



JOHN CARROLL HIGH SCHOOL

2019-20 PARENT-STUDENT HANDBOOK

Rev. Thomas E. Barrett
President

Mrs. Corey Heroux
Principal

johncarrollhigh.com · 772-464-5200
3402 Delaware Avenue · Fort Pierce, FL 34947





JOHN CARROLL HIGH SCHOOL MISSION STATEMENT

Mission Statement

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

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

JOHN CARROLL HIGH SCHOOL PROFILE OF A GRADUATE

Graduates of John Carroll High School will be:

Active examples of our faith who:

- Appreciate the value of prayer and worship
- Participate in the Church and its sacramental life
- Understand the teachings of the Catholic Church
- Develop a commitment to service
- Have a spirit of generosity of time, treasure, and talent
- Share their faith with others

Committed learners who:

- Analyze information and seek the objective truth found in the Gospel
- Use technology tools purposefully and proficiently to serve God
- Ask relevant and thoughtful questions
- Listen, speak, read, and write effectively and creatively
- Work independently and cooperatively in problem solving

Global citizens who:

- Respect and care for God's creation
- Affirm the dignity of each person
- Develop individual goals and strategies for success
- Apply their acquired knowledge through the filter of Christian virtues

TABLE OF CONTENTS

Foreword	7
Crest	
Our Namesake	
Purpose of School Handbook	
Introduction	8
Accreditation and Affiliation	8
Safety Notification	9
School Values and Diocesan Treatment Policies	9
Admissions	9
Advisory Board	10
School Office and Administrative Contact Information	10
Text Messaging and Telephone Calls	13
Guidance	13
Textbooks	13
Tuition and Fees	13
Financial Obligations	
Tuition Schedule	
Other Fees	
Required Volunteer Hours or Alternative Fee	
Volunteering	
Financial Assistance	
Financial Conditions	
Withdrawal Policy	
Volunteering	16
Academics	
Academic Programs	17
Florida Virtual Courses	
High School Credit for Math	
Academic Honors	21
Appointments and Parent Conferences	21
Deficiency Reports	21
Dual Enrollment Policy	21
Part-Time Dual Enrollment	22
Minimum Eligibility	
During The School Year	
During The Summer Session	
Full-Time Dual Enrollment	22
Exams	23
Failures and Academic Probation	23
Grading and Report Cards	23

Graduation Policies	24
John Carroll Graduation Requirements	25
Foreign Language Requirement	25
Schedule Changes	25
Scholarships for Colleges and Universities	26
Student Records	26
Notification of Rights under FERPA	
Student Discipline	
Parental Cooperation	27
Responsibility and Discipline	28
John Carroll High School Code of Conduct	28
Student Conduct	
Anti-Bullying Policy	
Students' Responsibilities	
John Carroll High School Demerit Policy	
John Carroll High School Demerit, Discipline and Fine System Protocol	
Minor Offenses	
Major Offenses	
Additional Information on Various Offenses	36
Sexting	
Vaping	
Weapons Policy	
ID Cards	
Public Displays of Affection	
Search and Seizure Policy	
Cell Phone Policy	37
Disciplinary Referral to the Dean of Students	38
Detention	
Out-of-School Suspension	
Computer Use	39
E-Hall Pass	41
Harassment and Discrimination	41
iPad Usage	41
Integrity	41
Internet Use Policy	42
Threats of Violence	42
Student Life	
Participation in School Athletics or Organizations	43
Athletics	44
Private Tutoring, Coaching or Lessons	
Class Responsibilities	45
Clubs and Organizations	45

Membership and Requirements	
School Dances	48
School Sponsored Events	48
Student Elections	49
Uniform Policy	
Rationale	49
General Guidelines	49
Uniform Policy Update for the 2019-2020 School Year	51
Fit Requirements	
John Carroll Substance Abuse and Testing Policy	
Rationale	52
Diocese of Palm Beach Office of Catholic Schools - Drug and Alcohol Policy	
Attendance	
Rationale and General Policies	59
Attendance Procedures	59
Types of Absences	60
Excessive Absences	61
Early Dismissal - Appointment Procedures	62
Tardiness	62
Miscellaneous	
Accidents	64
Automobiles and Parking	64
Bulletins and Announcements	
Bus Transportation	65
Transportation Arrangements	
John Carroll Bus Service	
Bus Passes	
Bus Payment Policy	
Cafeteria	66
Campus Visitors	66
Child Protective Investigations	66
Community Service	67
Daily Time Schedule	68
Electronic Acknowledgements	73
Emergencies	73
Automated External Defibrillator	
Fire Drills	
Important Information for Students	
Proper Sequence of Steps during a Fire Drill	
Lightning Detection	
Nuclear Evacuation	
Storm Policy	

Other Emergency Situations	
Faculty Meetings	76
Fundraising	76
Immunizations	76
Lockers	76
Medication Guidelines	77
Photo Use Policy	77
School Insurance	78
Senior Trips	78
Sexual Abuse Allegations Reporting Procedures	79
Supervision of Students	79
Policies, Acknowledgements & Releases	
Acceptable Use Policy	80
Student iPad Use Policy	86
Authorization for Use and Reproduction of Physical Likeness	89
JCHS Parent-Student Acknowledgement Form	90

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 Paul 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, he 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 School Handbook

In order that a school 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 located at the end of this handbook at the beginning of the school year. Alternatively, the school may provide an electronic option to sign the written agreement for the Parent-Student Handbook.

These rules and expectations apply any time a student is on campus; any time a student is participating in or attending a school connected 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.

As it is impossible to describe and predict every situation that arises, the policies stated in this handbook are guidelines and are subject to change at the sole discretion of the school as are all other policies, procedures, or programs of the school.

ACCREDITATION AND AFFILIATION

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

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

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 Catholic High School is an Equal Opportunity Employer, and assures equal access to its educational programs and activities without regard to race, sex, age, handicap, or national origin. John Carroll Catholic High School, as an educational institution of the Diocese of Palm Beach, strongly supports and abides by the pro-life policy of the Diocese.

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

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

ADMISSIONS

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

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

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

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

All students new to John Carroll Catholic High School will be admitted on a probationary basis. John Carroll Catholic High School reserves the right to cancel any admission at any time.

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 Catholic High School Advisory Board meets on a bi-monthly basis at the school. All parents, students and school staff members are welcome to attend Advisory Board meetings.

SCHOOL OFFICE AND ADMINISTRATIVE CONTACT INFORMATION

Father Thomas Barrett, President

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

Mrs. Corey Heroux, 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 Aid & Grant JCHS Financial Aid Tuition & Other Financial Matters	772-464-5200 ext. 113
Jennie Capezza, Director of Campus Ministry	Alpha Team Campus Liturgies Prom Retreats	772-464-5200 ext. 123
Kathlenia Carter, Business Manager	Compliance Coordinator Gerstner Funds Payment Arrangements Registration Payments	772-464-5200 ext. 117
Jeannie Christopher, Resource Teacher	Resource Program Student Accommodations SAT/ACT Test Accommodations	772-464-5200 ext. 124
Leslie Duncan, Front Office	Attendance Clinic Early Dismissal/Late Arrival General Questions School Calendar	772-464-5200 772-464-5233(FAX)
Mark Greene, Director of Student Affairs & Discipline	Buses Demerits Detentions Discipline Dress Code Student Affairs Student Government	772-464-5200 ext. 119
Mickey Groody, Athletic Director	Athletics Summer Camps	772-464-5200 ext. 132

Corey Heroux, Principal	Academics All School Operations All School Policies Gifts & Donations Faculty School Advisory Council Student Life	772-464-5200
Lynn McClure, Director of Enrollment	Enrollment & Admissions Inquiries Ram-for-a-Day School Tours	772-464-5200 ext. 121
Melissa McWhorter, Guidance Counselor	Academic Counseling College Counseling PSAT, SAT, ACT Testing Student Course Placement Student Schedules Transcripts	772-464-5200 ext. 112
Donna Wheeler, Registrar		772-464-5200 ext. 130
Mindy Miller, Assistant Principal	Academics Curriculum & Standards Substitute Teachers Student Course Placement Veritas Scholars & Other Academic Programs	772-464-5200 ext. 111
Jayne Platts, Director of Development	Alumni Development Gifts and Donations Parents' Society Social Media and PR Special Events Volunteering	772-464-5200 ext. 116
Ave Rolfes, IRSC Coordinator	Dual Enrollment IRSC Information	772-464-5200 ext. 135
Chrissy Savage, Business Office	RenWeb / FACTS Lunch Accounts Book Payments	772-464-5200
Joey Trefelner, Director of Technology	iPads School Hardware Computer Lab	772-464-5200 ext. 120

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

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

Original copies of individual transcripts are kept on file at all times. Transcripts are sent to other educational institutions and places of employment upon request. Written permission is required to release records. A student may receive an unofficial copy of his/her transcripts. Official copies must be mailed directly to the school/employer/agencies requesting them. After graduation there is a fee of five dollars for each transcript mailed or sent by fax. Student records are accessible to parents and students through the guidance office by appointment. (See "Student Records" for more detail.)

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

TEXTBOOKS

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

TUITION AND FEES

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.

Tuition Schedule

Option 1: FACTS Annual Plan

JCHS Tuition	Regular Tuition	Parish Discount for Affiliated Families* (\$1,020)
Tuition Amount:	\$10,260	\$9,240
Total Annual Payment Due July 1, 2019	\$10,260	\$9,240

**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.*

*Option 2: FACTS Two Payment Plan**

JCHS Tuition	Regular Tuition	Parish Discount for Affiliated Families (\$1,020)
Tuition Amount:	\$10,260	\$9,240
Debited July 6, 2019:	\$5,130	\$4,620
Debited December 7, 2019:	\$5,130	\$4,620

**The FACTS Two Payment Plan requires a \$12.00 annual enrollment fee in advance of the tuition to be debited from the Responsible Party's account upon application to FACTS.*

*Option 3: FACTS Monthly Payment Plan**

JCHS Tuition	Regular Tuition	Parish Discount for Affiliated Families (\$1,020)
Tuition Amount:	\$10,260	\$9,240
Debited Monthly on the 5th or 20th from July 2019 - June 2020:	\$855/month	\$770/month

**The FACTS Monthly Payment Plan requires a \$38.00 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: <i>Includes registration, books, and insurance</i>	\$850 \$750 if paid before February 28, 2020	<ul style="list-style-type: none"> ❖ Required of all students ❖ Families may choose to pay registration in full or in 3 equal installments.
Required Volunteer Hours or Alternative Fee:*	\$300 or 10 volunteer hours	<ul style="list-style-type: none"> ❖ Donations for Events (\$30=1 hour) and/or ❖ Volunteering (Families must record hours in RenWeb) ❖ Invoiced in April if hours are not completed
Technology Fee	\$125 for freshmen \$25 for sophomores, juniors, and seniors	<ul style="list-style-type: none"> ❖ Covers the cost of maintaining and operating the school's 1:1 iPad program and infrastructure ❖ 2019-2020 school year, freshmen will receive new iPads
Sports Fee:	\$175	<ul style="list-style-type: none"> ❖ Applies only for those participating in sports ❖ Covers all sports for the year
Graduation Fee:	\$150	<ul style="list-style-type: none"> ❖ 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 account, and bus transportation.

No student will receive a schedule of classes until all fees and first month's tuition (July) have been received.

Required Volunteer Hours or Alternative Fee

In order to promote engagement with the school community, the school requests that all families complete 10 service hours within the school throughout the course of the school year. Should a family not be able to complete these hours, a service fee of \$300 will be assessed. If a family only partially completes their number of service hours, the service fee will be assessed on a prorated basis. Every \$30 donation counts as one hour of volunteering, but must be logged in RenWeb.

Financial Assistance

Financial assistance in a limited amount is available through the school, provided it is applied for by April 15th for the following school year. In order to be considered for financial assistance, a family must file with FACTS Management for financial aid online. Financial aid must be applied for each year it is desired.

Should financial problems arise, please contact the school office to arrange an appointment with the Principal 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 will not be allowed to register their student(s) for the next school year if account is not current.
3. Any past due amounts will result in the suspension of *RenWeb* /*SIS* /privileges.
4. Students whose account is not current prior to exams may not be allowed to sit for their exams and may be kept out of class.
5. Continued past due tuition may result in the following: withholding of grades and transcripts, placement of account with a collection agency, and withdrawal of student from school.
6. Students whose account is three or more months in arrears, and whose families have not replied to the schools collection attempts will be removed from the student roster and not admitted to class
7. The school does not get involved in any financial disputes among families.

Withdrawal Policy

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

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 provides an academically challenging education in a Christ-centered environment. Students at John Carroll are treated as individuals with unique skill sets and abilities. The goal of our education is to help each student succeed to his or her fullest potential. As a college preparatory school, we seek to provide each student with the appropriate course load balanced with the student's potential to earn exceptional grades, college admittance, and subsequent success in college coursework. Teachers, guidance counselors, and administration work together to place students in the appropriate courses for student success. The final decision for student courses rests with the administration.

ACADEMIC PROGRAMS

- ❖ *The Seton Scholastic Program:* The Seton Scholastic Program is John Carroll High School's distinguished college preparatory curriculum. Students within this program have the opportunity to enroll in foundational, honors, Advanced Placement, AP Capstone, and dual enrollment courses through John Carroll's partnership with Indian River State College. This program is John Carroll's main college preparatory curriculum with opportunities to guide students in their course selections based on their personal goals.
- ❖ *The Veritas Scholars Program:* The Veritas Scholars Program is an academic opportunity offered to JCHS students who have performed at an exceptional level. This new academic program offers a challenging and collegial environment for highly motivated and academically competitive students; therefore, acceptance into the program is by invitation only and will begin with the incoming freshmen for the 2019-2020 school year at the end of their first semester. Sophomores for the 2019-2020 school year who meet the criteria at the end of the 2018-2019 school year may also be invited to join VSP. AP Capstone is incorporated into the VSP.
- ❖ *The JCHS Computer Science Academy:* The Amazon/Edhesive Future Engineer program selected John Carroll High School as a recipient of its innovative new STEM computer engineering track. John Carroll is proud to partner with Amazon/Edhesive to offer classes from web design to computer science principles to coding. This program will prepare interested students for a college path in a computer-related field and inspire students to understand how computer science can impact and shape our world. This track can be combined with the Seton or Veritas tracks if a student's schedule permits.

- ❖ *The Advanced Placement Capstone Diploma:* AP Capstone™ is a diploma program based on two year-long AP courses: AP Seminar and AP Research. These courses are designed to complement other AP courses that the AP Capstone student may be taking. Instead of teaching specific subject knowledge, AP Seminar and AP Research use an interdisciplinary approach to develop the critical thinking, research, collaboration, time management, and presentation skills students need for college-level work. The College Board developed the AP Capstone Diploma program at the request of higher education professionals, who saw a need for a systematic way for high school students to begin mastering these skills before college. Schools must meet certain requirements and be accepted by CollegeBoard to offer the AP Capstone program. John Carroll High School is an official AP Capstone school. To see a list of colleges that endorse the AP Capstone program, go to:
<https://apcentral.collegeboard.org/courses/ap-capstone/higher-education-endorsement>
- ❖ *Advanced Placement Courses:* John Carroll High School offers 16 AP courses. Students have an opportunity to take rigorous college-level classes and receive potential college credit. Students taking these courses commit to a serious level of rigor and independent study. These courses are taught at the college level and provide important skills necessary for students to be successful in college.
- ❖ *St. Thomas Aquinas Resource Program:* John Carroll High School recognizes each student as a unique individual created in the image of God and strives to provide all students with the support needed to be self-advocates and faith filled life-long learners. To this end, the St. Thomas Aquinas Learning Resource Program will support diverse learners in all scholastic programs and is not a separate or self-contained program. The goal for this program is to provide students in need of accommodations with the additional academic support and tools in order to be most successful in John Carroll's college preparatory environment.

How does one qualify for the St. Thomas Aquinas Learning Resource Program?

In order to qualify for the St. Thomas Aquinas Learning Resource Program, a student must meet the qualifications below:

- ❖ The student must have an existing Individual Education Plan (IEP) or Section 504 Accommodation Plan, which must be submitted to the school with the student's admissions materials
- ❖ The student must have an up-to-date psychological-educational evaluation completed within the last 3 years by a licensed psychologist that indicates that the student has a diagnosed learning issue

- ❖ The student's scores on the High School Placement Test must verify the need for learning resources services
- ❖ If a student does not meet the above qualifications yet is deemed in need of additional support services, he/she can be placed in the St. Thomas Aquinas Learning Resource Program by the JCHS administration

*Please note that there are services that may fall outside of the scope of this program and may be discussed individually with each family.

*In order to be eligible for the McKay Scholarship Program, a student must apply through the state of Florida Office of School Choice prior to withdrawing from a public school.

What services and benefits will the St. Thomas Aquinas Learning Resource Program provide?

The St. Thomas Aquinas Learning Resource Program will provide students with numerous services and benefits, including:

- ❖ Learning, studying, test taking, organization, and note taking strategies through study skills classes (if the student schedule warrants/permits it)
- ❖ The creation of academic support plans indicating individual accommodations for students with documented disabilities
- ❖ Student Success Team (SST) meetings partnering with parents, teachers, and the learning resource teacher in order to monitor a student's progress and create strategies for success
- ❖ Access to the afterschool "Homework Club" program for additional support and tutoring, lead by the school's resource teacher
- ❖ Assistance with applying for extended time testing for college entrance exams, such as the ACT and SAT
- ❖ Preparation for the PERT exam, required for entry into IRSC
- ❖ Study Skills classes built into the student's schedule during their freshman and sophomore years if deemed necessary by administration
- ❖ Access to Intensive Reading and entry-level math courses as needed

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: John Clarke, (561) 775-9532. 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.

Florida Virtual Courses

John Carroll High School is committed to providing the best academic education possible in a Catholic, Christ-centered environment. We place a priority on the value of taking courses on the John Carroll campus. There are times, however, when it may be in a student's best interest to take a course through FLVS, such as credit recovery or to take advantage of the most challenging math courses available at John Carroll. Administrative approval is required for JCHS to accept outside credit for such a class that is also offered on John Carroll's campus, and approval is not guaranteed for every circumstance. Students and parents must complete a FLVS Course Request Form (available from Guidance) and submit it to Mrs. Heroux for review. Approval of this form is required in order to receive approval and subsequent credit on a transcript for the requested FLVS course.

High School Credit for Math

Successful mastery of Algebra 1 is critical to a student's success in subsequent math classes, as well as success on the PSAT and SAT. In the best interest of our students, the Diocese of Palm Beach provides the following policy regarding students seeking to receive Algebra 1 credit from a middle school Algebra 1 class:

- I. Private Middle School Students:
 - A. Must receive an A or a B in Algebra 1 AND earn a 70% or higher on the diocesan end-of-course exam.
 - B. Students who score an 85% or higher on the diocesan end-of-course exam will be placed in Algebra 2 Honors or Geometry Honors at the high school level.
 - C. Students who score between 70%-84% will be placed in Algebra 2 or Geometry at the academic level.
 - D. Students who score a 69% or lower will need to take Algebra 1 again.
- II. Public School Students:

- A. Must receive an A, B, or C in Algebra 1 AND pass the state of Florida end-of-course exam.
 - B. Placement in honors or academic is determined by the admitting school based on grades and scores on the state EOC and/or the diocesan algebra 1 final exam.
- III. The school and diocese reserves the right to address exceptions on an individual basis.

ACADEMIC HONORS

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

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

APPOINTMENTS AND PARENT CONFERENCES

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

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

DEFICIENCY REPORTS

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

DUAL ENROLLMENT POLICY

Indian River State College (IRSC) and John Carroll High School have an articulation agreement whereby eligible high school students may enroll in certain college courses. Dual Enrollment is an option to earn college credit, but students and their parents must be aware of the risks as well.

Please note that universities weigh Dual Enrollment, AICE, Advanced Placement and International Baccalaureate classes equally. *A student's grade from a Dual Enrollment class becomes part of the student's college transcript and grade point average for college. Poor*

performance in Dual Enrollment classes may affect a student's eligibility to gain acceptance into his or her major of choice at the university level.

The decision to take dual enrollment courses must be made carefully with input and direction from John Carroll guidance counselors and administration. John Carroll offers several dual enrollment classes on our campus. It is preferential for students to take advantage of the dual enrollment classes offered on the John Carroll campus first to ensure suitability and for students to maintain their connection with the school community.

PART-TIME DUAL ENROLLMENT

Minimum Eligibility

- ❖ Completion of a minimum of 4.0 high school credits
- ❖ Cumulative grade point average 3.0 or above (unweighted)
- ❖ Qualifying test scores on SAT/ACT/PERT
- ❖ Read, sign and abide the JCHS Dual Enrollment Student Contract

In addition, students at John Carroll High School may take part in dual enrollment classes under the following conditions:

During The School Year

- ❖ Students must have sophomore, junior, or senior status.
- ❖ Students must be at least 15 years old.
- ❖ Students must receive administrative approval.

During The Summer Session

- ❖ Students in grades 9 through 12 may participate.
- ❖ Students must be at least 16 years old by the time the college course begins or have special permission.

FULL-TIME DUAL ENROLLMENT

John Carroll High School believes that the opportunity to be a full-time dual enrollment student is a privilege, and as such, the school has high standards and expectations for all students who elect to participate in this program.

Students seeking early admission status for full-time dual enrollment must meet the following requirements:

- ❖ Have a 3.0 unweighted JCHS cumulative grade point average.
- ❖ Be eligible for college credit English, reading, and math.

- ❖ Be interviewed by the Assistant Principal for recommendation.
- ❖ Meet all graduation requirements. Senior English requirement can be met by successfully completing the college freshman English courses. Religion courses must be completed through John Carroll High School as a graduation requirement.
- ❖ Half of the applicable tuition charge will be assessed. The business office will make these arrangements.
- ❖ Early admission is a year-long commitment.
- ❖ Read, sign and abide the JCHS Dual Enrollment Student Contract

Early admission full time dual enrollment students are still considered John Carroll Catholic High School students with all rights and responsibilities with the exception that they may not hold office in any class or club, be a team captain, obtain a spot in the Top Ten Percent of their class, or be valedictorian or salutatorian of their class. However, they may belong to organizations, be members of sports teams, attend school functions (such as Prom, Grad Night, etc.) and take part in all graduation activities. It is the student's responsibility to keep himself/herself informed as to dates and times of such activities. *John Carroll reserves the right to amend the option for full-time dual enrollment at any time.*

The John Carroll GPA will be calculated on the JCHS scale.

EXAMS

Semester exams will be given in all classes. Dates will be set aside on the calendar at the end of each semester for this purpose. Only in the case of extreme emergency will the administration excuse a student from taking an exam on the scheduled date. Seniors having the required second semester average or higher AND 5 or fewer absences (both excused and unexcused) will be exempt from the semester exam. A senior may not exempt an exam in an underclassmen course for which he is attempting to make up credit for grade forgiveness.

FAILURES AND ACADEMIC PROBATION

Students in 9th, 10th, and 11th grades may make up failures by attending an accredited summer school program through a county school system, by taking the class on FLVS, or by retaking the course at John Carroll. Students whose grades fall below a 1.5 or who fail a semester class may be placed on academic probation.

GRADING AND REPORT CARDS

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

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

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

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

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

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

The FINAL semester average is computed in the following manner: each quarter grade equals 40% each and the semester exam equals 20%. Credit is granted by semester. For example, a student earns one half credit for each semester course successfully completed. Consequently, if a student fails one semester, he/she must make up only the semester failed.

GRADUATION POLICIES

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

In addition to academic requirements, participation in both Baccalaureate Mass and commencement exercises is required to earn a John Carroll diploma. The administration reserves the right to prohibit anyone from participating in any of the commencement activities.

In order to be eligible to be valedictorian or salutatorian, a student must be enrolled in John Carroll Catholic High School for three consecutive years. The student with the highest cumulative grade point average on the John Carroll weighted grading scale at the end of the first semester of the senior year will be designated as the valedictorian. Averaging of numerical grades over the 4-year high school period will be used in case of a tie. The student ranking second will be the salutatorian. Students who are enrolled early admissions and full-time at IRSC are not eligible for valedictorian or salutatorian honors.

All dual enrollment courses and their grades will appear on the John Carroll transcript.

JOHN CARROLL GRADUATION REQUIREMENTS

Religious Studies	4 credits
English	4 credits
Mathematics	4 credits (Algebra I and Geometry required)
Science	3 credits (Biology required)
Social Studies	4 credits (World History, American History I, American History II, American Government, Economics)*
Personal Fitness	½ credit**
Life Management	½ credit***
Fine Arts	1 credit (May include Band, Choir, Theater, Yearbook, and Web Development or Animation)
Electives	3 credits

**American History I and II applies to freshmen entering JCHS in the 2019-2020 school year.*

***For freshmen entering JCHS in the 2019-2020 school year, two seasons of a sport waive the Personal Fitness and Life Management requirement*

****For freshmen entering JCHS in the 2019-2020 school year, one season of band waives the Personal Fitness requirement, but not the Life Management requirement*

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

FOREIGN LANGUAGE REQUIREMENT

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

SCHEDULE CHANGES

Students may request schedule changes during the first week of the first semester and the last week before Christmas vacation for semester classes. A year-long course may not be dropped second semester. If the change can be made without grave inconvenience, it will be granted. No student will be allowed to withdraw from a class after the deficiency dates of first and 3rd

quarters. After the first week of each semester, changes will be made only at a teacher's request. If a student or parent feels that a change is academically advantageous, the matter should be discussed with the teacher involved. The teacher will then request a schedule change if he/she feels it is for the student's good.

SCHOLARSHIPS FOR COLLEGES AND UNIVERSITIES

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

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

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.

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

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

STUDENT DISCIPLINE

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 is at school events, on or off school campus, or on social media or other public forums. 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.

RESPONSIBILITY AND DISCIPLINE

The demerit and disciplinary policies and procedures set forth in this handbook provide guidelines that the school may, in its discretion, employ in regulating student conduct. They do not, however, limit the school's right to freely and fully exercise any and all disciplinary measures, with or without prior notice or warning, including expulsion from school at the sole discretion of the school administration.

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

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

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

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

JOHN CARROLL HIGH SCHOOL CODE OF CONDUCT

Student Conduct

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 assumes that students intend to do their best in all areas of school life. Students and their parents are expected to willingly support the philosophy, policies, and rules of the school. Registered students are Catholic school representatives 24 hours a day, seven days a week, and are responsible for acting in a way that brings credit to both church and school. Inappropriate conduct whether inside or outside of the school, that is detrimental to the reputation of the school, is not tolerable and is subject to disciplinary action. This includes any inappropriate conduct on the Internet, and includes school and personal electronic devices (i.e. cell phones, etc.)

Students involved in any noteworthy failure to observe rules of conduct are referred to the Dean of Students. The disciplinary policies and procedures set forth in this handbook provide guidelines that John Carroll High School may, in its discretion, employ in regulating student conduct. They do not however limit the school's right to freely and fully exercise any and all disciplinary measures, with or without prior notice or warning, including expulsion from school in the sole discretion of the school administration.

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:

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

I. Definition

- A. **Bullying** 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.
- II. Scope: This policy prohibits bullying that occurs either:
 - A. on school premises before, during, or after school hours;
 - B. on any bus or vehicle as part of any school activity; or
 - C. during any school function, extracurricular activities or other school-sponsored event or activity.
 - III. 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 (available from the Dean of Students) which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.
 - IV. 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.

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 students' conduct at school
- ❖ Behave in a manner that allows learning to take place without interruption
- ❖ Show respect for fellow students, all school personnel, and campus visitors
- ❖ Neither to take nor to damage the property of other students, school personnel, or of the school itself. Students will be financially responsible for any damage/loss they cause

- ❖ Express themselves without violating the rights of others or without interfering with the orderly educational process. They also have the responsibility to listen courteously to differing points of view
- ❖ Carry only those materials which are acceptable by law and which are not hazardous to any person or property
- ❖ Upon any infraction of the rules, accept the disciplinary actions as prescribed in the Code of Conduct or as prescribed by the administration
- ❖ Remain on campus once they arrive until they have permission to leave or until the school day ends.

John Carroll High School Demerit Policy

The Demerit Policy is a discipline system at John Carroll Catholic High School that exists for the purpose of assisting students in making good choices toward enhancing their academic, social, behavioral well-being, as well as the development of their character in fulfilling their life's mission. This demerit system provides students with grace and opportunity to improve and change their behavior, while also providing valuable accountability.

Steps may be skipped based on the severity of the offense. Alternative discipline may also be instituted at any time such as cafeteria trash duty, quiet lunch, suspension from athletic practice/play or extracurricular activities. These alternative forms rest solely at the discretion of the administration. A conference with parents can be requested and/or a student may be placed on probation at any time.

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

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

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

Overview of Demerit Policy:

- ❖ Each infraction has a demerit value. (Some infractions are assessed multiple demerits – i.e. skipping class.)
- ❖ See the chart below for the discipline infractions per demerit numbers.
- ❖ Each student begins the year at zero demerits.
- ❖ Demerit numbers start over each semester or every 18 weeks.
- ❖ A list of demerits for each offense is available. Because the school cannot predict every infraction, the school reserves the right to issue demerits as needed.

- ❖ When a student has an infraction, it is written up and stored in RenWeb and a communication is sent to the student, parent/guardian, and the instructor/coach/or administrator issuing the infraction. No demerit or discipline goes on a John Carroll college transcript ever.

Discipline Overviews:

- ❖ Quiet Lunch detention: A student eats his or her lunch quietly in a classroom, apart from the general student body.
- ❖ One hour after school detention: A student reports to a specified classroom 5 minutes after the last bell of the day and serves a one hour detention. Each one hour detention carries a \$10 fine. Students may have a writing assignment or be required to help around the school as necessary. Phones or other electronics are not permitted while in detention.
- ❖ Clean up duty in Café: Students push trash cans, wipe tables, and perform general clean-up duties the last 10 minutes of lunch.
- ❖ Saturday school detention: Saturday detention is a work detention where students clean various areas on campus such as the gym, café, wash buses, and pick up trash around campus. Saturday detention begins at 8:00 am and is scheduled for 4 hours. Each Saturday detention carries a \$30 fine.
- ❖ 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.
- ❖ Probation/Discipline Contract: Discipline Contracts 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. The contract is written in order to provide clear steps to break those poor choice patterns while working closely with the student and parents.

John Carroll High School Demerit, Discipline and Fine System Protocol

# of Demerits	Discipline on #	Discipline Issued	Associated Monetary Fine
1-5	5	One Quiet Lunch detention	\$ 0.00
6-10	10	Two Quiet Lunch detentions	\$ 10.00
11-15	15	One hour after school detention.	\$ 15.00
16-20	20	Two hour after school detention.	\$ 20.00
21-25	25	Parent Conference and Two hour after school detention.	\$ 25.00
26-30	30	Saturday school detention	\$ 30.00
31-35	35	ISS one full day / Saturday Detention School	\$ 35.00
36-40	40	OSS one full day/ two weeks café clean up duty during lunch	\$40.00
41-45	45	One month clean up duty in Cafe	\$45.00
46-50	50	Probation/Contract, No extracurricular school activity including sports participation/dances/etc. Consequences to be determined by the dean and the administration.	\$50.00** Contracts will extend for the full year. Some behaviors warrant an immediate behavior contract and these decisions reside at the sole discretion of the Dean of Students and JCHS administration.

Minor Offenses

Infraction	Demerits for Each Offense & Each Occurrence
<ul style="list-style-type: none"> ❖ Dress code violations ❖ Tardiness to school or class ❖ Being somewhere on campus without permission ❖ Excessive talking out of turn in the classroom ❖ Disturbing other students ❖ Littering on campus, classrooms, Cafe ❖ Neglecting to pick up after yourself at lunch or activities ❖ Loitering in the restrooms, halls, or classrooms ❖ Violation of an attendance procedure ❖ Excessive noise or running ❖ Failure to be prepared for class ❖ Food or drink (other than water) in hallways or class ❖ Not wearing I.D. properly around the neck and visible ❖ Failure to pay a fine ❖ Not turning in forms, such as the Handbook form 	1 demerit
<ul style="list-style-type: none"> ❖ Hair and shaving violations ❖ Offensive language, cursing, provocation, or harmful gossip ❖ Intentional littering in the cafe/school grounds 	3 demerits
<p><i>Because it is impossible to list every offense or every circumstance surrounding each offense, the Dean of Students and Administration reserves the right to assess demerits or determine other disciplinary consequences based on their assessment of the situation.</i></p>	

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 permission of administration ❖ Unexcused absence ❖ Chewing Gum 	5 demerits
<ul style="list-style-type: none"> ❖ Failure to attend assigned Quiet Lunch Detention ❖ 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 Dean's Office when arriving tardy to school ❖ Inappropriate behavior during assemblies or Masses ❖ Open defiance/disrespect ❖ Severe classroom disruption (student is sent out) ❖ Profane/obscene language toward another person ❖ Failure to serve lunch detention ❖ Breaking any of the school bus rules as stated in this handbook under "School Bus Transportation" ❖ Failure to serve hour detention ❖ Defacing school property ❖ Initiation of involvement in any letter or petition on school grounds or among the school community without administrative approval ❖ Having a cell phone out or visible at any time during school hours 	10 demerits
<ul style="list-style-type: none"> ❖ Threats or inflammatory statements ❖ Forgery of signatures on any school-related document 	20 demerits
<ul style="list-style-type: none"> ❖ Failure to serve a Saturday detention ❖ Stealing ❖ Improper and/or unsafe driving on school grounds ❖ Leaving the school without permission ❖ Physical Altercations (minor, as determined by Dean) 	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 ❖ Sexual harassment: includes pressure for sexual activity, remarks with sexual or demeaning implications and unwelcome touching ❖ Use or indication of use of alcoholic beverages or drugs on school grounds or at any school function ❖ Pulling the fire alarm ❖ Sexting ❖ Physical altercations (major, as determined by Dean) 	50 demerits
<p><i>Because it is impossible to list every offense or every circumstance surrounding each offense, the Dean of Students and Administration reserves the right to assess demerits or determine other disciplinary consequences based on their assessment of the situation.</i></p>	

ADDITIONAL INFORMATION ON VARIOUS OFFENSES

The school considers the following to be against school policy:

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.

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 administrative withdrawal from school.

It is also a violation of Florida law for anyone to use or possess marijuana or THC vaping product of any kind. If a student is found in possession of marijuana or other illegal drugs in any form, the police will be notified and will take action accordingly. 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.

ID Cards

John Carroll High School students are expected to wear a school-produced identification card at all times during the school day. Should a student lose or misplace his/her ID, a new one will need to be produced that day by the Dean of Students, and the student's account will 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 have 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. The school may ask a student to empty his or her pockets to ascertain if a student has any illegal object or object 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 could be of use in an emergency, are not conducive to an effective learning environment and are a source of distraction for students. Further, cell phones are a 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 ever during the school day (7:53-2:30). This includes, but is not limited to: during class, in the hallways, in the cafeteria, the gym, PE field or anywhere on campus.

2. This policy also includes the use of headphones or earbuds, regardless of whether the student is listening to them or not.*

**Please note: If a student has headphones in, the phone and headphones will be collected. An exception to this policy is when a teacher permits a student to bring headphones to be used with the iPad for educational purposes.*

Consequences for Breaking Cell Phone Policy

1. If a cell phone is visible, the student's cell phone and/or earphones/buds will be taken without prior warning for the entirety of the school day. It does not matter if a student puts his or her phone away before the teacher approaches or if they pull it out for a quick second to check the time. If the phone or earbuds come out, regardless of why, the policy has been broken.
2. The teacher or faculty member will take possession of the phone and secure it. The phone is then turned over to the Dean of Students. At the end of the day, the student must go to the Dean of Students to retrieve his or her phone. If a student does not arrive before the Dean of Students leaves, the student will need to pick up the phone the next day.
3. Dean of Students will issue demerits according to the demerit policy.
4. If a student breaks the policy a second time during a quarter, then the phone must be retrieved by a parent or guardian before or after school in the Front Office. The Dean of Student and/or administration will determine more serious consequences for repeat offenders.

Students may not use their personal cell phone to make phone calls, even to their parent/guardian, during the school day. If needed, students may use the school phone to communicate with their parents/guardians with permission. Students should refrain from using the school phone during class time.

DISCIPLINARY REFERRAL TO THE DEAN OF STUDENTS

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

Detention

Detention Rules

1. Must be on time, bring school work, be in JCHS dress code, refrain from talking, turn in cell phones to the monitor upon arriving, keep iPads out of sight, and stay awake.

2. If detention rules are violated, the monitor will notify the Dean, and consequences will follow.
3. Unruly students will be asked to leave the detention room.
4. A student must serve his/her assigned detention on or before the assigned date before taking part in any extracurricular activity.
5. 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.

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

NOTE: In order to excuse a detention, a parent/ guardian must contact the school by noon on the day of the assigned detention and provide written verification 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 Principal or the President. The student must make up all classwork and homework for the day, and a parent conference/contact will be required before the student may re-enter school.

COMPUTER USE

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

1. Respect and protect the privacy of others;
 - a. Use only assigned accounts and passwords;
 - b. Do not share assigned accounts or passwords with others;
 - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
 - d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources;
 - a. Observe all network security practices;

- b. Report security risks or violations to the school principal;
 - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
 - d. Do not disrupt the operation of the network or create or place a virus on the network;
 - e. Conserve and protect these resources for other students and Internet users.
3. Respect and protect the intellectual property of others;
- a. Do not infringe on copyright laws including downloading or copying music, games or movies;
 - b. Do not install unlicensed or unapproved software;
 - c. Do not plagiarize.
4. Respect the principles of the Catholic school;
- a. Use only in ways that are kind and respectful;
 - b. Report threatening or discomfoting 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 other acts that are criminal or violate the school's code of conduct;
 - f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks like Facebook;
 - g. Do not send spam, chain letters or other mass unsolicited mailings;
 - h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.
 - i. Do not engage in any form of cyberbullying.

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 (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,

indecenty, 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 such as Myspace and Facebook. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and social networks and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

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 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.

E-HALL PASS

John Carroll High School reserves the right to use the E-Hall Pass as part of its safety and security protocol for the 2019-2020 school year. E-Hall Pass is a digital hallway pass system that aids in holding students accountable. E-Hall 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.

iPad USAGE

In order for a student to receive a school iPad for the school year, his/her parent/guardian must sign and submit the iPad Usage Agreement included at the end of this handbook.

INTEGRITY

John Carroll Catholic High School stands for truth, as evidenced by the Latin *veritas* on our school seal. Truth and honesty do not allow us to take that which does not belong to us or to give information to others which is to be used for a dishonest purpose. 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.

INTERNET USE POLICY

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

THREATS OF VIOLENCE

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

- A. Immediate suspension from the school;

- B. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be expelled from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.
- C. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be expelled from school;
- D. The school should inform the Department of Schools of these cases.
- E. The school may submit an informational report to the police.

STUDENT LIFE

PARTICIPATION IN SCHOOL ATHLETICS OR ORGANIZATIONS

The school recognizes the following sports, activities and clubs:

1. School Clubs:
Anchor Club, Christian Service Interact Club, Drama Club, International Thespian Society, Literary Society, Liturgical Ministry, Mu Alpha Theta, Multicultural Club, National Honor Society, SADD, Student Government Association, Youth For Life Club, Debate Club, Sign Language Club, or any other club approved by the Principal.
2. Major School Activities:
Parent Expo, all-school Masses, Open House, Homecoming, recognition and award ceremonies, Annual Gala, golf tournament
3. Dances: Homecoming, Prom
4. Athletics:
Baseball, basketball, cheerleading, cross country, football, golf, lacrosse, soccer, softball, swimming, tennis, track, volleyball, weightlifting

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

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and

practice. **Parents, by executing this acknowledgement of receipt of this handbook, HEREBY RELEASE the school, the Diocese of Palm Beach, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs or activities,** 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.

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

ATHLETICS

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

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

John Carroll High School has the following FHSAA sports teams:

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

- Weightlifting - 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 acknowledgement 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 the provision of private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur.**

CLASS RESPONSIBILITIES

Sophomores: The Sophomore Class is responsible to assist Student Government with the Homecoming Dance.

Juniors: The Junior Class is responsible for the Junior-Senior Prom.

Seniors: The Senior Class is responsible for the Senior Recognition Night.

CLUBS AND ORGANIZATIONS

Anchor Club

The Anchor Club is a national organization sponsored by the Pilot International Women's Professional Club. Besides adequate scholastic standing, a student must have good citizenship, possess leadership qualities, and be willing to serve the school and community. Membership is contingent upon continued participation in club events and activities.

Literary Society

The purpose of the Literary Society is to expose students to literature not covered in the traditional classroom setting. It is the wish of the students to not only read, but to experience and understand the books by engaging in group discussion, exploring themes presented by the author, and partaking in activities related to the happenings of the book.

Christian Service Interact Club

The purpose of Interact is to provide young people the opportunity to work together in a world fellowship dedicated to service and international understanding. Some of the goals are to recognize and develop constructive leadership and personal integrity and to encourage and practice thoughtfulness of and helpfulness to others.

Debate Club

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

Drama Club

The Drama Club is designed for those students interested in theater, including those who cannot fit the course work into their schedules. Members study various aspects of theater, help with school productions, and attend local performances.

International Thespian Society

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.

Liturgical Ministry Team

The liturgical ministry team, under the umbrella of Campus Ministry, will be composed of students who will assist with various aspects of all-school liturgies and masses. This group includes the school's student altar-servers, Eucharistic ministers, lectors, ushers, and technology support.

Mu Alpha Theta

Mu Alpha Theta is an organization whose purpose is to stimulate interest in mathematics by providing public recognition of superior mathematical scholarship and by promoting various mathematical activities. Topics presented during club meetings, participation in our free mathematics competitions, and the interest generated by these activities help members to gain a greater understanding and enjoyment of mathematics.

Multicultural Club

This club offers members the opportunity to come together to learn about and experience different cultures. Members gain knowledge and appreciation of other cultures through food, music, and interaction with people from various cultures.

National Honors 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.

SADD

SADD is designed to help students deal with potentially destructive decisions in life such as driving drunk, drug abuse, and alcohol use among high school students. SADD sponsors an informative assembly during Homecoming about driving drunk in order to help students make better decisions in their social lives.

Sign Language Club

The JCHS Sign Language Club is designed to introduce students to the basics of American Sign Language as a form of communication and expression.

Student Government

Student Government is a highly active group of representatives chosen from each homeroom to serve as a governing body for student affairs. Officers of the Student Government are elected in a school-wide balloting during the month of May. Also included in Student Government are the officers of each class. Student Government's principal purposes are as follows:

1. To develop attitudes of, and practices in, good citizenship
2. To promote harmonious relations throughout the school
3. To improve student-teacher relationships
4. To improve school spirit
5. To provide a forum for student expression
6. To provide orderly direction of school activities
7. To promote the general welfare and good order of the school

Students for Life

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

Membership and Requirements

1. Any student, in order to be a member of a club, must maintain a 2.0 weighted GPA.
2. All clubs should meet at least once a month. All members are expected to attend meetings.
3. All club dues should be recorded in an organized fashion and a ledger kept. The club moderator must work with the finance office on all financial needs. In particular, any monies collected need to be turned into the finance office on a daily basis.
4. All clubs must file a statement of purpose and function and a list of officers and members with the Principal no later than September 30.
5. Each club, class, or organization must file in writing with the Dean of Students its school project or community service project for the year no later than September 30. A school service project is mandatory.
6. Clubs and classes are requested to plan and submit their calendars of events, including social, service, and money-making events, for the new school year to the Dean of Students and to the Principal no later than June 1. This procedure will prevent the occurrence of

too many events at the same time. It will also prevent last minute plans being made for school dances, any fund-raising projects, etc. If it's not on the calendar, it won't happen!

7. The administration reserves the right to remove any class, club, or organization officer at any time.

SCHOOL DANCES

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

1. Dances should have the following chaperones:
 - a. Six faculty members (one should be the sponsoring club's advisor)
 - b. At least one police officer on duty
 - c. One custodian (the sponsoring club pays the custodian).
2. Confirmation of chaperones should take place with the Director of Student Affairs no later than one week before the function. The list must be accepted and signed by the club's faculty advisor. A special form for this purpose may be acquired in the Director's office.
3. Dances may be attended only by John Carroll students with only two exceptions:

Homecoming and Prom (which is restricted to Juniors and Seniors and their dates excluding Freshmen under any conditions). All non-John Carroll dates must be approved in advance by the administration and must be at least of high school age. Ticket sales will end one week prior to Homecoming and Prom in order for the administration to check and allow/disallow off-campus dates.
4. The following behavior guidelines should be observed:
 - a. The person you bring as your date should be the one you spend time with for the duration of the dance.
 - b. No alcoholic beverages, drugs, or tobacco/nicotine or vaping products are allowed on the premises.
 - c. Students under the influence of either drugs or alcohol will be subject to school disciplinary rules.
 - d. Dress and dancing should be in good taste. The administration reserves the right to ask any participant to leave the dance.
 - e. Once students have gone to the parking lot, it should be understood that they have left the function and will not be allowed to return.

SCHOOL SPONSORED EVENTS

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events 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 this acknowledgement of receipt of this handbook, HEREBY RELEASE the school, the Diocese of Palm Beach, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or 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. The student must place his/her name in nomination by a designated date and must present his/her qualifications to the group of electors.
2. To run for student government or class office, the student must be approved by the faculty and administration. Consideration will be given to citizenship, acceptance of responsibility, scholarship, and the number of activities in which he/she is engaged.
3. A student must have at least a 2.0 scholastic average to run for student government, class, or club office.
4. Candidates for all other club offices are to be approved by the club moderator.

2019-20 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 JCHS has 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. The final decision as to what constitutes acceptable dress and grooming rests with the administration, and the administration reserves the right to make changes at any time. The penalty for violations of these norms rests with the administration. Students and parents who have questions regarding the acceptability of certain types and styles of clothing or grooming should consult with the Principal before appearing in school wearing them.

Footwear: Male students must wear only dress shoes, Sperry-style topsiders, or athletic footwear. Female students must wear closed-toed shoes that cover the heel or athletic footwear. No student may wear sandals, slippers, or Crocs of any type. No leggings, tights, or knee socks may be worn under skorts/shorts.

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

Miscellaneous: Students are prohibited from wearing smart watches 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. 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. Other visible body piercings or tattoos are not permitted. Any tattoos must be covered at all times.

Outerwear: For the 2019-20 school year, the only permitted outerwear will be those purchased through the JCHS Adidas store, Adidas-branded team athletic jackets/outerwear, or JCHS items purchased from the St. Anastasia Uniform Store. If temperatures fall below 40 degrees Fahrenheit, additional outerwear may be permitted over John Carroll-approved outerwear. (A dress code shirt must be worn under any type of outerwear.) Absolutely no hoodies will be permitted as outerwear.

UNIFORM POLICY UPDATE FOR 2019-20 SCHOOL YEAR

Starting with the 2019-20 school year, all incoming freshmen and students new to John Carroll 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:

Returning 10th, 11th and 12th Grade Uniform Options for the 2019-20 school year:

- ❖ Previously purchased Tommy Hilfiger uniform (this includes both navy and khaki Tommy Hilfiger shorts and skorts, as well as pants)
- ❖ Sunshine Uniform polos may be worn but must have the interlocking JC logo
- ❖ Blue oxford button-down shirt
 - All students are required to purchase an oxford at the St. Anastasia Uniform Store to be worn on Mass days unless they already purchased the Hilfiger oxford.
- ❖ Any new uniform items must be purchased at the St. Anastasia Uniform Store as indicated in the options for females and males below.
- ❖ Outerwear: Please see above policy.
- ❖ 9th, 10th and 11th grade students who purchased the Tommy Hilfiger uniforms for the 2018-19 school year may continue to wear them through the end of the 2019-20 school year. *All* students will need to be in compliance with the new uniform guidelines by August 2020.

Daily uniform options for incoming 9th grade female students or 10th, 11th, and 12th grade female students new to John Carroll for the 2019-20 School Year - Purchased at St.

Anastasia Uniform Store:

- ❖ Short-sleeve polo shirt in royal blue
- ❖ Khaki pants
- ❖ Khaki skort
- ❖ Blue oxford button-down shirt**
 - **All students are required to purchase an oxford to be worn on Mass days
- ❖ Outerwear: Please see above policy.

Daily Uniform Options for Incoming 9th Grade Male Students or 10th, 11th, and 12th Grade Male Students New to John Carroll for the 2019-2020 School Year - Purchased at St.

Anastasia Uniform Store:

- ❖ Short-sleeve polo shirt in royal blue
- ❖ Khaki flat-front pants
- ❖ Khaki flat-front shorts
- ❖ Blue oxford button-down shirt**
 - **All students are required to purchase an oxford to be worn on Mass days
- ❖ Outerwear: Please see above policy.

Fit Requirements

Female Uniforms:

- ❖ Tommy Hilfiger shorts may extend 2 ½ inches from the top of the knee cap and are not permitted to be rolled.
- ❖ Skorts may extend no higher than 3 ½ inches from the top of the kneecap and also cannot be rolled. The shorts inside of the skort may not ever be cut out of the garment.
- ❖ All uniform bottoms must be of appropriate fit and not excessively tight in nature. As with all uniform items, the proper fit of all uniform bottoms is at the discretion of the Dean of Students and administration.
- ❖ 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/skorts not meet 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.

Male Uniforms:

- ❖ Shorts/pants must be worn at the waist. As with all uniform items, the proper fit of all uniform bottoms is at the discretion of the Dean of Students and administration.
- ❖ 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.
- ❖ Shirts must be tucked in at all times and must fit appropriately and not be oversized or undersized.

JOHN CARROLL SUBSTANCE ABUSE AND TESTING POLICY

RATIONALE

The school believes that students learn best when they are not suffering from the direct or indirect influence of vaping, drugs (which include nicotine), and/or alcohol abuse. The policies outlined in this section have, at their core, the desire to assist our students to make the best decisions possible during their time at John Carroll High School. It is our hope that our policies foster a lifelong understanding of the dangers of vaping, drugs, and alcohol abuse.

We understand that developmental issues may, on occasion, impede adolescents from making sound decisions. We also understand that public debate on these issues may give rise to assertions that certain substances are acceptable. Given these realities in the lives of the adolescents entrusted by their parents and guardians to our care, we have created a collection of three policy statements concerning the use of vaping, tobacco, drugs, and alcohol.

The first statement of the policy addresses the school's response to tobacco, vaping, and/or nicotine use.

The second statement of policy (identified as Health and Wellness) is designed to foster a community of substance-free learners who are well on their way to understanding how to make appropriate decisions concerning the use and abuse of vaping, alcohol, and drugs.

The third statement of policy (identified as Student and Campus Safety) is designed to intervene in the life of a student who chooses to bring drugs and/or alcohol onto campus or who chooses to attend an off-campus JCHS event under the influence of drugs and/or alcohol.

The following basic set of beliefs guide these policy statements:

1. We believe that students learn best when they are not suffering from the direct influence of vaping, drug, and/or alcohol use.
2. We believe that responsible alcohol use is a privilege and not a right, and that the only appropriate time to consume alcohol begins at the age of 21.
3. We believe that the use of illicit drugs is never acceptable and that adolescents do not have the privilege to engage in illicit drug and/or alcohol use.
4. We believe that the use of illicit drugs, even controlled substances that may be legal in some states, is not acceptable for students at John Carroll High School.
5. We believe that it is never appropriate for students to possess illegal/illicit drugs and/or alcohol, and/or vaping devices and/or vaping liquid in any form or substance.
6. We believe that it is never appropriate for parents to turn a blind eye towards alcohol consumption in their homes and that those who do so may be at risk of both violating the laws of the State of Florida and of subjecting themselves to potential civil liability.
7. We believe that possession/use of illegal/illicit drugs, vaping devices and products, and/or alcohol by adolescents is not only illegal but that it can lead to serious legal issues impacting their futures and that it can negatively impact their academic and developmental progress.

I. Tobacco, Nicotine & Vaping Policy Focus

Tobacco, nicotine, and any vaping product are considered to be substances that are within the scope of our substance abuse policies. Tobacco, nicotine, and vaping products in all their forms are controlled substances for minors. Tobacco, nicotine, and vaping products are prohibited to students on campus and at all school-related functions. Violators of this policy may receive a penalty of 50 demerits with a requirement to pay the resulting \$50.00 fine for the first offense (see Demerit Protocol). Additionally, based on recent studies which have linked the use of vaping products with student health concerns, if a student is caught using a vaporizing device of any kind, the following policy applies:

1. He/she must be cleared by his/her doctor with a written notice of clearance in order to return to school the next day. Furthermore, the student will not be allowed to participate in any extra-curricular or athletic activities without said clearance. Student may be suspended from extra-curricular and sports even with clearance. Subsequent offenses may result in additional fines and more serious disciplinary consequences. Those who engage in subsequent/multiple offenses of this policy may also face penalties up to and including suspension and/or expulsion.
2. If the vaping material is determined to be THC (marijuana), or any other illegal drug substance, the "Use And/Or Possession on Campus or at School Events" below will apply.

****For the purpose of this policy, electronic cigarettes, juul pens, and similar vaporizing devices are considered to be "tobacco" items under this policy regardless of whether or not they contain any substance or not.****

II. Health and Wellness Focus – Routine Random Mandatory Substance Testing

Students must be empowered to make responsible choices concerning the role of alcohol and drugs in their lives. However, we also know that peer pressure and other influences may impair a student's ability to make a responsible choice. To this end, all students at John Carroll High School are subject to random drug testing throughout their career at JCHS. Information gathered will be shared with parents/guardians and will be used to assist students in making responsible choices.

Positive results of testing under this Health and Wellness Policy may not lead to automatic disciplinary action, though multiple positive results may have disciplinary consequences.

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

- Several times each year and without prior announcement, JCHS will randomly choose a group of students who will be required to submit to drug testing.
- The school will use a small, cosmetically insignificant hair sample to determine whether or not drugs have been used.
- A student who refuses to cooperate with the testing program may be subject to suspension or expulsion.
- The school has contracted with Psychemedics, a testing company, to analyze and report the results of the hair samples.
- Testing will begin as early as August and continue throughout the school year.
- All samples will be sent to Psychemedics for analysis.
- All results will be sent to the Dean of Students.
- For those students whose results are negative, a "Letter of Negative Result" will be sent home to parents with the date of the testing being indicated.
- For those students with a positive result for drug use, the student and his/her parents/guardians will be required to meet with the student's Guidance Counselor and the Dean of Students. The following guidelines will be adhered to:

1. *First Positive*

- a. Students whose test results yield a positive for some drug use will do the following:
 - i. Students and parents will be given the information from the analysis report in a meeting with the Guidance Counselor and Dean of Students.
 - ii. As this is a first positive under the Health and Wellness Policy guidelines, there may be no disciplinary consequences or restriction on co-curricular participation.
 - iii. The primary purpose of this meeting is to encourage the family to seek additional assistance from a medical professional or drug abuse specialist.
 - iv. If requested, JCHS will provide the names of drug or alcohol programs should the family desire those names. JCHS does not endorse any therapist or program over another.
- b. Students with a “First Positive” will be tested again between 90-120 days after the first test.
 - i. If the “First Positive” retest yields a negative result, the student will be placed back into the random pool of test participants.
 - ii. If the “First Positive” retest yields a positive result, the student will be subject to the guidelines in the “Second Positive” category.
 - iii. PARENTS WHOSE SON/DAUGHTER IS RETESTED BECAUSE OF A “FIRST POSITIVE RETEST” WILL BE INVOICED FOR THE FULL COST OF THE SECOND TEST.

2. *Second Positive*

- a. If, after the first positive, test results are again positive for some drug use, it will be considered a “Second Positive” result.
 - i. Upon notification of the second positive result, the Dean of Students will confer with the Principal to determine whether or not the student may continue at JCHS.
 - ii. At the sole discretion of the Principal (in consultation with the Dean of Students), it may be determined that it is impossible/inappropriate for the student to remain at JCHS. Parents will be given a limited time to withdraw their student from JCHS. Should they not do so, the student is subject to immediate expulsion without further notice or process.
 - iii. It may be determined that a student with a “Second Positive” may remain at JCHS. The following conditions may apply:
 1. A student who falls into the “Second Positive” category may be automatically ineligible to participate in athletic or other co-curricular activities. The student may be ineligible for all co-curricular activities until he/she has been tested with negative result.
 2. Students who demonstrate a “Second Positive” and who are allowed to remain at JCHS must undergo evaluation by a licensed therapist/ psychologist/addiction specialist and share the written

results of the evaluation with the student's Guidance Counselor and the Dean of Students. Parents and the student must follow the recommendations of that evaluation and share documentation of completion of a course of therapy/ treatment that they have selected. Failure to do so will jeopardize that student's continued attendance at JCHS.

- a. Students with a "Second Positive" will be tested again between 90-120 days of the previous test. The full cost of this test will be invoiced to the parents.
- b. If the "Second Positive" retest results are negative, the student will be released from all further therapeutic expectations (unless the parents choose to continue therapy) and will be tested again in 45 days. The full cost of this test will be invoiced to the parents.
- c. If the 45 day retest result is negative, the student will be placed back into the random pool of test participants, and any restrictions on co curricular participation will be lifted.
- d. If the 45 day retest result is positive, the student will be subject to the guidelines of the "Third Positive" category.
- e. **NOTE: A STUDENT WHO SUCCESSFULLY COMPLETES A DRUG INTERVENTION PROGRAM AND WHO MAINTAINS A NEGATIVE STATUS AS DESCRIBED ABOVE WILL BE PLACED BACK INTO THE POOL FOR FUTURE RANDOM TESTING. SHOULD ANY INDIVIDUAL IN THIS SITUATION TEST POSITIVE AGAIN, THEY MAY BE CONSIDERED A DISCIPLINARY RISK AND PLACED INTO THE CATEGORY OF "THIRD POSITIVE."**
- f. A STUDENT IS GIVEN ONLY ONE OPPORTUNITY TO SUCCESSFULLY COMPLETE A PROGRAM OF DRUG REMEDIATION AS A STUDENT AT JCHS.

3. *Third Positive*

- a. If after the second positive, the test results are again positive for some drug use or if a student who was in the "Second Positive" category tests positive, the student's result is considered to be a "Third Positive."
- b. A third positive will move the conversation from a "Health and Wellness" focus to a "Student and Campus Safety" focus (and will be treated as a "Second Offense").
- c. The school may have no choice but to presume that, even after an extended period of support, the family and student are not making a good faith effort to improve the situation.

- d. A Third Positive will indicate to the school unwillingness on the part of the family and/or student to seek the help needed to remain substance-free.
- e. A Third Positive will lead to mandatory withdrawal or expulsion from JCHS.

III. Student and Campus Safety Policy Focus – Use And/Or Possession On Campus or at School Events

In all areas of student behavior management, it is incumbent upon a Catholic school to seek the formation of the young people in our care. In many matters of discipline, detention or suspension periods are necessary. However, when the use of drugs and/or alcohol occurs before, during, and after school events (including the normal day, during a school-sponsored trip/retreat/social event, etc), the severity of the use of illegal substances increases exponentially.

It is important to note that the sale or distribution of drugs or drug paraphernalia at JCHS or at JCHS-sponsored events held off campus may result in immediate dismissal. Similarly, the possession of drugs or drug paraphernalia at JCHS or JCHS-sponsored events off campus may result in either immediate dismissal or suspension (at the school's discretion).

If drugs, drug paraphernalia, and/or alcohol is/are found in the possession of a student at JCHS, on our campus or at an off-campus event/activity sponsored by JCHS, the student may be subject to immediate dismissal from the school. Students and parents should be aware that law enforcement intervention may be requested by the school in such circumstances. In some instances, the school may have no choice but to turn the matter over to law enforcement.

Possession of drugs, drug paraphernalia, and/or alcohol is destructive to all involved and destroys the trust required to build a Catholic, Christian community of mutual love and respect. There is no place at John Carroll High School for those who actively seek to diminish our community.

The school reserves the right to randomly test for alcohol and/or drug use at school-sponsored events both on and off campus. The school also reserves the right to test for alcohol and/or drug use should a student appear to be under the influence of an illicit substance.

John Carroll High School reserves the right to summon emergency medical personnel and/or law enforcement to transport intoxicated or drug-impaired individuals to either an emergency medical facility or a law enforcement facility.

Any costs associated with such emergency response are the responsibility of the family.

Should a student be found or suspected to be under the influence in school or at a school-sponsored activity (whether on or off campus), the guidelines for the “Health and Wellness Focus” will not be utilized. Instead, the following will occur:

1. *For the First Offense:*

- a. A student may be suspended from school, his/her parents will be notified, and the suspension will remain in effect until a meeting is held with the Dean of Students to discuss the student’s continued attendance at JCHS.
- b. The student may be required to withdraw from JCHS. In the absence of a voluntary withdraw, the school reserves the right to immediately expel the student without further notice or process.
- c. If the student is allowed to remain in attendance at JCHS, the following minimum disciplinary sanctions may apply:
 - i. The student will be placed on General Probation and placed on a Behavior Contract, with specific stipulations determined by the administration.
 - ii. The student will be suspended from all co-curricular and athletic activities for a minimum of 15 school days.
 - iii. The student will be required to undergo regular drug testing at school at the expense of the student’s family.
 - iv. The student will be required to undergo a drug/alcohol assessment.
 1. The student and parent will share the written results of the assessment with the Dean of Students.
 2. The student and parent will agree to follow the recommendations of the assessment.
 3. Failure to engage in the assessment and/or to follow its recommendations will result in dismissal.
 - v. The student will be required to meet any other requirements established by the school.
- d. All testing and counseling sessions shall be the financial responsibility of the student’s family.
- e. Subsequent violation of this policy during a student’s career at JCHS (including a positive result on a random test) will result in mandatory withdrawal or, barring that, immediate expulsion without further notice or process.

2. *For the Second Offense:*

- a. The student will be required to withdraw from JCHS.
- b. In the absence of a withdrawal, the school reserves the right, at the sole discretion of the Principal, to expel the student without further notice or process.

Diocese of Palm Beach Office of Catholic Schools - Drug and Alcohol Policy

The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over-the-counter drugs by any student

on school property or while attending or participating in any school-sponsored activity or at 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 in 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.

ATTENDANCE

Rationale and General Policies

Academic achievement is a result of various contributing factors, not the least of which is regular school attendance. Much more is learned in the classroom than is contained in a textbook. A student profits the most from his or her education when he or she plays an active role in the learning process. Furthermore, there is a high correlation between consistent attendance, academic achievement, and future academic success. Attendance at retreats, special events, and Masses are mandatory for all students. It is imperative that the following regulations are understood and adhered to by all JCHS students.

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 will be recorded by each teacher for every class and monitored by the front office and the Dean's Office as an on-going process. Exceptions to the attendance policy can only be made by administrative discretion.

If a student misses school only on the day of a test and/or if a student has an unexcused absence, he or she must be prepared to take the test on the day of return. An alternate form of the test may be given.

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

Attendance Procedures

1. If a student is absent from school, a PARENT OR GUARDIAN MUST CALL THE FRONT OFFICE (464-5200) each morning of absence between 7:00 a.m. and 9:00 a.m. Alternatively, an email may be sent to Mrs. Leslie Duncan at lduncan@johnncarrollhigh.com between 7:00 a.m. and 9:00 a.m. by the parent from the parent's email address notifying the school that the parents and/or guardians are aware of the student's absence.
2. The first day the student returns to school, he/she MUST bring a note from a parent or guardian to the Front Office before homeroom. Alternatively, the parent may email Mrs. Leslie Duncan at lduncan@johnncarrollhigh.com before 9:00 a.m. on the day the student returns to school. This note from a parent/guardian is in addition to the phone call from the previous day; both forms of documentation are required. This note or email excuse must include:
 - a. The student's full name and grade
 - b. The reason for the absence
 - c. All of the dates covering the period of absence
 - d. The valid signature (or electronic signature) of a parent or legal guardian
 - e. If a student is out for more than 3 days, a doctor's note is required.
 - f. **The parent note must be received the morning of a student's return or the absence will be recorded as unexcused. Unexcused absences will not be changed after 24 hours of the student returning to school.**

Types of Absences

1. **Excused:** An excused absence allows the student to make up his/her work. The principal has the right at her discretion to refuse an excused absence in cases where the parents' reason for keeping the child out of school does not seem valid or cannot be verified. A student's Excused Admit slip must be shown to all teachers whose classes were missed on the day of the absence. The student has the same number of days as he/she was absent to make-up the work. **Make up work is the responsibility of the student.** Students are not permitted to participate in sports or extracurricular activities on the day(s) of the absence(s).
2. **Permitted:** If a student plans on being absent more than 3 days for reasons other than illness, arrangements should be made at least three days in advance with a Permitted Absence Request form from the office. The student is allowed to make-up his or her work, but work must be turned in on the day the student returns to school. Permitted Absence

Request forms must be signed in advance by either the principal or assistant principal and then by all teachers. Students must arrange with the teachers (at the teacher's convenience) for make-up tests or quizzes. Students are not permitted to participate in sports or extracurricular activities on the days of the absences. A permitted absences may include, but is not limited to, college visits, family vacations, or other necessary appointments. Parents should make every effort to schedule vacations and appointments during school vacations and after school hours.

3. **Unexcused:** Absences are unexcused when:
 - a. A required phone call/email the morning of the absence AND note/email on day of 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 Dean or leaving school without permission)
 - c. Absences deemed unnecessary by the Dean of Students or administration
 - d. Suspension--make-up work may or may not be allowed, and that decision is made at the sole discretion of Administration

Consequences for unexcused absences--all work missed, including quizzes and tests must be made up and turned in the day the student returns or at the teacher's discretion. It is incumbent upon the student to make arrangements with his or her teacher to make-up the missed work. Failure to do so in an expedient manner may result in a zero for missed work.

Excessive Absences

1. If a student surpasses eight unexcused or excused absences, a letter will be automatically sent home to the student's parents/guardians via RenWeb informing them of the violation and requesting that they make an appointment for a conference. Should a pattern of truancy continue, a student may be placed on a contract with stipulations for their continuation as a JCHS student.
2. Any student who accumulates ten or more absences (excused or unexcused) from any class or classes during any one semester may be subject to receiving no credit for those courses for that semester. In addition, the student and family will be sent an attendance contract and be required to submit written notice and/or verification of the reason for the student's absence. In order to receive course credit, the student must:
 - a. Earn at least a 60% in the class(es) where the absences (excused and unexcused) are ten or more AND score a 60% or better on the semester exam.
 - b. Students who fail to show mastery via the class grade of at least 60% and semester exam of 60% will be required to take the class again via Florida Virtual School.

Excessive absences (both excused and unexcused) and/or failure to comply with the attendance policy may result in the withdrawal of financial assistance (if applicable) and/or the student's discontinuation as a JCHS student.

Early Dismissal - Appointment Procedures

A student who wishes to be excused for medical, dental, and legal appointments should:

1. Report to the Front Office before the first bell at 7:53 on or before the day of the appointment.
2. Present a signed written note or email (lduncan@johncarrollhigh.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 "special schedule" days or Mass days may be approved in advance only for verifiable medical or legal appointments. Students must present a verifiable note to the Front Office before homeroom on the day of the Mass or other special schedule day. Phone calls for dismissal on Mass days will not be accepted. Final approval rests with the Principal.

Tardiness

Students are expected to allow themselves enough travel time to arrive at school on time. Upon arrival to campus, all students must remain on campus until dismissal unless specific permission by 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 homeroom before the 8:00 a.m. bell rings.
3. Tardies are noted on the school records and are permanently recorded on the student transcript which is sent to colleges and universities.

Tardies To School Procedures

1. In the case of tardies to school, the parent or guardian should telephone between 7:00 a.m and 9:00 a.m and send a note with the student on the day that the student comes in late. Alternatively, a parent must call and also follow up with an email to Mrs. Leslie Duncan at lduncan@johnncarrollhigh.com
2. Any time a student is late in the morning, he/she must report to the front office to receive an excused or unexcused tardy slip before reporting to class.
3. Each student will be allowed up to 3 excused tardies to school per quarter. A student who arrives at school after 10:00 AM is considered 1/2 day absent. On a student's 4th excused tardy in a quarter, he/she will begin receiving demerits.
4. Students who arrive to school without a written note or email are considered unexcused, and the students will receive a demerit.

Tardies To Class Procedures

1. Students entering class after the tardy bell will receive an unexcused tardy unless they have a written excuse from another staff member.
2. The penalties for each unexcused tardy to class will result in one demerit.

Excessive Tardies

When a student has over 10 tardies, administration may, at its discretion, require an Attendance/Tardiness contract.

Attendance Records

Attendance records include the facts of 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.

1. Students with excessive tardies and/or absences may be prohibited from participating in school activities, events, athletics, and student government.
2. NOTE: Students under 18 years of age who drop out of school or who have 15 unexcused 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))

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

- ❖ Log into your Renweb account (<http://www.renweb.com>)
- ❖ On the left side of the screen, click **MENU**
- ❖ Then, click **STUDENT INFORMATION**
- ❖ Then, click **ATTENDANCE**

MISCELLANEOUS

ACCIDENTS

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

AUTOMOBILES AND PARKING

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

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

BULLETINS AND ANNOUNCEMENTS

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

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

BUS TRANSPORTATION

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.

John Carroll Bus Service

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

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

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

The Dean of Students reserves the right to remove a student from the bus at any time.

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

1. First Offense: Warning
2. Second Offense: Three-day bus suspension
3. Third Offense: Suspension from the bus for rest of year

Bus Payment Policy

The cost for 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. Parents may pay in monthly installments, beginning in August and going through May. All outstanding balances owed to the 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.

Bus Passes

If there are students who are not regular bus riders but who may wish to ride the bus on an isolated occasion, the school must have written or verbal parental permission to acquire a Bus Pass from the office manager. Drivers will not accept money. Passes will be sold only if space is available. Please see the separate bus policy on the school website for more information on cost.

CAFETERIA

Backpacks are not allowed in the cafeteria. Students are expected to behave in a respectful manner at all times in the cafeteria. Any acts of misconduct will result in disciplinary action including, but not limited to, demerits or lunch 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. Students who do not have funds nor a lunch will be given a peanut butter and jelly sandwich charged to the student's lunch account.

CAMPUS VISITORS

All visitors to the John Carroll Catholic 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. 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

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

DAILY BELL SCHEDULE - Mon, Tues, Thurs, Fri

46 minute classes; 1st and 2nd Lunch; 8:00-2:30

Periods 5, 6, and 7 will rotate

HOUR	Daily Schedule - A DAY	Daily Schedule - B DAY	Daily Schedule - C DAY	Instructional Minutes
8:00-8:10	Homeroom	Homeroom	Homeroom	10 minutes (prayer, pledge, announcements)
<i>1st Hour</i> 8:14-9:00	Period 1	Period 1	Period 1	46 minute class
<i>2nd Hour</i> 9:04-9:50	Period 2	Period 2	Period 2	46 minute class
<i>3rd Hour</i> 9:54-10:40	Period 3	Period 3	Period 3	46 minute class
<i>4th Hour</i> 10:44-11:30	Period 4	Period 4	Period 4	46 minute class
<i>1st Lunch and 5th Hour</i> 11:34-12:00 12:04-12:50	1st Lunch (main building) Period 5	1st Lunch (main building) Period 6	1st Lunch (main building) Period 7	If 5th hour class is in the main building, put down your belongings in your 5th period class and go to lunch. Class will take place after lunch. Lunch (26 min) - 4 min passing period - 46 min class for 5th hour
<i>5th Hour and 2nd Lunch</i> 11:34-12:20 12:24-12:50	Period 5 2nd Lunch (outer buildings)	Period 6 2nd Lunch (outer buildings)	Period 7 2nd Lunch (outer buildings)	If 5th hour class is in outer buildings, go to 5th period class for class. Lunch will take place after class. 46 min class for 5th hour - 4 min passing - lunch for 26 min
<i>6th Hour</i> 12:54-1:40	Period 6	Period 7	Period 5	46 minutes
<i>7th Hour</i> 1:44-2:30	Period 7	Period 5	Period 6	46 minutes

Late Start Wednesdays

38 minute classes; 3 classes before lunch

HOUR	Daily Schedule - A DAY	Daily Schedule - B DAY	Daily Schedule - C DAY	Instructional Minutes
9:00-9:08	Homeroom	Homeroom	Homeroom	8 minutes (prayer, pledge, announcements)
<i>1st Hour</i> 9:12-9:50	Period 1	Period 1	Period 1	38 minute class
<i>2nd Hour</i> 9:54-10:32	Period 2	Period 2	Period 2	38 minute class
<i>3rd Hour</i> 10:36-11:14	Period 3	Period 3	Period 3	38 minute class
<i>1st Lunch and 4th Hour</i> 11:14-11:40 11:44-12:22	1st Lunch (main building) Period 4	1st Lunch (main building) Period 4	1st Lunch (main building) Period 4	If 4th hour class is in the main building, put down your belongings in your 4th period class and go to lunch. Class will take place after lunch. Lunch (26 min) - 4 min passing period - 38 min class for 4th hour
<i>4th Hour and 2nd Lunch</i> 11:14-11:52 11:56-12:22	Period 4 2nd Lunch	Period 4 2nd Lunch	Period 4 2nd Lunch	If 4th hour class is in outer buildings, go to 4th period class for class. Lunch will take place after class. 38 min class for 4th hour - 4 min passing - lunch for 26 min
<i>5th Hour and</i> 12:26-1:04	Period 5	Period 6	Period 7	38 min class
<i>6th Hour</i> 1:08-1:46	Period 6	Period 7	Period 5	38 minutes
<i>7th Hour</i> 1:50-2:28	Period 7	Period 5	Period 6	38 minutes

MASS SCHEDULE
 33/34 minute classes; 8:00-2:30
 Periods 5, 6, and 7 will rotate

HOUR	Daily Schedule - Mass Day	Instructional Minutes
8:00-8:05	Homeroom	5 minutes (prayer, pledge, announcements)
<i>1st Hour</i> 8:09-8:42	Period 1	33 minute class
<i>2nd Hour</i> 8:46-9:19	Period 2	33 minute class
<i>3rd Hour</i> 9:23-9:56	Period 3	33 minute class
<i>4th Hour</i> 10:00-10:33	Period 4	33 minute class
<i>Mass</i> 10:45-11:55	Return to homeroom Walk over to mass	
DOUBLE LUNCH 11:57-12:37	Senior / Junior lunch Sophomore / Freshman lunch	40 minutes
<i>5th Hour</i> 12:41-1:15	Period 5	34 minutes
<i>6th Hour</i> 1:19-1:53	Period 6	34 minutes
<i>7th Hour</i> 1:57-2:31	Period 7	34 minutes

Pep Rally Schedule

42 minute classes; 1st and 2nd Lunch; 8:00-2:30; Periods 5, 6, and 7 will rotate

HOUR	Daily Schedule - A DAY	Daily Schedule - B DAY	Daily Schedule - C DAY	Instructional Minutes
8:00-8:10	Homeroom	Homeroom	Homeroom	10 minutes (prayer, pledge, announcements)
<i>1st Hour</i> 8:14-8:56	Period 1	Period 1	Period 1	42 minute class
<i>2nd Hour</i> 9:00-9:42	Period 2	Period 2	Period 2	42 minute class
<i>3rd Hour</i> 9:46-10:28	Period 3	Period 3	Period 3	42 minute class
<i>4th Hour</i> 10:32-11:14	Period 4	Period 4	Period 4	42 minute class
<i>1st Lunch and 5th Hour</i> 11:18-11:44 11:48-12:30	1st Lunch (main building) Period 5	1st Lunch (main building) Period 6	1st Lunch (main building) Period 7	If 5th hour class is in the main building, put down belongings in your 5th period class and go to lunch. Class will take place after lunch. Lunch (26 min) - 4 min passing period - 42 min class for 5th hour
<i>5th Hour and 2nd Lunch</i> 11:18-12:00 12:04-12:30	Period 5 2nd Lunch (outer buildings)	Period 6 2nd Lunch (outer buildings)	Period 7 2nd Lunch (outer buildings)	If 5th hour class is in outer buildings, go to 5th period class for class. Lunch will take place after class. 42 min class for 5th hour - 4 min passing - lunch for 26 min
<i>6th Hour</i> 12:34-1:16	Period 6	Period 7	Period 5	42 minutes
<i>7th Hour</i> 1:20-2:02	Period 7	Period 5	Period 6	42 minutes
<i>Pep Rally</i> 2:06-2:30	Pep Rally in gym	Pep Rally in gym	Pep Rally in gym	24 minutes

Wednesday Schedule: Morning Meeting

44 minute classes; 1st and 2nd Lunch; 8:00-2:30; Periods 5, 6, and 7 will rotate

HOUR	Daily Schedule - A DAY	Daily Schedule - B DAY	Daily Schedule - C DAY	Instructional Minutes
8:00-8:24	Morning Meeting	Morning Meeting	Morning Meeting	24 minutes (prayer, pledge, announcements)
<i>1st Hour</i> 8:28-9:12	Period 1	Period 1	Period 1	44 minute class
<i>2nd Hour</i> 9:16-10:00	Period 2	Period 2	Period 2	44 minute class
<i>3rd Hour</i> 10:04-10:48	Period 3	Period 3	Period 3	44 minute class
<i>4th Hour</i> 10:52-11:36	Period 4	Period 4	Period 4	44 minute class
<i>1st Lunch and 5th Hour</i> 11:40-12:06 12:10-12:54	1st Lunch (main building) Period 5	1st Lunch (main building) Period 6	1st Lunch (main building) Period 7	If 5th hour class is in the main building, put down belongings in your 5th period class and go to lunch. Class will take place after lunch. Lunch (26 min) - 4 min passing period - 44 min class for 5th hour
<i>5th Hour and 2nd Lunch</i> 11:40-12:24 12:28-12:54	Period 5 2nd Lunch (outer buildings)	Period 6 2nd Lunch (outer buildings)	Period 7 2nd Lunch (outer buildings)	If 5th hour class is in outer buildings, go to 5th period class for class. Lunch will take place after class. 44 min class for 5th hour - 4 min passing - lunch for 26 min
<i>6th Hour</i> 12:58-1:42	Period 6	Period 7	Period 5	44 minutes
<i>7th Hour</i> 1:46-2:30	Period 7	Period 5	Period 6	44 minutes

ELECTRONIC ACKNOWLEDGEMENTS

Periodically, the school may require that parents or guardians make electronic acknowledgements confirming the receipt and/or acceptance of various policies, procedures, notices, releases or updates. Any time a parent/guardian makes an electronic acknowledgement 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 acknowledgements 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 acknowledgements. In addition, **Parents/Guardians, by executing the acknowledgement of receipt of this Handbook, HEREBY AGREE** to receive and be bound by electronic acknowledgements.

EMERGENCIES

Automated External Defibrillator

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

Florida law allows for the use of an AED during an emergency for the purpose of attempting to save the life of another person who is, or who appears to be, in cardiac distress. Accordingly Florida law also expressly provides immunity from civil liability for those who obtain and maintain AEDs and for those who use such devices to attempt to save a life. Specifically, the recent amendment to § 768.13(4) of the Florida Statutes which addresses the use of automatic defibrillators defines the good Samaritan as follows: “Any person, including those licensed to practice medicine who gradually and in good faith renders emergency care or treatment by the use of or provisions of an automatic external defibrillator, without objection of the injured victim or victims thereof, shall not be held liable for any civil damages as a result of such care or treatment or as a result of any act or failure to act in providing or arranging further medical treatment where the person acts as an ordinary reasonably prudent person would have acted under the same or similar circumstances.”

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

Fire Drills

Evacuation Signal: Continuous sounding of the buzzer system

Recall: Repeated short rings of the regular school bell

Important Information for Students

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

Proper Sequence of Steps During a Fire Drill

1. Upon sound of alarm, the teacher instructs students to form line at door.
2. Teacher designates student or students to close windows.
3. Teacher takes roll book.
4. Teacher briefs line leader on route and destination.
5. Teacher opens the door, making sure way is clear.
6. Students march out.
7. Teacher turns off air-conditioners, lights, and fans then closes the unlocked door after having made sure that everyone is out of room.
8. Upon reaching predetermined destination, teacher checks roll to insure the presence of each student in class.
9. Teacher reports anyone missing to a school administrator.
10. Upon recall signal, classes return to the classroom by the same routes using the same doors by which they left.

Lightning Detection

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

Teams practicing outside should seek shelter inside a building such as the locker room, gym, or classroom. If sports contests are occurring outside, all must seek shelter. Officials may go to the Athletic Director’s office. John Carroll teams may go inside either locker room, classrooms, and the gym if they are not in use. Visiting teams should go to their team bus if no other room is

available. Fans need to leave the site of the contest and go to their vehicles for shelter. All need to remain inside their shelters until the three short horn blasts occur.

Nuclear Evacuation

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

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

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

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

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

Storm Policy

The students will remain in school when 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 the 400 building remain in the classrooms and students in the art room go to the bandroom. In cases of severe weather, should St. Lucie County public schools be closed, John Carroll will also close.

Other Emergency Situations

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

FACULTY MEETINGS

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

FUNDRAISING

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

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 completed Florida Certificate of Immunization (Form DH 680) is required to document the administration of prescribed immunization doses. 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

Each student will be assigned a locker by their homeroom teacher by request. The student must use only the locker assigned. All unused, empty lockers will be secured by the school. A lock will

be given to each student. Only John Carroll locks may be used. Replacement locks must be purchased from the main office.

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

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

MEDICATION 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 and 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.

PHOTO USE POLICY

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 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.

SCHOOL INSURANCE

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

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

SENIOR TRIPS

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

SEXUAL ABUSE ALLEGATIONS REPORTING PROCEDURES (Diocese of Palm Beach)

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

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

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

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

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

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

SUPERVISION OF STUDENTS

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

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

POLICIES, ACKNOWLEDGEMENTS, & RELEASES

This section contains the below listed policies, acknowledgments, and release. Please read through each item carefully, as the the final acknowledgment form reflects agreement with all included policies.

- ❖ Acceptable Use Policy - pg 80
- ❖ Student iPad Use Policy - pg 86
- ❖ Authorization for Use and Reproduction of Physical Likeness - pg 89
- ❖ JCHS Parent-Student Acknowledgement Form - pg 90

Acceptable Use Policy (“AUP”)

John Carroll High School ("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.

E-Mail

- The use of e-mail 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 e-mail message asking you to pass information or messages on to other individuals or groups via email.
- Students are prohibited from accessing someone else's email account without first receiving explicit permission from the account holder.
- E-mail etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.
- Only approved e-mail programs may be used for student email.

- School email addresses are not to be given to ANY 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 and Blogging

- Instant messaging is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration.
- Blogging is to be utilized on campus, only for academic purposes.
- Participation in chat rooms 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 and DVD videos, 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 music (including iTunes music sharing) over the school network is strictly prohibited and is subject to disciplinary action.

Games

- The viewing and/or playing of electronic 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 your Apple iPad to other students.
- Do not borrow an Apple iPad from another student.

- 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 the Apple iPads.
- Apple iPads should be handled with care. Inappropriate treatment of school Apple iPads is not acceptable.
- No 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 iPads.

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. Deletion of certain files will result in iPad failure and will interfere with your ability to complete class work 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 that impedes the educational purpose of the Apple iPad program.
- Copyrighted movies may not be "ripped" from DVDs and placed on the Apple iPads nor may copyrighted movies be downloaded to the Apple iPads from the Internet.
- Only commercial videos (such as television programs) legally purchased from the iTunes music store or another like entity may be downloaded to the Apple iPads
- 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 will 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 quickly 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 not merely a request; it is a responsibility.

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 the 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 e-mail 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 web sites 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, 2013 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 require 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 due to negligence. No personal stickers or 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 during the School's normal business hours.

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, with the exception of normal wear and tear.

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 agrees to the terms of this Agreement.



Diocese of Palm Beach **RELEASE**

AUTHORIZATION FOR USE AND REPRODUCTION OF PHYSICAL LIKENESS

I expressly grant to the Catholic Diocese of Palm Beach, its affiliated entities, agents and employees (hereinafter referred to as “the Diocese”), the right to photograph me and use my name, picture, silhouette and other reproductions of my physical likeness (as they may appear in any still camera photograph, TV commercial, video, website, motion picture film or any other medium of communication) in any promotional materials for the Diocese including but not limited to newsletters, bulletins, calendars, PowerPoint presentations, videos, websites, blogs or social networking pages. I also consent to the reproduction of any recordings of my voice and/or any instrumental, musical or other sound effects produced by me.

I further give the Diocese the ownership rights to all works, acts, plays, and appearances made by me for the Diocese.

I also release the Diocese of any claim of liability or damages that I may assert under Fla. Stat. 540.08, or any other statutory or common law claims, arising from the use or reproduction of my name, voice, likeness or other identifying characteristics.

This permission shall remain in effect unless revoked by me and communicated to the Diocese in writing.

I hereby certify that I have read the foregoing and fully understand its contents and intend for it to be legally binding.

this _____ day of _____, 20____

Printed Name

Signature

Address (include street, city and zip)

Phone #

Witness



John Carroll High School Parent-Student Handbook Acknowledgement Form

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

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

I also hereby acknowledge that I have read and agree to the terms of the **RELEASES** outlined in the School-Sponsored Events Policy, the Participation in School Athletics or Organizations Policy, the Acceptable Use Policy, and the Student iPad Use Agreement, and the Use/Release of Photos Policy.

(Print Parent/Legal Guardian Name)

(Date)

(Signature Parent/Legal Guardian)

(Print Student Name)

(Grade)

(Signature Student)

(Date)