with JCHS by actively working toward improvement.

Behavioral Accountability Plan (30 Demerits)

At 30 demerits, students will be placed on a Behavioral Accountability Plan (BAP) designed to provide early intervention and support for positive change. The purpose of the BAP is to help students reflect on their actions, understand their impact, and take steps toward meeting JCHS expectations before reaching behavioral probation status.

- ❖ Students will receive formal notification that they have reached 30 demerits and are being placed on a Behavioral Accountability Plan.
- ❖ A meeting will be scheduled with the student, parent(s), a counselor, and/or an administrator to review behavioral concerns and expectations moving forward.

Accountability Plan Components

- ❖ The student will work with the counselor/administrator to develop a simple plan identifying:
 - Specific behaviors that need improvement
 - Strategies and supports to promote positive choices
 - Goals for reducing demerits and avoiding probation
- ❖ The plan will include a timeline for review and check-ins to monitor progress.
- ❖ Students will be encouraged to take steps to make amends for any harm caused, such as participating in restorative conversations, assigned detention, and lessons assigned from the Ripple Effects Program.
- ❖ Students may face a suspension or pause in extracurricular activities such as sports and clubs, depending on the level of offense.
- ❖ If the student fails to show improvement or reaches 50 demerits, behavior probation will be initiated.
- ❖ Refusal to participate in this process implies that the student does not desire to partner with JCHS, which will result in an administrative withdrawal.

Behavioral Probation (50 Demerits)

At 50 demerits, students are placed on *Behavioral Probation*.

1. Probation:

- ❖ Students who are placed on behavior probation will receive a formal notification outlining the conditions and duration of the probationary period.
- ❖ Students may not accumulate 10 or more demerits. In the event that they accumulate 10 or more demerits, they may be administratively withdrawn from John Carroll High School.

ADDITIONAL INFORMATION ON VARIOUS OFFENSES

Sexting

The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include expulsion from school. In addition, the school administration may report instances of sexting to the Florida Department of Children and Families or local law enforcement for appropriate investigation as to violations of law.

Sexual Harassment

Sexual harassment is defined as taking non-consensual or abusive sexual advantage of an individual for their own benefit or for the benefit of anyone other than the individual being exploited.

Smoking/Vaping

It is a violation of Florida law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include expulsion from school.

In addition, if a student is found in possession of marijuana or other illegal drugs in any form, law enforcement may be notified. Violation of this policy will result in disciplinary consequences which will likely include administrative withdrawal from school.

Weapons Policy

Weapons are not permitted anywhere on school grounds or at any school activity. Any student who brings a weapon to any school activity, 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. In particular, the possession of any instruments or objects that can be used to inflict serious harm on another person or that can place a person in reasonable fear of serious harm will be considered weapons. Included in this category are BB guns, Airsoft guns, and toy or replica guns represented as real guns. Also included in this category is the possession or storage of items which are prohibited at school, including but not limited to ammunition clips, bullets or cartridges, flammable liquids, combustible materials, poisonous substances, mace, pepper spray, and any other items which may result in injury.

ID Cards

John Carroll High School students are expected to always wear a school-produced identification card during the school day. Should a student lose or misplace their ID, a new one will need to be produced that day, and the student's account may be charged \$20 for each new ID card.

Public Displays of Affection

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.

Search and Seizure Policy

The principal and his/her designee has access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the campus of the school or any school-sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy.

CELL PHONE POLICY

Rationale

John Carroll is a place of learning within a loving, Christ-centered community. Cell phones, while helpful for making transportation arrangements and in the case of an emergency, are not conducive to an effective learning environment nor to building fellowship amongst students. Further, cell phones can be a distraction and disruption to the entire learning community. As such John Carroll has implemented the following policy to preserve the integrity of the classroom and foster face-to-face communication among students and teachers.

Cell Phone Policy

1. Cell phones may not be visible or pulled out during class time or during lunch at any time while on campus. However, students will be allowed to access their phones while in the hallway during transition times between class periods.
 - a. At the start of each class, students are required to place their cell phones in the designated classroom holder. Phones will remain there for the duration of the period, including during any restroom breaks from the classroom, to minimize distractions and support focused learning.
2. Headphones, earbuds, or AirPods are not permitted during class unless explicitly allowed by the teacher for educational use with the iPad. If a student is seen with them, whether in use or not, both the device and the headphones will be collected.
3. Smart Watches
 - a. Students may be asked to remove a smart watch at any time during the school day. Included is any watch that has the capability of synching to a phone, computer, iPad, or any other device with internet capabilities.
4. Smart Glasses
 - a. Students may not wear smart glasses at any time during the school day. This includes any glasses or eyewear with recording, camera, audio, internet, or syncing capabilities, including but not limited to Meta smart glasses or similar devices that connect to a phone, computer, iPad, or any other internet-enabled device.

Consequences for Breaking Cell Phone Policy

1. If a cell phone or headphones/earbuds are visible during class, Flex Time, or lunch, they will be confiscated immediately and held for the remainder of the school day, regardless of the reason. This includes instances where a student attempts to put the item away before being approached or briefly checks the time. Any visible use constitutes a violation of the policy.
2. The student will receive 10 demerits per the demerit policy outlined above.
3. The staff member will take possession of the phone and secure it. The phone is then turned over to the front office. A cell phone that is taken will need to be picked up by a parent or guardian, not the student. This policy has been expanded to the use of headphones and airpods which if taken will also need to be picked up by a parent or guardian, in the case of a recurring offense.
4. More serious consequences may be levied at the administration's discretion for repeat offenses.

Students may not use their personal cell phones to make phone calls, even to their parent/guardian, during class, FLEX, or lunch. Students may be granted permission by a staff member to call home in the office for a specific purpose (i.e. lunch money in an account, arrange a ride, etc.).

DISCIPLINARY REFERRAL TO THE ASSISTANT PRINCIPAL OF STUDENT LIFE

In the event a student is sent to the office, disciplinary actions may be taken. These actions may include detention, restriction from extracurricular school activities, suspension, or expulsion from the school bus, suspension, expulsion from school, or other measures as deemed necessary.. A minimum of 10 demerits is assigned if a student is sent out of class by a teacher due to behavior.

Detention

Detention Rules

1. Must be on time, bring school work, be in JCHS dress code, conduct themselves in a respectful manner and complete all assigned tasks without argument or refusal. Students who behave inappropriately during service detention will be dismissed from the session.
2. A student must serve his/her assigned detention on or before the assigned date before they can take part in any extracurricular activity, including sports games or practices.
3. During any suspension (in or out of school), students must make up all classwork and homework for the day. Tests, quizzes, projects, and papers will be made up at a time designated by the teacher(s). Any suspended student may not participate in nor attend, even "just to watch," extracurricular activities that day. Further penalties may be assessed when the situation warrants.

Students will be required to make provisions 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 detentions. Parents should contact the administration if they have questions concerning their student'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 and provide written documentation of the necessary appointment. Work, practice, games, etc. are not valid excuses.

Out-of-School Suspension

A student may be placed on out-of-school suspension at the discretion of the school administration. The student must contact all teachers and make up all classwork and homework for the day(s) in the teacher's prescribed timeframe. 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 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;*
 - 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.*
 - i. *Do not engage in any form of cyberbullying.*

INTEGRITY

John Carroll 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 that is to be used for a dishonest purpose. Further, students who are seen with a cell phone out during an assessment, regardless of whether the student is actually cheating or not, will be subject to the penalties as outlined below.

Any student who cheats on any assignment may be subject to serious penalties at the discretion of the teacher and administration including but not limited to a zero on the given assignment. The official administrative recommendation to any teacher is to give a zero on a given assignment without the opportunity to make up said assignment. In the event the school must use distance learning, the school reserves the right to implement software or other resources as necessary to ensure the academic integrity of assessments.

Cheating and/or plagiarism will not be tolerated in any form at John Carroll High School. Cheating is defined as using or attempting to use materials, information, notes, study aids, or other assistance in any type of examination or evaluation which have not been authorized by the instructor. Plagiarism is intentionally or unintentionally presenting the work of another as one's own.

This would include (but is not limited to) any of the following behaviors:

- The use of AI or other generative software without explicit permission from the instructor
- Copying another person's test, quiz, or assignment of any kind
- Allowing someone else to copy assessment or assignment answers or divulging test questions and answers to other students
- Using electronic devices to capture, send, or retrieve data, images, or voice/video information during assessments or assignments, including in a group chat setting
- Using "cheat sheets" of any kind
- Intentionally or unintentionally presenting the work of another as one's own
- Copying portions of written work (including reports in books, encyclopedias, and magazines, those written by other students, or from Internet/on-line sources) without giving credit to the author. It is unacceptable to borrow any work (or pay another person to do one's work) and then submit that work as one's own

Consequences, regardless if it is homework, classwork, a quiz, or a major assessment, may include but are not limited to:

- Student receives no credit (zero) on the assignment without any opportunity to make it up; credit may be given at the discretion of the teacher - Administrative recommendation
- Documentation of the infraction is entered on the student's record - regardless of consequence assigned by teacher
- Student may be placed on academic or disciplinary probation
- Other consequences may apply as deemed appropriate by the Administration

THE USE OF ARTIFICIAL INTELLIGENCE (AI)

John Carroll High School recognizes that AI tools such as ChatGPT and other generative software can be valuable educational resources when used appropriately. Students are encouraged to use these tools to support their learning, not replace it. All use of AI should align with the expectations of academic integrity. If a student is suspected of using AI to gain an unfair advantage, such as submitting AI-generated work as their own without meaningful input, academic and/or disciplinary consequences may follow, including receiving a zero on the assignment. Teachers will communicate clearly when AI use is permitted and will help guide students in using these tools responsibly and ethically.

INTERNET USE POLICY

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

unauthorized use of the name "John Carroll 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:

1. *Immediate suspension from the school;*
2. *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.*
3. *If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be expelled from school;*
4. *The school should inform the Department of Schools of these cases. The school may submit an informational report to the police.*

COMMUNICABLE DISEASE AND RELATED ITEMS

Attendance at school and participation in school activities poses some risks including the transmission of communicable disease. Although the school has taken various measures to reduce the risks of transmission, the possibility of infection from communicable diseases is nonetheless present. Parents expressly assume such risks by allowing their children to attend school and participate in school activities and/or by coming onto the school campus and attending school activities themselves.

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it unfeasible, unsafe or otherwise imprudent to continue campus- based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods adopted by the school administration and faculty. Due to the school's continuing financial obligations related to operations, there will be no suspension, reduction, or refund of tuition in these circumstances.

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 or on any technological devices used by students on campus in order to further any administrative concern. 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 and social media (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 technology 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. 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 on social media, 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.

CONSENT

Many technological devices used at school have the capacity to generate audio recordings, video recordings, photographs, and other similar reproductions of images, likenesses, and/or sounds. The use of any such recordings and reproductions is governed by school policy. Parental/guardian execution of this Handbook constitutes an express consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on school property or at school events.

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.

SECURLY PASS

John Carroll High School reserves the right to use the Securly Pass as part of its safety and security protocol. Securly Pass is a digital hallway pass system that aids in holding students accountable. Securly Pass tracks students when they leave the classroom, keeps track of their whereabouts, and how long they are out of the classroom. The system also keeps records of how many times a student leaves the classroom in a day.

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.

UNIFORM POLICY

Rationale:

The school believes that students learn best when they present themselves in a professional manner and are free from the distraction of comparative dressing. To this end, the administration and staff at John Carroll High School have developed a uniform policy that promotes confidence and professionalism in personal dress. It is our belief that the practice of dressing professionally, instilled in students during high school, will follow them as they enter the workplace. Furthermore, as a Catholic community, we seek to uphold the dignity of those entrusted to our care as made in the image and likeness of God. Therefore, the school seeks to partner with parents and families to develop proper dress and grooming habits which will enhance students' confidence as learners and their dignity as individuals. Furthermore, a uniform policy promotes unity and conveys pride in representing one's school.

General Guidelines:

Overarching guidelines: Students are expected to arrive at and depart from school fully and properly dressed. This also includes going to and from any gym class. A belt must be worn with all shorts/pants. Shirts must be tucked in at all times. Students and parents who have questions

regarding the acceptability of certain types and styles of clothing or grooming should consult with the administration before appearing in school wearing them. 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.

Grooming: Unconventional or eccentric makeup, hairstyles, or unnatural coloring of any kind is not permitted. Partial head shaving/designs are not acceptable. Hairstyles 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. Men whose hair exceeds the back of their collars or their eyebrows/earlobes must pull their hair back into a neat and tidy appearance at all times. This policy may be enforced at all school events, both during and after school hours.

Miscellaneous: Jewelry is permitted but must not be excessive and is limited to bracelets, necklaces, and earrings. Male students are not permitted to wear earrings. Female students may wear two earrings in each ear. Nose rings and other visible body piercings or tattoos are not permitted. Any tattoos that may be viewed as distracting or otherwise contrary to Catholic social teaching must be covered at all times.

Outerwear: The only permitted outerwear will be those purchased through the JCHS Adidas store, team athletic jackets/outerwear through Adidas, or items purchased from the St. Anastasia Uniform Store. If temperatures fall below 45 degrees Fahrenheit, additional outerwear may be permitted **over John Carroll-approved outerwear**. A dress code shirt must be worn under any type of outerwear. No hoodies are permitted.

Uniform Policy

All students will be required to purchase their daily school uniform through the uniform store at St. Anastasia School. Below is an overview of the daily uniform for students:

Girls Uniform	Boys Uniform
<p>Top</p> <ul style="list-style-type: none"> ❖ Royal blue short sleeve polo shirt ❖ Blue Oxford Mass Shirt (mandatory on mass days) <p>Bottoms</p> <ul style="list-style-type: none"> ❖ JC branded khaki pants flat-front pants ❖ JC branded khaki skort <ul style="list-style-type: none"> ➤ See fit requirements below <p>Footwear</p> <ul style="list-style-type: none"> ❖ Closed-toed shoes that cover the heel ❖ Athletic footwear 	<p>Top</p> <ul style="list-style-type: none"> ❖ Royal blue short sleeve polo shirt ❖ Blue Oxford Mass Shirt (mandatory on mass days) <p>Bottoms</p> <ul style="list-style-type: none"> ❖ JC branded khaki flat-front pants ❖ JC branded khaki flat-front shorts <p>Footwear</p> <ul style="list-style-type: none"> ❖ Closed-toed shoes that cover the heel ❖ Athletic footwear. <ul style="list-style-type: none"> ➤ No sandals, slippers, or Crocs of any type

<ul style="list-style-type: none"> ➤ No sandals, slippers, or Crocs of any type ❖ No leggings, tights, or knee socks 	
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Fit Requirements

Ladies' Uniforms:

- ❖ **Skorts must fall *below mid-thigh (3.5 inches above the knee)* and cannot be rolled. The shorts inside of the skort may not be cut out of the garment. *Students not adhering to this policy may be asked to replace the skort at the expense of the family.***
 - JCHS will implement a three strike policy regarding improper skort length; wherein if a student is addressed three times they may be asked to wear pants for a determined period of time.
- ❖ All uniform bottoms must be of appropriate fit and not excessively tight in nature. Youth-sized skorts may not be purchased unless otherwise determined by the St. Anastasia Uniform store staff or JCHS staff.
- ❖ Administration reserves the right to require any student to purchase new JCHS uniform bottoms from the St. Anastasia Uniform Store should their previously purchased pants/skorts not follow the length and fit requirements stated above.
- ❖ All shirts must be tucked in at all times, and all tops must fit appropriately and not be oversized or undersized.

Men's Uniforms:

- ❖ Shorts/pants must be worn at the waist and must not be rolled/cuffed at the hem.
- ❖ Administration reserves the right to require any student to purchase JCHS uniform bottoms from the St. Anastasia Uniform Store should their previously purchased pants/shorts not follow the length and fit requirements stated above. Further, students may not wear any shorts or pants other than those purchased at the St. Anastasia uniform store. *Students not adhering to this policy will be asked to replace the shorts or pants with the proper uniform bottoms at the expense of the family.*
- ❖ Shirts must be tucked in at all times and must fit appropriately and not be oversized or undersized.

****Violation of these policies may result in a student's inability to return to school until the problem is resolved. ****

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 any time 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. It may also involve the use of drug dogs and other methods at the discretion of the school administration which seek to deter the use and/or distribution of illegal drugs or alcohol.

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.

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

John Carroll High School Drug & Alcohol Policy

I. Tobacco, Nicotine, & Vaping - All forms of tobacco, nicotine, and vaping products are prohibited. Possession or use will result in 50 demerits, a \$50 fine, and a doctor's clearance note to return to school. Participation in extracurriculars may be suspended. Repeat offenses will result in more severe consequences, including suspension, or administrative withdrawal. If vaping materials contain THC or other illegal drugs, the student may be immediately administratively withdrawn.

II. Random Drug Testing All students are subject to unannounced, random drug testing throughout the school year. Testing is done using a saliva sample.

In general, the process will operate in the following manner:

- Throughout the school year, without prior announcement, JCHS will randomly choose a group of students who will be tested for drugs using a saliva sample.
- A student who refuses to cooperate with the testing program may be subject to suspension or administrative withdrawal.
- Parents will be notified of test results regardless of outcome.
- The following guidelines will be adhered to for those students who test positive.

First Positive Result:

- Meeting with Guidance and Assistant Principal of Student Life.

- Documentation of an evaluation by a licensed counselor.
- Retesting in 30-90 days.
- If retest is negative: return to random testing pool.
- If retest is positive: treated as a second positive.

Second Positive Result:

- Continued documentation of an evaluation by a licensed counselor.
- Follow-through with treatment is required.
- May result in suspension from extracurriculars.
- Retesting in 90-120 days and again in 45 days.
- If 45-day retest is positive: treated as a third positive.

Third Positive Result:

- Treated as a major disciplinary matter.
- May result in administrative withdrawal.

ATTENDANCE

John Carroll High School's attendance regulations align with Florida state law. Consistent attendance is essential for a student's academic, social, emotional, and spiritual growth. Students learn best through active participation in the classroom, which cannot be fully replicated through textbooks or make-up work.

Attendance at retreats, Masses, and school events is especially important, as these are vital to our identity as a Catholic school community. All students are expected to understand and follow the attendance policies outlined below.

Throughout the school day, attendance will be recorded by each teacher for every class and monitored by the front office as an on-going process. Students and families should be aware that a student's daily attendance is based on an accumulation of class periods; five (5) class periods constitute a full day of attendance. For example, if a student misses two periods on Monday and three periods on Friday, these would accumulate into a full-day absence.

Only the administrative team has the right to declare an absence or tardy excused or unexcused per the guidelines outlined below. All absences will be marked as unexcused until proper documentation has been submitted. **Any student who has been absent from school must bring in documentation as soon as possible, citing the reason for the absence.**

Types of Absences

1. **Third-Party Verified(Documented):** Excused absences require third-party documentation and include:
 - Illness with a doctor's note
 - Please note that for an absence to be considered excused due to a medical reason, documentation must come directly from the licensed medical provider who evaluated the student. We cannot accept notes from family friends or third parties who were not involved in the student's care.
 - Hospitalization
 - Death in the immediate family
 - Court or legal obligations
 - School-sponsored activities (retreats, athletics, etc.)
 2. College visits (limit: 2 per year for juniors/seniors)
 3. **Unexcused:** Unexcused absences are any absences other than those related to third party documented illness, doctors appointments, legal appointments, or a death in the immediate family per Florida state standards. Other absences are considered unexcused when:
 - a. Required form completion the morning of the absence AND documentation on the day of the student's return are not received from the parent. BOTH are required.
 - b. Truancy (defined by the state as an absence not reported to the front office or leaving school without permission)
 - c. Absences deemed unnecessary by the administration (such as family vacations)
- ❖ Students are permitted 5 unexcused absences total in a school year (this equates to 25 total class periods missed for both the first and second semester combined). When a student obtains 5 unexcused absences, the student will then be placed on attendance probation per the JCHS administration.
 - ❖ When a student accumulates three days of absences, they will be issued a warning on their record, and families will receive a notification of this warning.
 - A student has the same number of days as they were absent to make up their classwork. **Make up work is the responsibility of the student; as such, communication with their instructor is required.**
 - Students are not permitted to participate in sports, including practices or extracurricular activities on the day(s) of the absence(s).

- ❖ Families should ensure vacations are planned for school holidays/summer, and that doctor appointments and other events/travel are scheduled before or after school.
 - **College Visits:** Juniors and seniors are permitted 2 days each school year for visits to college and university campuses. Students must provide verification / documentation from the college itself upon return to school in order for the absence to be marked as a permitted absence internally.
- ❖ After obtaining 5 unexcused absences, the student will then be placed on attendance probation per the JCHS administration.
 - Probation includes, but is not limited to:
 - An Attendance Improvement Plan, outlining actionable steps toward stronger attendance
 - Meetings with administration
 - Heightened attendance monitoring
 - Suspension or revocation of extracurricular eligibility, including the ability to participate in athletic practice and play, and the ability to attend field trips such as Grad Bash
 - Presentation to the administration
- ❖ If a student continues to demonstrate poor or inconsistent attendance, the administration reserves the right to request a withdrawal from a family.
- ❖ **Additional consequence for habitual attendance problems:** Students under 18 years of age who drop out of school (which is constituted by having 15 total absences within 90 calendar days) and have a driver's license may have their driver's license suspended by the Department of Highway Safety and Motor Vehicles, or may not be issued a license if they apply for one. (F.S. 322.091:1003.27 (2))
 - ** Verbiage derived from the State of Florida

Compulsory education laws mandated by the State of Florida require regular attendance. Each parent of a child of compulsory attendance age is responsible for their child's attendance as required by law. For more information, access www.leg.state.fl.us. Lack of compliance with the school's attendance regulations may result in failure to earn class credit.

Attendance Records

1. Attendance records include all absences and tardies. It is worth noting that both absences and tardies are part of the student's permanent record. Such records may be reviewed by colleges in the application process.
2. Students with excessive absences and/or tardies may be prohibited from participating in extracurricular activities, including athletic practice and play, and field trips such as Grad Bash

To Check a Student's Attendance/Tardy Record via FACTS:

- ❖ Log into your FACTS account (<https://logins2.renweb.com/logins/ParentsWeb-Login.aspx>)
- ❖ On the left side of the screen, click **MENU**
- ❖ Then, click **STUDENT INFORMATION**
- ❖ Then, click **ATTENDANCE**

Tardiness

Families and students are expected to allow themselves enough travel time to arrive at school on time. Upon arrival on campus, all students must remain on campus until dismissal unless specific permission by the administration is granted. Students driving their own vehicles are to display their parking pass at all times, park, and go directly into the school building. There is to be no loitering.

General Tardiness Policies

1. Tardy students cause disruptions and impede the learning process.
2. Students are expected to arrive at school on time and be present in their first hour class prior to the 7:50 a.m. bell.

Tardiness to School Procedures

1. In the case of tardiness to school, the parent or guardian should email attendance@johnncarrollhigh.com between 7:30 a.m. and 9 a.m. and if applicable, send a note with the student on the day that the student comes in late documenting the absence from a third-party source such as a doctor's office. 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.
 - a. A student who arrives at school after 10:00 AM may not be permitted to participate in school-sponsored sports and/or club activities.
 - b. Each student is permitted five unexcused tardies to school per semester.

Tardiness to Class Procedures

1. Students entering class after the tardy bell will receive an unexcused tardy unless they have an eHallPass from another staff member.
2. For each unexcused tardy to class, a student will receive demerits on an accumulating basis.

Excessive Tardies

1. When a student has over 5 tardies in a semester, the administration may require an Attendance/Tardiness contract.

Early Dismissal - Appointment Procedures

A student who needs to be dismissed from school early for medical, death in the family, or legal appointments should follow the procedures below. Students and families should be aware that

periods missed for early dismissals, excluding early dismissals for JCHS extracurricular activities, will count towards a student's total period attendance.

1. Report to the front office before the first bell at 7:50 a.m. on or before the day of the appointment.
2. Present a signed written note or email attendance@johnccarrollhigh.com from the parent/guardian containing the reason for the early dismissal, a verification phone number, the requested time of release from school, and, when applicable, the expected time of return.
3. At times, it may be deemed necessary for the Office Manager to call a parent/guardian to confirm the details of the appointment.
4. Sign out in the front office upon departure.
5. Sign in and present valid documentation from the appointment facility to the front office upon return to school.
6. The school reserves the right to deny early dismissals if proper documentation is not provided.
7. Early dismissals on Mass or prayer service days may be approved in advance only for verifiable medical or legal appointments. Students must present a verifiable note to the front office before the 7:50am bell on the day of the Mass or other special schedule day. Final approval rests with the Administration.

SERVICE & STUDENT LIFE

CHRISTIAN SERVICE PROGRAM

The JCHS Christian Service Program seeks to provide students with opportunities to bear witness to the inherent human dignity with which we are all born, to provide for the needs of our fellow man, to provide for the needs of our natural world, and to discern their vocation through the exploration of various fields to which they feel called. This program differentiates the level and style of service by designating service as either **outreach** or **church and school**. Throughout a student's four years at JCHS, he or she will be challenged to perform acts of service designated as outreach which meet needs within our greater community, or church and school by serving in functions throughout the school day and in extracurricular events.

John Carroll is an institution concerned not only in the academic success of its students, but in their formation as whole persons made uniquely in the image of God. Service, in the eyes of our school community, should be an opportunity to grow, to explore one's passions, and to find fulfillment in loving one's world and neighbor before oneself, this in opposition to simply meeting an academic requirement.

- OUTREACH service (Students must complete a minimum of 50 hours)
 - is done by giving direct service to individuals or nonprofit organizations who are in need within the larger community. Examples of OUTREACH service are:

- Providing companionship for people at assisted living facilities
 - Mentoring children at a summer camp or in a sports league
 - Volunteering at a non-profit organization such as United Against Poverty
 - Volunteering at an event such as a fundraiser for a non-profit organization or church
- CHURCH/SCHOOL/SUPPORT service
- service is done to support and enhance the mission of one's own school and/or one's church community or by collecting donations for the larger community. Examples of CHURCH/SCHOOL/SUPPORT service are:
 - Volunteer at a JCHS event such as Open House
 - Assist with extracurricular activities
 - Assist at sporting practices and games
 - Volunteer in a church ministry such as altar serving
 - Gathering supplies for a pregnancy care center
 - Gathering canned goods for a food drive

****Unpaid work done for family members, for-profit businesses, or friends does not qualify as service hours for the John Carroll Christian Service Program.****

Christian Service Program Requirements

At John Carroll High School, all students are required to complete a minimum of 100 approved service hours by the end of the third quarter of their senior year. Of these, at least 50 hours must be designated as outreach service.

Our hope is that students and families view Christian service as an extension of their personal faith and a meaningful way to live out the Gospel. We encourage all students to go beyond the minimum requirements by discovering their passion for service and generously sharing their time and talents.

Service Hour Submission (x2VOL)

JCHS uses x2Vol, a nationally recognized service hour tracking platform, to log and manage student volunteer hours. Hours must be submitted within **30 calendar days** of completion.

- ❖ **Seniors:** All hours must be submitted by the last day of Quarter 3. Students who do not have 100 approved hours by this date may be ineligible to participate in special events such as Prom, GradBash, and Seniors' Last Day.
- ❖ **Grades 9–11:** All service hours for the current school year must be submitted by the last day of school. Hours submitted after this date may not be approved.
- ❖ The school strongly recommends completing 25 hours per year to stay on track for graduation.

Transfer Students

Transfer students are also required to complete **100 service hours** by the last day of the third quarter of their senior year. During the enrollment process, they must provide documentation of any previously earned service hours from their prior school.

Liturgy

Liturgies are an integral part of the Christian community life at John Carroll High School. Attendance is mandatory for all students. Reverent and respectful behavior is essential. Although we do not compel students to profess any religious ideology, it is expected that all students, regardless of their beliefs, will participate in the religious services and are expected to conduct themselves respectfully and reverently during all such events. Training for mass and other liturgical celebrations is provided to all students at the commencement of the fall semester. Students are encouraged to find a ministry within which they may serve during school masses including but not limited to altar serving, lectoring, choir, ushering, and Eucharistic ministering. Any student who wishes to become Catholic or simply discuss the faith is encouraged to visit the Office of Faith and Service or make an appointment for more information.

Days of Reflection

John Carroll is a sacramental environment which encourages students to know the objective Christ through their own personal experiences, bearing witness to the great plans for which God has made all of our students, faculty, and staff. In an effort to foster spiritual devotion and a deepening of our students' faith and prayer life, we require students grades 9 through 11 to attend a mandatory day of reflection alongside their classmates during the school day at a designated time of the year. These days, led by the Alpha Peer Ministry Team, begin with the most holy sacrifice of the mass, group prayer, witness talks given by student and faculty leaders, group and individual reflection periods, trust-affirming activities, Eucharistic adoration, and more with the support of the greater John Carroll community. Discernment of our God-given vocation is essential to the success of every student entrusted to the school's care, as such, **attendance is mandatory**.

Seniors are required to attend the Kairos Retreat which offers three dates throughout the year and is partially subsidized by generous supporters of the John Carroll mission. Based on Ignatian spirituality, this retreat is a four-day, three-night experience hosted at Our Lady of Florida Spiritual Center in Palm Beach Gardens. Transportation, housing, facilities, and meals are provided throughout the retreat with on-site staff available to meet any relevant needs that students may have while on retreat. Students with concerns as to the financial component of the retreat are encouraged to contact the Finance Office to inquire about sponsorship. Sign-ups for retreat dates are made available to all students simultaneously and are first come, first served. Parents must sign their students up via the communication sent by the Kairos Retreat Director prior to the end of their junior year.

Chapel

A chapel housing the Blessed Sacrament is available to students throughout the school day, and is host to weekly Eucharistic adoration, regular opportunities for confession, prayer groups, Bible studies, and more.

Liturgy of the Word

Weekly, the John Carroll community gathers to reflect upon the upcoming Sunday Gospel as a means of preparing our students for weekend mass. The reflection is prepared in cooperation with the Director of Liturgy and Campus Ministry and presented to the student body within the context of a brief prayer service each Thursday morning. We as a community believe that it is essential to dive regularly into scripture in order to deepen our prayer life, strengthen our relationship with God, and discern our vocation intentionally.

Other opportunities for engagement in spiritual development are provided in cooperation with the Diocese of Palm Beach Office of Vocations and Seminarians, The Diocese of Palm Beach Office of Communications, the Basilica of St. Edward, The Cathedral of St. Ignatius of Loyola, the Salesian Sisters of St. John Bosco, The Order of Friars Minor, and partner parishes at which student families are registered. These include discernment retreats, ministry as a part of the televised masses, Catholic summer camps, service opportunities, and more.

PARTICIPATION IN SCHOOL EXTRACURRICULAR ORGANIZATIONS

Because we believe that we are a community united in Christ's love, the school highly encourages all students to participate in a student organization or other activity. The school recognizes the following activities and clubs:

1. Student Organizations:
Aquarium Club, Baking Club, CERT, Crochet Club Debate Club, Drama Club, Multicultural Club, International Thespian Society, Key Club, National BETA Club, National Honor Society, SADD, Spanish Honors Society, Student Government.
2. Major School Activities:
All-School Mass, Advent/Lenten Prayer Service, Career Fair, Pep Rallies, Class Days of Reflection, Community Service & Club Expo, State and National Conventions, Student Involvement Expo, Open House, Homecoming Week, Catholic Schools Week, recognition and award ceremonies, College Fair.
3. Dances:
Homecoming, Prom

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, activities, or volunteer service-hour programs.***

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.

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. The final responsibility rests with the student-athlete to confirm eligibility. The administration reserves the right to suspend or remove students from athletic practice or play due to poor academic performance as defined as a “D” or lower in one or more classes.

Unless express written permission is given by the athletic director to a particular coach, student-athletes must arrive at school on time each day. If a student misses the first full class period of the day or more, he/she may be unable to participate in any athletic practice or game on the day of the tardy. 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 all athletic participants.

John Carroll High School has the following FHSAA sports teams:

- ❖ Baseball - Boys’ Varsity and Junior Varsity
- ❖ Basketball - Boys’ Varsity and Junior Varsity; Girls’ Varsity
- ❖ Cheerleading - Girls’ Varsity and Junior Varsity
- ❖ Cross Country - Boys’ and Girls’ Varsity
- ❖ Flag Football - Girls’ Varsity
- ❖ Football - Boys’ Varsity and Junior Varsity
- ❖ Golf - Boys’ and Girls’ Varsity
- ❖ Lacrosse- Boys’ and Girls’ Varsity
- ❖ Soccer - Boys’ and Girls’ Varsity
- ❖ Softball - Girls’ Varsity
- ❖ Swimming - Boys’ and Girls’ Varsity
- ❖ Tennis - Boys’ and Girls’ Varsity

- ❖ Track - Boys' and Girls' Varsity
- ❖ Volleyball - Girls' Varsity and Junior Varsity
- ❖ Weightlifting - Boys and Girls' Varsity

Private Tutoring, Coaching or Lessons

*Except as specifically noted in this Handbook, the school does not sponsor, oversee, or otherwise provide private tutoring, coaching, therapy or other similar private lessons or services. Parents who engage school staff members for the provision of these services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member's employment with the school. **Parents, by executing the acknowledgment of receipt of this Handbook HEREBY RELEASE the school, the Diocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur.***

Name Image and Likeness (NIL) and Related School Policies

John Carroll High School as a member of the Florida High School Athletic Association (FHSAA), adheres to FHSAA regulations governing athletic competition. Pursuant to FHSAA rules, student-athletes must, with the limited exception of permissible NIL activities, maintain amateur status in order to participate in FHSAA-regulated athletic activities. Consequently, student-athletes are prohibited from competing for monetary compensation, capitalizing on athletic fame by receiving money or gifts of a monetary nature, and/or signing a professional contract in any sport or having an agent to manage a student-athlete's athletic career. The school expects all student-athletes to strictly adhere to these conditions of athletic participation.

Student-athletes are permitted to benefit from their name, image, and likeness in accordance with FHSAA rules. This includes the ability to receive compensation for endorsements, appearances, and other activities related to NIL. No employees or agents of the school, including its coaches and administrators, are authorized to involve themselves with student NIL, or in contract offers or negotiations with any agents or other third parties offering any monetary compensation to students and/or parents/guardians. Parents/guardians are specifically advised that they should seek independent professional counsel in communications and negotiations with any agents or other third parties offering compensation and/or services to students.

All NIL agreements must be disclosed in writing to the school administration within seven days of signing. Student-athlete NIL activities may not conflict with any team practices, games, or other school-related activities. Student-athletes are prohibited from making any reference to any school of the Diocese of Palm Beach when engaging in any commercial activity. For example, students may not wear a team jersey or otherwise display a Diocesan school's name, mascot, or logo while engaged in any commercial activity not specifically authorized in writing by the Diocese of Palm Beach. Likewise, a student may not wear the apparel or display the logo, insignia, or identifying mark of any third party during any school-based team activity. The names, mascots, and logos of Diocese of Palm Beach schools have legal protections and their commercial unauthorized use by a student or by a parent/guardian will constitute a serious violation of school policy and may have additional legal repercussions. In addition to compliance with FHSAA rules, student-athletes may not endorse products or services that are inconsistent with the values of John Carroll High

School and must at all times comport with the Conduct provision in this handbook and the policies and mission of John Carroll High School and the Diocese of Palm Beach.

Transfer Eligibility “Good Cause” Policy

Student-athletes and parents/ guardians should be aware of the most recent FHSAA eligibility requirements.

Students who transfer schools during the school year may be “authorized for good cause” to participate in the same sport at a new school if certain “good cause” circumstances are met to the satisfaction of the Principal or the Principal’s designee. These include but are not limited to the following:

- ❖ *Move to a new residence by the student (with a person/persons with whom he/she has been previously living)*
- ❖ *Transfer of school within the first twenty days of school*
- ❖ *Undue hardship*
- ❖ *Approval by the Good Cause Committee*

CLASS RESPONSIBILITIES

- ❖ Freshmen: Assist Student Government with planning the *Deck the Halls* Homecoming event.
- ❖ Sophomores: Assist Student Government with planning the Homecoming Dance.
- ❖ Juniors: Assist Student Government with planning the Junior-Senior Prom.
- ❖ Seniors: Assist Student Government with executive planning for all major events. Per tradition the Senior Class will present a gift to the school referred to as a “Senior Gift.”

STUDENT ORGANIZATIONS

Membership and Requirements

1. Requirement for Membership: Only currently enrolled JCHS students with a weighted GPA of 2.0 or greater are eligible for membership.
2. Length of Term for membership: Membership will take effect when an interested party confirms membership on the organization roster. Active membership continues for one (1) academic school year or until an individual has been removed by the organization.
3. Requirements for continued membership: Members are required to uphold the objectives, purpose of the organization, and to comply with school policies. They must also be currently enrolled students in good academic standing. These are the only requirements for membership.
4. Specifications for the removal of members from the group: If any member fails to uphold the purpose and objectives of the organization, does not meet membership requirements, or does not comply with school policies, they may be held accountable and in jeopardy of losing their membership. Reason(s) for the removal of a member must be presented to the

Executive Board. Written notification shall then be presented with reason for removal to the member in question. The member in question has the right to speak to the board on their own behalf. Then, a vote is taken, and they may be removed by a 2/3's vote of the Executive board.

5. Voting Rights: Only enrolled active members in the organization have voting rights.
6. The administration reserves the right to remove any member or officer at any time without prior notice

Aquarium Club

The Aquarium Club's purpose is to further educate students who are interested in fish and aquarium keeping.

Baking Club

The Baking Club's purpose is to allow students to enjoy baking through friendly competition and educational sessions on how to improve their skills.

Community Emergency Response Team (CERT)

CERT is a national teen training program led by our School Resource Officer, St. Lucie County Sheriff's Department Master Deputy Jonathan Horowitz which teaches youth readiness and repose skills through hands-on practice and realistic exercises. Newly learned leadership skills will empower youth to safely respond to an emergency and assist victims without endangering themselves or others.

Debate Club

The purpose of Debate Club is to empower John Carroll students with the skills of expressing their beliefs clearly and concisely, mastering public speaking and effective communication in a formal setting, and staying aware of current events in the world.

International Thespian Society

This student organization 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.

Key Club

Key Club is an international, student-led organization that provides its members with opportunities to provide service, build character, and develop leadership. Chartered by the local Kiwanis International representative body, student leaders plan and execute a large-scale service project each year in line with the mission of John Carroll, serving a particular need within the greater community in addition to collaborating with other local charters on small-scale projects. Membership is open to all students with mandatory meetings and service hour tracking stipulated to remain in good standing.

Multicultural Club

The Multicultural Club seeks to develop a spirit of inclusion, understanding, and respect for a diverse student body through the integration of Catholic social justice teachings and school-wide celebrations and educational events.

National BETA Club

Students become eligible for membership after their first semester of attendance (9th through 11th grade) and completion of a semester credit load. To be considered for membership, a student must have a 3.0 unweighted GPA. Notifications will be sent out EACH semester reminding students to check their eligibility status. Students must join prior to their senior year. BETA Club promotes the ideas of: *Achievement, Character, Leadership* and *Service*. Students will compete in state and national conventions for scholarships and honors for scholarly and creative endeavors. Membership criteria will be available to all students and parents.

National Honor Society

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.

Students Against Destructive Decisions (SADD)

SADD is a national organization that 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.

Student Government

Student Government is a highly active group of representatives chosen to serve as a governing body for student life. Student Government officers are elected through school-wide elections and Class Officers are elected from each class during the month of May of the prior year of service.

SCHOOL DANCES

The following guidelines are for students attending any JCHS sponsored dance, including both those on or off campus

1. Dances will have faculty members as chaperones and at least one law enforcement officer present.
2. All non-John Carroll dates must be under the age of 20 years old and must be approved in advance by the administration. Ticket sales for off-campus dates will end at least one week prior to Homecoming and Prom in order for the administration to check and allow/disallow off-campus dates.

3. 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, tobacco/nicotine, or vaping products are allowed on the premises.
 - c. Students under the influence of either drugs or alcohol may be subject to local law enforcement protocols and to school disciplinary rules.
 - d. Dress and dancing should be in good taste. When choosing an outfit, modesty and appropriate fit must be of primary concern for men and women.
 - e. Once a student has left the venue, they 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, including all field trips, excursions, or parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.

Parents, by executing the acknowledgment of receipt of this Handbook, HEREBY RELEASE the school, the Diocese of Palm Beach, and their corporate members, officers, employees, affiliates, 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 participation/attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.

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. Student Government class elections are open to all students who are in good academic and behavioral standing and have a weighted GPA of 2.0 or greater and may not have earned over 25 demerits.
 2. Student Organization officer positions are open to all club members who have a weighted GPA of 2.0 or greater and may be subject to approval by the sponsoring faculty member.
 3. The student must register for an election with the club moderator in accordance with the moderator's timeline.
-
1. Front Office before homeroom on the day of the Mass or other special schedule day. Final approval rests with the Administration.

MISCELLANEOUS

AUTOMOBILES AND PARKING

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

1. Students must possess a valid driver's license and register their vehicles with the school for a fee. Parking permits are limited to the number of available spaces.
2. Students are required to have a John Carroll High School parking sticker on each vehicle that they intend to drive to school. This sticker must be displayed at all times.
3. All student parking must be completely within the designated parking areas. Students are to park in the designated area west of our school. Faculty parking is in the area in front of the school and in the area immediately west of 300 Building and Guidance office. 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 are subject to disciplinary and/or legal consequences.
5. After the school day has begun and until the end of the school day, no student is to return to their car at ANY TIME during school without administrative escort.
6. Parents are permitted to drop off students only in the front parking lot. We ask that parents do not drop off students in the student parking lot west of the school.
7. Violations of any of the above may result in a fine, suspension, loss of parking privileges, or other disciplinary action.
8. Individuals park at their own risk. John Carroll High School assumes no financial responsibility for vehicle damage for any reason or for theft of personal property.

BULLETINS AND ANNOUNCEMENTS

General information for the day, including specific instructions and notices of club meetings, athletic events, and social activities, will be included in the daily bulletin. The daily bulletin is emailed to students each day. Students responsible for bringing notices to the attention of the student body must have their notices approved by their organization's advisor.

Posters advertising school-approved events must be approved by the administration and must be posted in approved areas with approved means. These posters must be removed after the event has taken place.

BUS TRANSPORTATION

Transportation Arrangements

Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school, except as specifically set forth in writing by the school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements. In limited and documented

circumstances, a parent may engage a commercial transportation company to transport a student from school; however, any such engagement requires the written authorization of the school and the execution of school documents allowing for such an arrangement.

Bus Service

The Bus Service serves students (K-12) from John Carroll High School and St. Anastasia School. The Bus Service covers the geographical area from Vero Beach to Palm City. 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 a first-come, first-served basis. The JCHS Bus Service does not guarantee to meet the needs of all students.

Students who ride the school bus must obey all regular school rules as listed in this handbook. In addition, school bus riders must abide by the expectations listed here:

1. Remain seated at all times while the bus is in motion.
2. Keep all body parts 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 administration reserves the right to remove a student from the bus at any time without prior warning.

Bus Payment Policy

The cost of the Bus Service is updated and posted on the school website each year. Parents must complete the Bus Registration Form and comply with the payment requirements laid out in the document each year. All outstanding balances owed to the school for bus service must be paid prior to registration for the new school year.

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.

CAMPUS VISITORS

All visitors to the John Carroll High School campus must check-in at the front office, produce a government-issued ID, 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 (DCF). 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.

COMMUNITY SERVICE ACTIVITIES

Community service activities are not school activities and John Carroll High School does not mandate or direct any specific location or locations in the community where these services are to be performed. Students are free to select the location where they wish to perform community service so long as the location and the activity meet the requirements of the school. John Carroll High School does not operate or control the locations where students choose to perform community service and consequently the school, its agents, and affiliates do not assume responsibility for any injuries, damages, or losses incurred in the course of performing these services in the community. Students perform these services at their own risk.


DAILY SCHEDULES

Monday	Tuesday	Wednesday	Thursday*	Friday
7:50 - 2:39	7:50 - 2:39	7:50 - 2:39	7:50 - 12:00	7:50 - 2:39

Regular Week

	A Day Monday	B Day Tuesday	C Day Wednesday	D Day Thursday	E Day Friday
Events					
7:50 - 9:02 Block 1	1	6	3	All School Liturgy of The Word 7:50 - 8:05 1 8:05 - 9:17	4
9:06 - 10:18 Block 2	2	7 Good Morning John Carroll 1 10:20 - 10:35	4	2 9:21 - 10:33	5 Good Morning John Carroll 10:20 - 10:35
10:22 - 11:34 Block 3	3		6	10:33 - 10:48 BREAK	
10:41 - 11:34 Block 3		Flex - WIN Academic Based (What I Need)		3 10:48 - 12:00 End of day for students	Flex Mass / Community Options
11:35 - 12:07	LUNCH	LUNCH	LUNCH	1:00 - 3:00 PM Protected Teacher Time Dept. meetings as needed	LUNCH
12:11 - 1:23 Block 4	4	1	7		6
1:27 - 2:39 Block 5	5	2	5		7

Short Week (No Friday)

4-Day Weeks	A Day	B Day	C Day	F Day 
7:50 – 9:02 Block 1	1	6	3	Period 1: 7:50 – 8:40 Period 2: 8:44 – 9:34
9:06 – 10:18 Block 2	2	7 Good Morning John Carroll 10:20 – 10:35	4	Period 3: 9:38 – 10:28 Period 4: 10:32 – 11:22
10:22 – 11:34 Block 3 class	3		6	Lunch 11:23 – 11:58
10:41 – 11:34 Block 3 FLEX		FLEX Session		
11:35 – 12:07	LUNCH	LUNCH	LUNCH	Period 5: 12:02 – 12:52
12:11 – 1:23	4	1	7	Period 6: 12:56 – 1:46
1:27 – 2:39	5	2	5	Period 7: 1:50 – 2:39

Short Week (No Monday)

	F Day Tuesday 50 min classes	A Day Wednesday	B Day Thursday	C Day Friday
Events				
7:50 – 9:02 Block 1	Period 1: 7:50 – 8:40 Period 2: 8:44 – 9:34	1	6	3
9:06 – 10:18 Block 2	Period 3: 9:38 – 10:28 Period 4: 10:32 – 11:22	2	7 Good Morning John Carroll 5 10:20 – 10:35	4
10:22 – 11:34 Block 3	Lunch 11:23 – 11:58	3		5
10:41 – 11:34 Block 3			FLEX - WIN	
11:35 – 12:07	Period 5: 12:02 – 12:52	LUNCH	LUNCH	LUNCH
12:11 – 1:23 Block 4	Period 6: 12:56 – 1:46 Period 7: 1:50 – 2:39	4	1	6
1:27 – 2:39 Block 5		5	2	7

ELECTRONIC ACKNOWLEDGEMENTS

*Periodically, the school may require that parents or guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, procedures, notices, releases or updates. Any time a parent/guardian makes an electronic acknowledgment by clicking “submit” or “accept” on an electronic document, that individual is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgments. In addition, **Parents/Guardians, by executing the acknowledgement of receipt of this Handbook, HEREBY AGREE** to receive and be bound by electronic acknowledgments.*

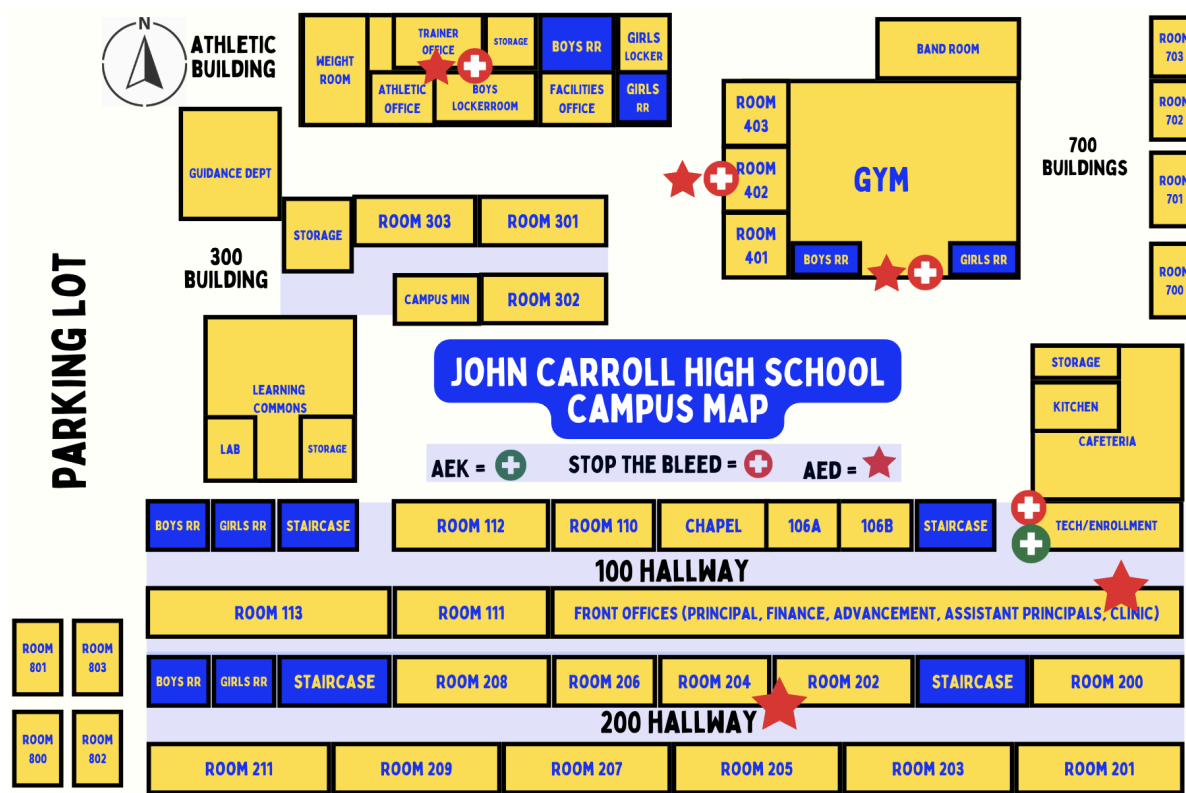
EMERGENCIES

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. AEDs are identified on campus maps located throughout campus.

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 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 that illustrate this same "Primary Route."
2. Students should move to their predetermined location outside in an orderly fashion.
3. Absolute silence is required during a fire drill.
4. 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.
5. There should be no running during a fire drill.

Lightning Detection

The ThorGuard lightning predictor is located on the northwest corner of the roof of the athletic building. 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. If sporting events are occurring outside, all must seek shelter. John Carroll teams may go inside either locker room, classrooms, or the gym if they are not in use. Spectators must seek shelter and go to their vehicles if no other space is available. 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, the 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.. IT IS RECOMMENDED AT THIS POINT PARENTS NOT ATTEMPT TO PICK UP STUDENTS AT THE SCHOOL. 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 who are 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. JCHS and local media outlets would announce when and where parents could pick up their children.

Storm Policy

The students will remain in school when a 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 external buildings will move to these hallways if it is safe to do so, otherwise they will shelter in place.

Other Emergency Situations

In the event of unforeseen emergencies outside of weather, JCHS may open or close independent of St. Lucie County Schools. Please remain attentive to JCHS communications and social media for updates.

FUNDRAISING

No staff member, coach, organization, team, class, or student may solicit funds in the school's name unless such solicitation has been authorized in writing by the school's Director of Advancement and/or the principal.

STUDENT SALES AND FUNDRAISING POLICY

Students are prohibited from selling goods, services, or conducting fundraising activities on school grounds, during school-sponsored events, or through school-related outlets without the prior written approval of the school administration. This includes but is not limited to: the sale of food, beverages, or merchandise; solicitation of funds or donations for personal or organizational purposes; organizing raffles, tickets sales or similar fundraising activities. Unauthorized sales or fundraising activities may result in disciplinary action. Approval for fundraising initiatives must be requested in writing and must conform to school policies ensuring that they do not disrupt the educational environment or conflict with existing school-sponsored activities.

IMMUNIZATIONS

The Diocese of Palm Beach requires that, prior to attendance in school, each student present or have on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A Florida Certificate of Immunization (Form DH 680) completed by a health care provider participating in Florida Shots is required to document the administration of prescribed immunization doses or to document a permanent or temporary exemption therefrom. An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or permanent medical exemption. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons.

LOCKERS

Any student who would like a locker may request a locker from the Assistant Principal of Student Life at the beginning of the school year. The student must use only the locker assigned, and assigned lockers should remain locked at all times. All unused, empty lockers will be secured by

the school. Upon request, a lock will be given to each student. Only John Carroll locks may be used.

The school is not responsible for items left in lockers. Lockers may be checked without warning or notice at any time for any reason by authorized school personnel.

LUNCH

Backpacks are not allowed at lunch. Students are expected to behave in a respectful manner at all times at lunch. Any acts of misconduct will result in disciplinary action including, but not limited to, demerits or lunch cleaning duty. Students are required to clean up after themselves at all times. Students may not purchase food or drink between or during classes.

Students will not be permitted to buy lunch unless there is a positive balance in the student's lunch account. Hot, restaurant style and/or fast food lunch is not permitted to be delivered to school for students either by delivery services or parents; boxed lunches accidentally left at home or in the car may be dropped off by parents and will be accepted.

MEDICAL GUIDELINES

Except as authorized by the school, 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 only be delegated to school personnel when necessary and authorized by the school. 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 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 dispensed at school should 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.*
3. *While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.*

Exceptions to this policy may be made for the use, supply and administration of an epinephrine auto-injection (Epipen), or as otherwise authorized in writing by the school. In particular circumstances, the school may agree to administer medication or otherwise provide health care interventions that go beyond a minor adjustment for a particular student. In those cases, Parents hereby release the school, the Diocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of those health care interventions that are beyond minor adjustments.

USE OF PHOTOS

The school reserves the right to use student or parent photos in any school or Diocesan publication including but not limited to print publications, videos, or websites including Facebook, Twitter,

Instagram, and other social media websites. Any parent who does not want 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. **By executing this acknowledgement of receipt of this Handbook, Parents HEREBY CONSENT, authorize and grant permission to the school, the Diocese of Palm Beach, and their agents, employees or duly authorized representatives to photograph or videotape students and parents and CONSENT to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet.**

Additionally, 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.

SAFETY IN PRIVATE SPACES

John Carroll High School complies with the requirements of §553.865, Florida Statutes, The Safety in Private Spaces Act. Except where facilities are specifically designated as unisex, the school's bathroom and locker room/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies. This handbook provision shall be considered a part of the school's code of student conduct.

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 which you should be aware of.

1. Claim forms must be submitted within 90 days of an 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

John Carroll High School only sponsors and chaperones the official Grad Bash trip to Universal Studios for seniors. The school does not approve or support any other trips referred to as “senior trips.” Absences due to these non-school-sponsored trips will be marked unexcused.

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 High School cannot provide unlimited supervision of its students. The school shall provide some type of supervision ten minutes before the beginning of school and twenty minutes after the conclusion of the scheduled school day. With this in mind, parents are to make their best attempt not to leave their student at the school during unsupervised times.

For those students involved in extracurricular activities, it is requested that parents pick them up immediately following the conclusion of the activity.

Confidentiality Statement

School officials including teachers, administrators and other paraprofessionals in the performance of their duties will have access to student educational records.

PARENTS/GUARDIANS, by executing the acknowledgement of receipt of this Handbook, HEREBY AGREE AND CONSENT to the disclosure of such records including the nature and existence of a disability, a medical/educational diagnosis, or any associated minor adjustments or accommodations made to such school officials with a legitimate educational interest in the information.

POLICIES, ACKNOWLEDGEMENTS, & RELEASES

Please read through each item carefully, as the final acknowledgment form reflects agreement with all included policies.

Acceptable Use Policy (“AUP”)

John Carroll High School is committed to student use of technology as a tool to expand learning opportunities and conduct scholarly research. The use of technology facilitates global collaboration--a vital skill for our 21st century learners. Students at the School utilize Apple iPad on a wireless network. Apple iPads and the wireless network on the School's campus are strictly for educational use consistent with the School's educational goals. Along with the opportunity this provides, comes responsibility. This Acceptable Use Policy is designed to give the student and the student's family, as well as others on the School's campus clear and concise guidelines regarding the appropriate use of Apple iPads. The underlying premise of this policy is that all members of the School's community must uphold the values of honesty and integrity. We expect our students to exercise good judgment and to utilize technology with integrity.

Email

- The use of e-mail or non-class related material including webpages, applications, and games during class is prohibited unless authorized by faculty or administration on a case by case basis.
- Students should always use appropriate language in their email messages.
- E-mail services provided by the school are to be used only for the exchange of appropriate information.
- No inappropriate email will be tolerated, including derogatory, obscene, or harassing messages. E-mail messages of an abusive or harassing nature will be regarded as a major violation and will be subject to a disciplinary response, which may result in expulsion.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any email message asking you to pass information or messages on to other individuals or groups via email.
- Students are prohibited from sharing or accessing someone else's Ipad and/or email account.
- E-mail etiquette should be observed. Only messages that one would communicate to the recipient in person should be written.
- Only approved programs, webpages, or applications may be used.
- School email addresses are not to be given to any non-school-related websites, companies, or other third parties without the explicit permission of a teacher or administrator.

- Only school-related attachments may be sent on the school email system.

Chatting, Blogging and Social Media Use

- Any form of messaging is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration.
- Participation in chat rooms/blogging during school hours is prohibited during the school day, except as part of an assigned, in-class activity.

Audio and Video

- Audio should be turned off or on silent unless required for the activity being conducted.
- Listening to music either aloud or with earphones is not permitted on campus unless required for the activity being conducted. Faculty and staff may relax this policy at their discretion.
- When sound is needed, headphones provided by the student must be used.
- The use of Apple iPads to watch movies, shows, or videos of any kind, unless assigned by a teacher, is not permitted during the school day.
- Any audio or video recording may be done only with the prior permission of all parties being recorded.
- Sharing of media (including iTunes music sharing) over the school network is strictly prohibited and is subject to disciplinary action.

Games

- The viewing and/or playing of games is not permitted during school hours, except as part of an assigned, in-class activity or as directed by faculty or administration.
- The school reserves the right to remove any game from a school iPad that is considered inappropriate or impedes the educational purpose of the Apple iPad program.
- No games that are played over the school network are allowed.
- Games that include violence, adult content, inappropriate language, and weapons are not to be installed or played on the Apple iPads.
- Screensavers that include gaming components are not allowed.

Apple iPads

- Student Apple iPads must not be left unattended at any time. If an Apple iPad is found to be unattended, it will be turned in to the main office and a detention will be issued.
- Apple iPads must be in a student's possession or secured in a locked classroom or locker at all times.
- Do not lend or borrow an Apple iPad to/from anyone.
- Apple iPads must be carried and transported appropriately on campus. They should be carried in their approved cases at all times. Failure to do so could damage the hard drive and result in permanent loss of data.

Note: Students are entirely responsible for backing up their own data on iCloud. Lost or damaged data is not the school's responsibility. All school-issued Apple iPads must be in the school-issued Apple iPad case.

- Do not consume food or beverages near Apple iPads.
- Apple iPads should be handled with care. Inappropriate treatment of school Apple iPads is not acceptable.
- No explicit writing or stickers will be allowed on the Apple iPad and Apple iPad cases, and these are not to be defaced in any way.
- Do not remove, move, or write on the identification sticker on your Apple iPad.
- Students are not allowed to create any administrative passwords on their Apple iPad.
- Students are expected to come to school with a fully charged battery on a daily basis.

Network Access

- Students must not make any attempt to access servers or network information that is not available to the public.
- The utilization of proxy avoidance IP numbers and programs is strictly prohibited.
- Students may not use the school network for personal or private business reasons including but not limited to online ordering and purchases.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law (Florida iPad Crimes Act, Chapter 815, Florida Statutes). This includes tampering with iPad hardware or software, vandalizing data, invoking iPad viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- The School is not responsible for damaged or lost data transferred through our network or stored on Apple iPads or our file servers.

File Sharing

- File sharing is the public or private sharing of iPad data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- File sharing of any kind is prohibited both on campus and off campus. The only exception to this is when it is a specific assignment given by a faculty member.
- No file sharing software of any kind is to be installed on the Apple iPads. Examples of this type of software are Limewire, Bearshare, Kazaa, iMesh, etc. Although these types of programs are software downloads, they automatically create file-sharing connections.
- There is a \$25 re-imaging charge to remove any unapproved software or files.

Deleting Files

- Do not delete any folders or files that you did not create or that you do not recognize. The deletion of certain files will result in iPad failure and will interfere with your ability to complete classwork and may affect your grades.
- There is a \$25 re-imaging charge to correct system files.

Downloading and Loading of Software

- Students are not permitted to install custom/individual applications that require administrator privileges.
- All installed software must be a legally licensed copy.

- The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an assigned, in-class activity.
- The school reserves the right to remove any software that has been loaded onto the iPad.
- Movie, shows, or any type of non-school related videos may not be viewed or downloaded on/to the Apple iPads during school hours or on school networks.
- Shareware and freeware programs such as animated cursors (i.e. Comet Cursor), screensavers, and other programs similar to these, automatically open connections outside the School's network. Such connections are Spyware, and they not only monitor the activities on that iPad, but they also slow down the operation of the iPad and the network connection.
- There is a \$25 re-imaging charge to remove any unapproved software or files.

Screensavers

- Inappropriate or copyrighted media may not be used as a screensaver.
- Pictures or videos which include the presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures may result in disciplinary actions.
- There is a \$25 re-imaging charge to remove any of the above.

Internet Use

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- Information obtained through the Internet must be properly cited and in compliance with copyright laws. Due to the rapidly changing nature of the Internet, a hard copy of referenced material is recommended.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism.
- If a student accidentally accesses a website that contains obscene, pornographic, or otherwise offensive material, he/she is to notify a teacher, the Director of Technology, or an administrator as quickly as possible so that such sites can be blocked from further access. **This is a requirement for all students if this situation was to occur.**

Privacy, Use, and Safety

- Students may not give any personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, passwords, etc. unless they

are completely sure of the identity of the person with whom they are communicating. Frequently the identity of someone on the Internet is impossible to confirm. Therefore, contact with such individuals is considered inappropriate and unsafe.

- Students are not to provide their email address or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.
- Students must secure and maintain private passwords for network and Apple iPad access. This is important in order to protect the privacy of each student. Do NOT share personal passwords or usernames.
- The School respects the privacy of every student, faculty member, and administrator with respect to stored files and email accounts. However, if inappropriate use of email accounts or the School's network, including student/faculty handbook violations or harassment, is suspected, the school's administration has the right to view these files in order to investigate suspected inappropriate behavior.
- The school will monitor iPad activities, including logging website access, newsgroup access, bandwidth, and network use.
- Students are prohibited from accessing faculty, administration, and staff file servers for any reason without explicit permission from the user or administrator of that iPad.
- Students are prohibited from utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person's iPad through the use of their own iPad.
- Students are prohibited from utilizing peer-to-peer networking or any method of file sharing unless authorized by the technology staff.
- No identifiable photographs of students, faculty, or administration will be allowed to be published on the Internet or used in print without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.
- Cyber-bullying is the use of electronic information and communication devices to willfully harm a person or persons through any electronic medium, such as text, audio, photos, or videos. Examples of this behavior include, but are not limited to:
 - Sending/posting false, cruel, hurtful, or vicious messages/comments;
 - Creating or contributing to websites that have stories, cartoons, pictures, and jokes ridiculing others;
 - Breaking into an email account and sending vicious or embarrassing materials to others;
 - Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others;
 - Posting of a student picture without their permission.
- Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the student's and of the staff member's right to be safe and secure. Actions deliberately threatening, harassing, or intimidating an individual or group of individuals; placing an individual in reasonable fear of harm; damaging an individual's property; or disrupting the orderly operation of the school will not be tolerated.

- Apple iPads that are provided by the school continue to be the property of the school. Therefore, the school has the right to view all content at any time.
- Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the AUP including: the right to view the content of the device at any time; the right to remove content from the device; and the right to retain the device in the school's possession if there is an infraction to the AUP that deserves that consequence, as determined by the School's administration.

Copyright

- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.
- Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

Consequences

- The school reserves the right to enforce appropriate consequences for the violation of any section of the AUP. Such consequences could include the loss of the privilege to use an iPad, the loss of the use of the iPad for an amount of time determined by the administration and members of the Technology Department, fines, disciplinary action, and possible legal action.
- These consequences apply to students participating in the Apple iPad program at the School as well as to students who are using the school's iPads off-campus.
- Any iPad with illegal or inappropriate software or materials on it will be reformatted or "re-imaged," and the student will be charged a \$25 AUP violation fee PER incident for this service. This amount may be increased for repeat violations.
- In the case of repeated Apple iPad abuse and/or damages, the school has the right to revoke the use of the school's Apple iPad and the student will be restricted to using it only on-campus. Repeated AUP offenses or Apple iPad abuses may lead to the loss of a student's privilege of using an Apple iPad on campus.
- Students are to report any known violations of this AUP to appropriate administrative staff members. Random checks of student Apple iPads will be conducted throughout the year to ensure that these policies are being followed.
- The School takes no responsibility for activities conducted on the Apple iPads or materials stored on the Apple iPads, or the school's network.

Student Apple iPad Use Agreement

This Student Apple iPad Use Agreement ("Agreement") is made effective as of August 1st, 2024 between John Carroll High School ("School") and the above named student and the student's parent or guardian (collectively referred to in this document as "Student").

Equipment Subject to Agreement: The Equipment subject to this Agreement ("Equipment") includes the Apple iPad, Apple iPad accessories, and related software in the following list:

- ❖ One (1) Apple iPad

- ❖ One (1) AC/USB Adapter (with power cord)
- ❖ One (1) Carrying Case

Ownership: The School shall be deemed to have retained title to the equipment at all times unless the School transfers the title. The Student shall hold no security or ownership interest in the Equipment. Likewise, the Student shall hold no security or ownership interest neither in the licenses to the installed software included with the equipment nor in the licenses to any other software that the School may from time to time install on the Equipment used by the student.

Term Equipment Use: The Student shall return all Equipment itemized above in good operating condition to the Technology Office of the School if the student is not enrolled in the current school year (unless the School transfers the Equipment's title). The School may require the Student to return the Equipment at any time and for any reason. Upon graduation and completion of payment terms, the device will be released to the student.

Equipment Storage and Use at School: The Equipment must be on the School's premises during each of the Student's normal school days. During the School's normal business hours or after school, when the Student is not in the immediate presence of the Equipment, the Equipment must be secured in a locked locker or other secure, approved location.

Use of Equipment: The primary use of the Equipment by the Student is for the Student's educational programs. The Student may use the Equipment for other purposes only to the extent that such uses do not interfere with these primary uses. The Student shall abide by the School's Acceptable Use Policies ("AUP"). Violation of the school's AUP, which requires administrative correction/repair by the John Carroll Technology Office, will incur a \$25 fee.

Compliance with Software Licenses: The Student shall not make copies of software licensed to the school. The Student is responsible for compliance with the license terms of any licensed software, and the Student agrees to hold the School harmless for any violations of such license terms.

Back-up Requirements: The Student may store documents or other files on the Equipment, and the Student is responsible for making back-up copies of such documents or other files, preferably through iCloud. In the event of loss of such documents or other files, the School's responsibility is limited to reloading the School's standard software suite on the Equipment.

Care of Equipment: The Equipment may only be used in a careful and proper manner. The Student shall keep the Equipment in good operating condition, allowing for reasonable wear and tear. The Student shall immediately notify the School's Technology Department if the equipment is not in good operating condition or is in need of repair. The School maintains a service contract covering the Equipment. The Student shall be financially responsible for repairs and replacement cost of Apple Ipads and Apple Ipad cases due to negligence. No personal writing is allowed on the Equipment.

Right of Inspection: The Student shall make the Equipment available to school personnel as necessary for purposes of inspection, maintenance, repair, upgrading, and/or software installation at any time for any reason without warning or prior notice

Loss: The Student assumes all risks of loss of the Equipment and agrees to return it to the School in the condition received from the School including Apple Ipad cases, with the exception of normal wear and tear as determined by the Director of Technology.

Warranty: The School honors Apple's warranty on all Equipment for two years as an extended Apple Care warranty has been purchased. The School is not responsible for any damage or defect that does not fall within the scope of the manufacturer's warranty. The Student assumes responsibility for the condition of the Equipment.

Indemnity of School for Loss or Damage: If the Equipment is damaged or lost due to negligence, or any other reason not covered by the warranty or insurance policy, the School shall have the option of requiring the Student to repair the equipment to a state of good working order or to reimburse the School for the full replacement cost of such Equipment.

Insurance: Included in the cost of the Equipment Apple Care Plus for two years.

Device: This Agreement shall apply to any model of iPad issued by John Carroll High School until a new Apple Equipment Use agreement is executed between the parties.

Entire Agreement and Modification: This Agreement constitutes the entire agreement between the parties. No modification or amendment of this Agreement shall be effective unless in writing and signed by both parties. This Agreement replaces any and all prior Apple Equipment Use agreements between the parties.

Governing Law: This Agreement shall be construed in accordance with the laws of the State of Florida.

Severability: If any portion of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provisions, it would become valid and enforceable, then such provisions shall be deemed to be written, construed, and enforced as so limited

Waiver: The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

Disclosures: The Student and the Student's parent or guardian, hereby agree to the terms of this Agreement.

XIV. Intellectual Property Protections

John Carroll High School takes great pride in its name, logos, mascot, and other identifying marks that represent our institution. These are also trademarks that provide great value to our school and that contribute to the identity, reputation, and recognition of our school community. To further protect these assets, we have registered the trademarks for our school's name and logos. Please note the following policies concerning the use of school trademarks.

1. *The name, logos, and other identifying marks of John Carroll High School are registered trademarks owned exclusively by the school. These trademarks are legally protected and may not be used without express written authorization.*
2. *Parents/Guardians, students, and third parties are strictly prohibited from using the school's trademarks, including its name and logos, for any purpose without the express written consent of the school. This includes, but is not limited to, the creation or sale of merchandise, promotional materials, and digital or printed publications.*
3. *Parents/Guardians and students must ensure that any merchandise bearing the school's name and/or logos is purchased only from vendors who are officially licensed and authorized by the school to use the school's trademarks. Before making any purchases, parents and students should verify with the school administration that the vendor is properly authorized.*
4. *Unauthorized use of the school's trademarks may result in disciplinary action, legal consequences, or both. Any suspected misuse should be reported to the school administration immediately.*

By respecting and protecting our trademarks, we help preserve the religious identity and reputation of John Carroll High School. For any questions regarding the use of our trademarks or authorized vendors, please contact the school administration.