

St. John's Jesuit Academy

Student Handbook
2026 – 2027



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www.sjtitans.org

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Mission Statement

St. John's Jesuit develops Christian leaders. As a Catholic school in the Jesuit tradition, we inspire each student to achieve his greatest potential in a diverse, Christ-centered atmosphere distinguished by academic success and service as a man for others.

The Graduate at Graduation

To achieve our mission, we form young men so that our graduates will exhibit the following characteristics upon graduation. Jesuit schools worldwide refer to these as the Grad-at-Grad.

Open to Growth

The Jesuit high school student at the time of graduation has matured as a person - emotionally, intellectually, physically, socially, religiously - to a level that reflects intentional responsibility for his own growth. He is beginning to reach out in his development, seeking opportunities to stretch his mind, imagination, feelings and religious consciousness. He is becoming a lifelong learner.

Intellectually Competent

By graduation the Jesuit high school student will exhibit a mastery of those academic requirements for advanced forms of education. He will have developed strong critical thinking, communication, and collaborative skills and sound study habits. The student sees the need for intellectual integrity in his personal quest for religious truth and in his response to issues of social justice.

Religious

By graduation, the Jesuit high school student will have a basic knowledge of the major doctrines and practices of the Catholic Church. He relies on this knowledge as the basis for strong moral and ethical judgements. He is an active participant in his own faith journey. He has examined his own religious beliefs and is eager to build on his relationship with God in an ever deepening and personal way.

Loving

By the time of graduation, the Jesuit high school student believes that he is truly loved by God. The graduate sees loving relationships with others as the foundation of a Christian life. He has a healthy love of self, rooted in deep self-respect and confidence in his own gifts and talents. This love of self enables the graduate to move towards true and meaningful love of others. He heeds the call to demonstrate love through service and dedication to others.

Committed to Doing Justice

The Jesuit high school student at graduation is keenly aware of injustice and prejudice and gives himself to service for others because he believes in the dignity and equality of all people. He works for and with the impoverished, the unfairly treated, and those who are without representation. As a leader, he speaks out and takes action to effect change. He understands that some of life's most worthwhile endeavors are neither easy nor comfortable.

AMDG

Ad maiorem Dei gloriam "For the Greater Glory of God"

IMPORTANT TELEPHONE NUMBERS
419-865-5743

Academy Interim Principal	Deacon Brendan Gillen	Ext. 0741
Administrative Coordinator (Attendance)	Mrs. Brenda Knight	Ext. 0742
Academy School Counselor	Mrs. Megan Hujik	Ext. 0740
Academy Director of Student Life	Mr. Garrett Malone '04	Ext. 0793
General School Information	Mrs. Julie Fuzinski	Ext. 0775
A+ Director	Mrs. Joni Corbett	Ext. 0715
Admissions	Mr. Phil Anthony	Ext. 0757
Admissions Asst.	Mrs. Mary Ziemke	Ext. 0766
Athletic Director	Mr. Steve Spenthoff	Ext. 0780
Academy Athletic Director		Ext. 0788
Medical Information/ School Nurse	Mrs. Julie Zaborowski	Ext. 0747
A+ Learning Center	Mrs. Carrie Lepow	Ext. 0736
Finances/Tuition	Ms. Madisen Stachowiak	Ext. 0751
President	Mr. Karl Ertle	Ext. 0702

SCHOOL TRADEMARKS

The SCHOOL PATRON is St. John Berchmans, a Belgian Jesuit who lived in the seventeenth century. His life and beliefs as a Jesuit were featured not so much by unusual, dramatic actions as by the loving practice of fidelity to God in day-to-day living. John's distinctive mark of sanctity lay in his appreciation of and participation in the ordinary aspects of life. He is an ideal patron, as John demonstrates that one does not have to be a star to be outstanding. Being faithful to work, being willing to involve oneself in activities, being available for others -- accomplishing all this without great fanfare is a very real way to success.

The SCHOOL SEAL is a modification of the coat of arms of the Loyola family -- the family of the founder of the Jesuits, St. Ignatius Loyola. In the 15th century the Loyola knights were identified by a coat of arms consisting of two shields. The one shield depicts a cauldron suspended by a chain between two wolves. The wolves, plentiful in the Basque hills of Spain, mark the family as Basques. The cauldron is a symbol of hospitality -- a home which welcomes all. The bands on the opposite shield stand for the Loyola brothers who fought against the invading French in 1321.

The SCHOOL COLORS are Blue and Gold and are hailed in both school songs: the Alma Mater and the Fight Song. Symbolically, the blue represents filial piety and the gold stands for integrity. Ideally, these virtues of devotion and uprightness will be evidenced in every loyal member of the St. John's Jesuit Community.

Fight Song

All Hail! Titans,
Proud and Strong
Fight On and Victory Will Come Your Way.
To You We Raise Our Song.
You've Got the Spirit to Win the Day
So Let's See Those Colors Bright,
Roll On You Titans, So Brave and Bold,
Fight, Team, With All Your Might ...
For St. John's Blue and Gold.

Alma Mater

Hail to You, O St. John's High
Cherished Moments Never Die
True to You We'll Always Be
Our Hearts Filled With Loyalty.
Praise, All Ye Titans,
Her Glory Proud and Bold,
Guide Us Onward Alma Mater
Hail the Blue and Gold.

The SCHOOL TEAM SYMBOL is the Titan selected by the first class of the new St. John's. The Titans, often called the Elder Gods, were of enormous size and of incredible strength. The twelve Titans, who were the personifications of the powers found in nature, were supreme in the universe. By figurative application, the Titan refers to a strong, powerful person or group struggling through the restraints of physical attributes to attain goals, integrity and good for all.



STUDENT-PARENT-SCHOOL COMMUNICATION

St. John's Jesuit prioritizes the student as the first advocate for his own learning. Therefore, self-advocacy is a skill we teach, model, and foster in students. In most cases, if a student has a concern, the student should initiate communication with the teacher, coach, or club moderator involved. If the matter is unresolved, the student should communicate with his counselor, who is his advocate. If the issue is still unresolved, the student and his parents should communicate with the teacher/Department Chair, counselor, coach, or club moderator. If the matter remains unresolved, then the student and his parents should communicate with the appropriate administrator, as follows:

Academic Concerns: Megan Hujik, Academy Guidance Counselor mhujik@sjtitans.org

Athletic Concerns: Mike Schoen, Assistant Athletic Director mschoen@sjtitans.org

Discipline Concerns: Steve Spenthoff, Academy Principal sspent@sjtitans.org

SCHOOL COUNSELING

Guidance counseling is an important component of a student's education at St. John's Jesuit High School and Academy. All students meet with their counselor, individually or in small groups, at least once each quarter for academic, personal/social, and college/career development. Other departmental programming includes support groups, book clubs, Red Ribbon week celebration, and other curriculum based on students' needs.

ACADEMY COUNSELING DEPARTMENT

Mrs. Megan Hujik

Ext. 0740

Guidance Counselor

Grades 6-8

ACADEMIC POLICIES

In extraordinary circumstances the Academy Principal may approve adjustments in the accomplishment of requirements.

Students will not be permitted to drop or add a class after the class has been session for **two** weeks.

In 8th Grade, students must successfully complete the "Eighth Grade Project" which has as one component a formal research paper. This project will serve as second semester exam grades for English, Social Studies, and Theology.

A failure for the Second Semester in one core course (English, Math, Science, Social Studies) will require the course be successfully completed prior to entering the next grade in the Academy. Failure of two or more core courses for the Second Semester may prohibit advancement to the next grade in the Academy.

An 8th grade student who has not fulfilled the graduation requirements will not receive his diploma until he makes up his academic deficiency.

St. John's Jesuit Academy Personal Integrity Statement

As a Jesuit institution, our goal is to develop men for others, students who manifest the qualities stated in the Grad at Grad Document: Intellectually Competent, Open to Growth, Loving, Religious, and Committed to Doing Justice. St. John's Jesuit endeavors to develop Christian Leaders, young men of honor and integrity who treat themselves and others with respect. We expect students to develop a commitment to learning and a mature attitude towards academics.

Young men of character will

- **seek knowledge as well as achievement, realizing that learning continues beyond the class period or the school day**
- **realize that the process of learning is more important than the grade**
- **develop critical thinking skills**
- **earn their grades honestly through study, reading, and research**
- **expect honesty and integrity from their classmates and teachers**

We wish to foster an environment of enthusiastic learners, and thus academic dishonesty cannot be tolerated.

GRADING SYSTEM

Grade Percentage and Quality Point Equivalence for 2020-2021 and Beyond

98-100	4.3	89	3.4	79	2.4	69	1.4
97	4.2	88	3.3	78	2.3	68	1.3
96	4.1	87	3.2	77	2.2	67	1.2
95	4.0	86	3.1	76	2.1	66	1.1
94	3.9	85	3.0	75	2.0	65	1.0
93	3.8	84	2.9	74	1.9	64	.9
92	3.7	83	2.8	73	1.8	63	.8
91	3.6	82	2.7	72	1.7	62	.7
90	3.5	81	2.6	71	1.6	61	.6
		80	2.5	70	1.5	60	.5

(1) **Conditional Failures:** If the student earns a passing grade of at least a 60% in the second semester, the conditional failure is changed to a 60% on the student's transcript.

(2) **Incompletes:** An Incomplete may be assigned for a quarter, exam, or semester because of missed or incomplete assignments due to extenuating events like a prolonged illness or a personal emergency. Such a grade deficiency must be made up within **three** weeks. The Dean of Academics may extend this deadline due to extraordinary circumstances. The student and teacher will develop a plan that identifies the requisite work to be completed and the timeline for completion and any assessments. This will be recorded on an *Incomplete Report*.

REPORT CARDS

A record for student's grades will be sent at the end of the year that includes both semesters. Semester grades are the grade of record.

LATE WORK POLICY

Students may turn in work for partial credit throughout the quarter. Please see individual syllabi for what the late penalty is for each class.

HOMEWORK

Students are expected to give a proper amount of time and preparation for the next day's learning. Homework ordinarily consists of both written and study assignments.

Students have been known to be tempted to neglect reading and study assignments once the written work is completed. Parents who are solicitous for their son's progress will see that he faithfully does his homework. Students making poor grades should spend an additional amount of time to remedy their difficulties. There are no school nights when a student does not have homework in preparation for the next day's classes.

ACADEMIC DISMISSAL

It is the policy of the school to ask a student who has three quarters of failure in one year, or a total of five quarters of failure over six semesters, to leave St. John's. Although this policy is generally applied, the principal may permit exceptions for sufficient reasons.

A+ PROGRAM

The A+ program supports every student in the high school and academy to reach his full academic potential. Students are encouraged to take responsibility for their own learning in a supportive environment with a multitude of resources including small group and individual tutoring services, technological aides, study groups, review sessions, practice tests, academic counseling, and psychological testing. The A+ Learning Center is open to all students before school, during school and after the school day.

A+ LEARNING CENTER

The A+ Learning Center provides a comprehensive support system for all students to reach their full academic potential. A+ staff includes a director, two intervention specialists, a psychologist, an ESL teacher, a research specialist and academic tutors. The A+ Learning Center is open Monday through Thursday from 7:30-4:15 p.m. and on Friday from 7:30-3:15 p.m. Students may drop in or make an appointment. Services include professional tutoring, peer tutoring, study groups, study skills instruction, exam review, specialized instruction, psycho-educational testing, and minor accommodations. St. John's Jesuit is a Jon Peterson Special Needs Scholarship provider.

JON PETERSON SCHOLARSHIP

The A+ Learning Support Services serve students admitted to SJJ with diagnosed learning disabilities, individual education programs of 504 plans from area school districts as defined by the Ohio Department of Education. Students with current IEP's may be eligible for the Jon Peterson Special Needs Scholarship. These services include:

-Aid services -Intervention services -Speech Language Services -Education services

Providers submit progress reports on a quarterly basis through the online scholarship system. Progress reports are due at the end of September, December, March and June. The progress reporting quarters are as follows: Summer Quarter: July – September, Fall Quarter: October – December, Winter Quarter: January – March, and Spring Quarter: April – June. Progress reports are available on the JPSN Parent Portal.

Student Record Confidentiality Statement

At St. John's Jesuit we hold the privacy and confidentiality of our students' records with utmost importance. The following guidelines outline our commitment to safeguarding this information:

Consent for Release of Data: No data shall be released about students without written consent of the parent(s)/guardian(s) of a minor student or of the student who is 18 years of age or older.

Authorized Viewers of Student Records: Those who are permitted to view an individual student's records include:

- School personnel (includes central office staff)
- Parent(s)/guardian(s) of a minor student
- The student who is 18 years of age or older
- Non-custodial parent of an individual minor student unless denied access by a court order

Exceptions: educational data can be released to the following without the consent required by law:

- All certified members of the staff who may have legitimate educational interests
- School officials of other schools who have legitimate educational interests, for example,
Officials of other schools to which the student transfers
- Financial aid officers
- Those processing a subpoena for such data
- Accrediting organizations
- To a law enforcement officer who is conducting an investigation to determine whether the student may be a "missing child" (prior approval by the parent/guardian/eligible student will allow the officer copies of any part of the student's educational record)
- To a court, attorney, or law enforcement officer (probation officer, CSB, sheriff, marshal, constable, police, etc.) investigating whether the student is "an abused, neglected or dependent child."

ATHLETICS

Philosophy

St. John's believes it is of great importance that its students have an opportunity to respond to the challenge of physical competition in the form of athletics. Furthermore, St. John's believes that it is most beneficial to promote athletic participation by all students. Therefore, we encourage young men to participate in a variety of sports, not limiting themselves to one or even two. The thrust of our athletic program is to promote activity by all students in as many sports as they can participate in without overextending themselves.

A second premise of the St. John's athletic program is that while winning is a desirable outcome of a game, it should not be the sole reason for playing an athletic contest. An integral part of our program is the enhancement of personal growth. We feel that many of our students have untapped physical and mental resources, and that through participation in sports, many are better able to realize their potential and therefore, become better men. The St. John's coaches concern, then, is that young men may grow into stronger, more fulfilled students.

Related to the goal of personal development is the idea that athletics can and should promote results which are not necessarily directly associated with athletics. That is, we hope that our young men learn self-discipline, the importance of teamwork, and group responsibility. Coaches try to maximize opportunities that offer a young man a chance to use his athletic experience to develop attitudes and work habits which can be applied to life in general.

Because St. John's is a Catholic school, by design its athletic program should promote Christian values within the competitive endeavor. These values, a reflection of God's creation, include moral integrity, positive leadership, and a personal respect and concern for one's teammates and coaches. These are derived not only from the nature of sports, but, in the St. John's context, are a vital part of the Christian environment and the individual athlete's response to God's call to be his best self, a follower of Christ.

Hence, the essence of the athletic program at St. John's is aimed at a person-centered approach. We are intensely interested in the development of young men not merely as athletes, but also as young men who will become good citizens in our community. Through participation in sports with the guidance of a coach, our young men should grow into well-rounded individuals who can accept challenge, understand the importance of fair, clean play, and maintain their objectivity in victory or defeat.

While the above is the ideal, we acknowledge that at times we will not measure up to our standards. These times, however, can be growth experiences for coaches and students. By using this experience, the coaches and players can develop into constantly maturing men who respond to the daily challenges of life in a positive and productive manner.

Academic Eligibility

Academic eligibility is based on quarter grades, not semester grades.

The minimum grade point average that must be maintained for students participating in Academy sports are set at 1.50 with no more than one failure for the previous grading period (QUARTER grades). For fall athletes, the determining grading period is the FOURTH QUARTER of the previous

school year. Ineligible students who correct their failures and regain their eligibility are eligible to play on the fifth day of the new grading period.

St. John's retains the right each year to develop a more restrictive athletic eligibility policy than the OHSAA requires. Any changes in policy will be stated in the Bulletin of Information and published each August. A detailed explanation of OHSAA rules and regulations exists in their annual handbook and can be inspected by any student or parent. St. John's must abide by all OHSAA regulations.

RELIGIOUS ORIENTATION

St. John's Jesuit Academy, a Roman Catholic institution operated by the members of the Society of Jesus, educates students to understand and witness to the gospel of Jesus Christ. All students study theology for a full year. In various ways, the theology courses require Christian service of students. All students must also attend a retreat each year.

Participation at the Eucharist and in community prayer are essential to the formation of St. John's students. During the school year, students will attend at least five all-community liturgies. In addition, each month the school gathers for a service focused on a scripture reading and the prayer intentions of students and faculty members. During Advent and Lent, students are given the opportunity to take part in the sacrament of reconciliation at a communal penance service.

HEALTH SERVICES

The St. John's High School and Academy School Nurse works Monday through Friday from 8am-3pm. If she is unavailable a substitute nurse will be on campus. The school nurse is available during the school day for students who feel ill or are injured. If the illness warrants it, the nurse or designated person will notify the parent/guardian and the student will be sent home.

Immunizations: Ohio law requires proof of immunization for all Students who are new to the school. You must show immunization records to the school nurse within the first 14 days of school. Failure to do so leads to exclusion from school.

Those entering 7th grade: must show that they received a 7th grade t dap booster and meningitis shot within the first 14 days of school.

Medical and religious immunization waivers: Objection letters need to be sent in annually and filed. If an outbreak should occur, your son will be excluded from school until the Health Department deems, he can return.

Screenings: Any new or transfer students will have hearing and vision screenings by the school nurse the first few weeks of school. All 7th graders will have a vision screening within the first month of school. If the student fails his screening, parents

will receive a failed screening referral in the mail. This referral needs to be returned to the school nurse after your son goes to the eye doctor.

Forms: All medical forms can be found on the SJJ app under School nurse information. These include the objection waiver, asthma, seizure care plan, diabetic care plan, food allergy care plan, and parent & physician permission to administer medication form.

POWERSCHOOL: Medical conditions will be listed in PowerSchool for school personnel viewing only. This is strictly confidential but alerts teachers of any medical conditions in the classroom to help promote safety of your son. Parents, please notify the athletic trainers, bus drivers and coaches of any medical conditions.

Over The Counter medication: Please fill out the parent permission form located on the SJJ app and send in the medication in the proper bottle or boxes to be administered to your child by the school nurse. Students are NOT allowed to carry in their book bags medications, vitamins, supplements, etc. Tylenol (or generic equivalent) are available for the student and dispensed in the health clinic if marked yes on the bio update.

Prescription medicine: may be administered in the health office with parental and physician permission. Parents must bring in the prescribed pharmacy labeled medication. The prescription form filled out by the doctor must match the prescribed pharmacy labeled bottle including proper medication, proper time, route, and dosage. It CAN NOT be brought in by a student. The nurse will contact the parent when a refill needs to be brought into the school. If the student forgets his morning medication, DO NOT drop it off at the school. In that situation go to the school office and the nurse will locate the student and the parent must administer the medication. Inhalers and epi pens may be in your son's bookbag, but a 2nd inhaler and epi pen should be kept in a locked cabinet in the health clinic. No medication will be administered after 2:45pm.

Retreats & field trips: Parents need to speak to retreat leaders and Field trip teachers to review medication needs and medical conditions.

Food allergy students: Please send in your student's epi pen to be locked in the health clinic cabinet. The parent & physician form, along with his care plan need to accompany the epi pen. There are several peanut free tables in the lunchroom for student who have allergies to sit at during their lunch period. The school encourages you to send in separate nut free snacks during class party's that you know are safe for your son to ingest. If the nurse administers his epi pen 911 must be called.

Diabetic students: Please send in a care plan, snacks, pump supplies, insulin, blood sugar monitor and emergency glucagon nasal spray on the first day of school. Your

son needs to check in with the nurse daily before he eats lunch and report his blood sugar and insulin coverage. He is permitted to carry a snack in his bookbag for any low blood sugars. If the student is running a low blood sugar and has no snacks available, he should be escorted with another person to the health office.

Medical conditions: Please fill out the bio update with your son's medical condition. Also, contact the school nurse to discuss any medical needs. If your son's condition changes you need to contact the nurse. Parents, please notify the athletic trainers, bus drivers and coaches of any medical conditions.

Stay home: It is at the parent's discretion to keep their child home from school when ill. Students should stay home when any of the following symptoms are present:

1. Fever over 100 degrees within the past 24 hours
2. A contagious diagnosis which will require a doctor's note to return (mono, pick eye, chicken pox's, rash, etc.)
3. Has vomited or has diarrhea in the past 24 hours
4. Continuous cough that cannot be controlled.

Students must stay home until he is 24 hours fever free without the use of fever reducing medications and symptoms have improved.

ALL POLICIES FOR HEALTH SERVICES AND ALL REQUIRED HEALTH FORMS ARE Available on the SJJ app under school nurse information.

Medical pick-up during school hours

Ill students will be released during the school day from 8am-3pm from the main office/ Iott Center /door A. The school nurse will contact the student's parents to make arrangements for student pick up. If the parent is unable to pick up their student from school and needs to arrange other transportation for said child that person needs to be listed on the PowerSchool I.C. E. form or an email needs to be sent to the school nurse stating who is picking up their son. In a situation where the RN, sub nurse, or school administrative office is unable to contact the parent, they can reach out to Alt. Emergency Contact 1 or Alt. Emergency Contact 2 on the I.C.E. form to schedule pick up. The person releasing the student will email the main office letting them know who is being sent home, the time, and who is picking up the student. Parents need to park in the visitor parking lot. Call the main office and the student will be sent out to them. If the student is going home ill and can drive himself home, verbal permission from the parent is permitted.

DISCIPLINE GUIDELINES

SPECIAL NOTICE TO PARENTS OR GUARDIANS

Please read this handbook carefully. Your son should read and observe the guidelines presented here. His registration at St. John's Jesuit Academy is to be considered equivalent to a statement, on his part and on the part of his parents or guardians, of willingness to comply with all its regulations. Parents are encouraged to contact the office of the Academy Principal for disciplinary issues, the office of the Academy Counselor for academic issues, one of your son's teachers, or his counselor to ask questions-whether they pertain to academic development or disciplinary matters. The staff of St. John's Jesuit Academy is willing to help in any way it can with the development of our students.

Philosophy

The general norm of good behavior of a student at St. John's Jesuit is to act in a reasonable and respectable manner toward both teachers and fellow students. He is to act in accordance with Catholic morals and principles at all times. To aid in this effort, a minimum number of general guidelines have been set down. Discipline in the school is not only directed toward order but principally toward helping you grow as an individual. You will be challenged to use the freedom you are given in a responsible manner. The school will attempt to give you more responsibility as you demonstrate an ability to use it wisely. When occasional lapses occur, you will be asked to reflect on them and ways you might use to avoid future lapses.

Since St. John's is the school of your choice, parents and students alike should recognize that registration by a student is considered an agreement to accept and comply with these guidelines as a norm of conduct. Students represent St. John's Jesuit Academy both on and off campus and are responsible for their actions in both places.

The school administration reserves the right to forbid a parent to have contact with any faculty, staff member, or coach if he or she has exhibited a history of offensive or abusive behavior towards any employees of St. John's Jesuit Academy. Moreover, the administration may prohibit their presence at school events or on the school campus as deemed necessary. The administration shall be the sole determiner of what constitutes "abusive" or "offensive" behavior.

ANTI-BULLYING, HARASSMENT, INTIMIDATION POLICY

Bullying, harassment, or intimidation behavior by any student/school personnel at St. John's Jesuit Academy is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying, harassment, or intimidation," means any intentional written, verbal, graphic or physical acts including electronically transmitted i.e., internet, cell phone or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. These behaviors are also defined as repeated actions rather than isolated incidents. Such behaviors are prohibited on, or immediately adjacent to, school grounds, at any school-sponsored activity or while traveling on school-provided transportation that a reasonable person under the circumstances should know will have the effect of: causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of student personal property. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel. St. John's Jesuit Academy will not tolerate behavior that infringes on the safety of any student, school employee or volunteer. A student, school employee or volunteer shall not intimidate or harass another student, school employee or volunteer through words or actions whether in the classroom, on school property, to and from school or at school-sponsored events, or from any computer not on school property.

Procedures to Implement the Anti-Bullying, Harassment, Intimidation Policy

Procedure for the Alleged Victim

Communicate to the harasser that the individual expects the behavior to stop, the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.

If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should: tell a teacher, counselor or principal. Communicate exactly what, when, where it happened, what was said or what the harasser did, what the student said or did, either at the time or later, and how the harasser responded.

Complaint Procedure

St. John's Jesuit Academy expects students and/or staff to immediately report incidents of bullying to the principal. Staff members are expected to immediately intervene when they see a bullying incident occur. The principal upon receiving a complaint must notify parents or guardians of any student involved in a prohibited incident. Any evidence of the harassment, including but not limited to letters, tapes and pictures should be turned over to the investigator. Each complaint of bullying should be promptly investigated. Information received during the investigation is kept confidential. St. John's Jesuit Academy prohibits retaliatory behavior against any complainant, witness or any participant in the complaint process. Any person who engages in bullying may be subject to disciplinary action up to and including expulsion.

Investigation Procedure

It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met. However, misconduct by one student against another student, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator. In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred. The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The investigator may also interview witnesses as deemed appropriate. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal.

Resolution of the Complaint

The investigator and/or principal will speak with the alleged victim and harasser. The principal will also collect information from any witnesses, students, and/or teachers present for the complaint. Once all necessary information is collected, the principal will contact all parents involved. Where necessary, peer mediation will be used to resolve the complaint. The Academy Counselor may be utilized to conduct peer mediation of the alleged victim and harasser. Support services, including but not limited to, inside and outside of St. John's Jesuit Academy may be used to help resolve the situation. These support services will be made available to both the alleged victim and the harasser. The principal will document any disciplinary action taken or any other action taken in response to the complaint. Disciplinary measures may include, but not limited to, JUG, suspension, and/or expulsion.

Points to Remember in the Investigation

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

ATTENDANCE

Absences: Students are expected to be present on time each day for every period including homeroom. If a student must be absent, a parent or guardian is required, by law, to inform the Academy Office (Attendance number is 419-214-4145.) The safety of our students is of utmost concern. Failure to provide proper notification of an absence before 9:00 a.m. on the day of the absence may result in an unexcused absence. Students must be present for at least half of their classes if they wish to attend or participate in any extracurricular activities. If an absence remains unverified, a note stating the reason for the absence, the date of the absence, with a parent or guardian signature is required upon the student's return to school. Failure to present this note may result in disciplinary action.

Excused Absences:

- 1) Student Illness (if absent for 3 or more days, a written statement from medical professional is required)
- 2) Illness in the family necessitating the presence of the student.
- 3) Quarantine of the home
- 4) Death of a relative

Excused Absences Requiring Prior Approval:

- 1) Medical or dental appointment (written statement from medical professional required)
- 2) Observance of religious holidays.
- 3) Other events deemed by the Academy Administrator to be of educational or developmental value.

An excused absence entitles the student to make up tests, homework, etc. at the convenience of the teacher.

Absences for reasons not listed as excused will be deemed unexcused. An unexcused absence forfeits the student's right to makeup tests, homework, etc. at the discretion of the teacher.

Excessive absences for any reason create a hardship for the student involved. Any student who misses in excess of eight classes in a single semester, whether the absences are excused or unexcused, may lose credit on the dates of additional absences. The student may be placed on attendance probation, which will specify the term for continued enrollment.

Lateness: Students are expected to be in their classrooms, including the 1st Period, on time. Students not in their classroom by 8:00 a.m. must obtain a late pass from the office of Brenda Knight, the Academy Coordinator. To accommodate for the unavoidable occasions of lateness, three lates are permitted per semester. Subsequent lates, regardless of reason, will be deemed unexcused and will result in disciplinary action.

Early Releases: Students are not permitted to leave the school building without properly notifying the office of Brenda Knight, the Academy Coordinator. If a student needs to leave early, a note from his parents is needed to excuse him. He will receive a class release slip indicating the time of departure and will be allowed to leave class at that time.

Vacations: St. John's Academy strongly discourages the scheduling of vacations or family trips during class time. Approval for vacations will never be given when these days fall on semester or final exam days, or within ten days of the end of the school year. If a vacation absolutely has to be scheduled during class time and exceeds one day, the parents must contact the Academy Principal at least one week beforehand before approval will be given. Vacation days will count against the allotted absences allowed (See Attendance Policy). A student must continue to do class work during the vacation, and he will be required to take all quizzes and tests that he missed within three days of his return to school. All the work to be done must be prearranged with each individual teacher and completed within three days of his return. This is the sole responsibility of the student involved and he must fill out the planned absence form which can be obtained in the Academy Principal's Office. All these arrangements must also be confirmed with the Academy Principal.

Attendance Probation: Students that continue to have an ongoing number of absences or morning lates may be placed on attendance probation. Students that are placed on attendance probation will meet with the Academy Principal to arrange a probationary contract and set up an action plan. If the student fails to fulfill the requirements of his probationary period, or if he fails to demonstrate a drastic improvement in this attendance may face dismissal.

TRANSPORTATION

Bus Regulations:

Bus drivers are in charge of their buses and riders. Unreasonable conduct on buses by any student can result in forfeiture of the right to ride. Students should carry their bus passes at all times.

After School Supervision

Transportation arrangements should be made so that all students are picked up before 3:30. Students waiting after 3:30, whether for a ride or for practice to begin, must remain in the Carty Fox Commons. Access to all other areas of the school require faculty/staff supervision.

DRESS CODE

Our mission at SJJ is to develop Christian leaders. A student's reasonable and respectable appearance is his personal responsibility. The dress code is in effect in the school building on all school days from the beginning of morning prayer until the end of eighth period. Students are expected to adhere to the spirit of the dress code, not just the letter. Slovenly appearance, even in dress code, is unacceptable. Some of the norms of reasonableness are:

1. Shirt: A white or blue button-down shirt must be worn. Shirts must remain tucked in completely at all times, including while seated. Lettering from undershirts may not show through the dress shirt. Knit sport shirts, flannel shirts, rugby shirts and some printed shirts are not considered dress shirts and are not acceptable attire. In addition, turtleneck shirts and shirts with banded collars are not allowed. Students may not wear long-sleeve shirts or thermal underwear under a short sleeve dress shirt.

2. Tie: Grade specific ties are to be worn every day. Ties should be of conventional length and style and worn up high enough to cover the top button.

3. Pants: Conventional khaki dress pants, in good repair must be worn and properly fitted at the waist. This excludes all jeans, of any color, cargo pants, painter's pants, or any pants with huge pockets on the front or sides, drawstring pants, pants with piping or stripes down the side and army fatigues, or any pants with rivets or hammer loops. Pants with excessively frayed bottoms are not allowed.

4. Belt: Dress belts must be worn. Belts should be leather in look. Ornate decorations or large buckles will not be allowed.

5. Shoes: Athletic shoes (running shoes, basketball shoes) are permissible. Shoes must remain in good condition/repair, laces tied, and socks must be worn. Work boots, hiking boots, Crocs, sandals, moccasins, slippers, slides, and clogs of any color are unacceptable.

6. Winter Wear: During the winter months, students are encouraged to wear school approved seasonal outerwear, available in the bookstore. Fleece coats are not allowed to be worn during the school day with the exception of the school approved Academy fleece coat that is available in the bookstore. No sweatshirts or coats with hoods are allowed to be worn or carried around during the school day. A dress shirt and tie must be worn underneath all permitted sweaters and sweatshirts.

7. Hats: No hats or caps of any kind are to be worn in the school building. Hats must be removed upon entering the school building and be placed in the student's locker until the end of the school day.

8. Jewelry and Accessories: Jewelry is not to be excessive. Earrings of any kind are not allowed, whether they are covered up or not. A single bracelet may be worn on each wrist. No headphones are to be worn in the hallways. Teachers reserve the right to allow students to wear them in the classroom. Headphones brought to school must be either in locker or backpack out of sight until school is dismissed.

9. Body Markings: If a student has a tattoo, at no time is it to be displayed at school or while the student is participating in an extracurricular sport or activity. Nail polish and makeup of any kind is prohibited.

10. Standard Dress Down: During dress down days students must either remain in standard dress code or wear a professionally printed SJJ shirt with athletic pants or shorts. Athletic shoes are allowed. Students cannot wear Crocs, flip flops, sandals, or slippers. Dress down days during spirit weeks will follow the pre-approved theme of the day.

Items not covered in the dress code should be considered unacceptable. Violations of the dress code will result in a Dress Code Violation (DCV). First DCVs will result in writing the dress code. A second violation will result in a JUG.

MISCELLANEOUS DISCIPLINE

1. Cell phones, iPads (confiscated for misuse), and music players should not be visible or heard during the school day. Students violating this policy will have their device submitted to the Academy Principal's office where it will be held until the end of the day. The first offense will require the student to serve a JUG. Any subsequent offense will require progressive discipline.
2. Misuse of iPads is doing anything on the iPad during class time that the teacher has not instructed you to do. **NO GAMES WILL BE PLAYED DURING SCHOOL HOURS.** Anytime a student is caught playing a game or caught with a game in his history between 8:00 a.m. and 3:00 p.m. the student's iPad will be confiscated. The confiscation of the student's iPad will result in a JUG.
3. Social media is prohibited at school and will result in confiscation of the electronic device used to access the site. Any pictures taken of any student and posted on a social media website without the permission of the individual during school hours will result in a JUG. Any pictures of students or faculty posted on social media with the intent of mocking the individual will result in at least a JUG and up to suspension or expulsion.
4. Water bottles are permitted in classrooms as long as the teacher allows them. No water bottles are to be in the theater, computer labs, or science labs. Water is the only substance allowed in the water bottles. No sports drinks, pop/soda, or other beverages are allowed. Water bottles cannot exceed 24 ounces in size.
5. Food and beverages are permitted in the Carty Fox Commons only.
6. The selling of any item during school hours or on school grounds is prohibited. This includes but is not limited to candy, gum, electronics, fidget toys, etc.
7. Students that are suspended in school or out of school during the school year will be prohibited from attending class trips in the spring.

Disciplinary Procedures

While discipline usually denotes correction or punishment, properly understood it refers to self-control, or to ordering one's activities toward a particular goal. Discipline at SJJ involves a student's fundamental acceptance of the school's philosophy and values, as well as proper behavior according to its rules. Most enforcement of SJJ's philosophy and values is done within the classroom; however, some situations require the involvement of the Academy Principal.

Justice Under God (JUG)

JUGs may be assigned by the Academy Principal or by instructors.

JUGs assigned by the Academy Principal are served before school and after school on Wednesdays unless otherwise announced. JUGs may be assigned as half hour, one hour, and 3 hour. Students should be prepared to complete a predetermined writing assignment during their JUG. 3 hour JUGs will be served on scheduled Saturday mornings at 7:30 a.m. 3 hour JUGs require a \$10 fee to cover the cost of the prefect. Participation in sports is not an acceptable excuse for absence.

After school JUGs will be served from 3:05 p.m. until 3:35 p.m. Any written penalty not completed in the half hour must be completed at home. If a student is more than 5 minutes late a 3 hour JUG will be assigned unless the student has a note.

JUGs are to be served at the next JUG day after offense is reported. These JUGs are not scheduled at the convenience of the student. Missing JUGs for any reason other than excused absence from school will result in a doubling of the consequence. Instructor JUGs, if served with the instructor, may be assigned for any day and any duration up to two hours. Instructors may also refer JUGs to the Academy Principal.

If a student receives 3 JUGs in a quarter the student may be given additional consequences including the possibility of being put on disciplinary probation and/or loss of playing time on any St. John's athletic team. After the quarter ends the student will be reviewed to see if he will be removed from probation. Disciplinary probation means the student could be held out of field trips, class trips, and school related extracurriculars. If a student is held out of any kind of trip, then the student must report to school the day of the trip to serve an in-school suspension.

Suspension, and/or expulsion may be incurred for any action that compromises the reputation of St. John's Jesuit High School and Academy. Students should always remember that they are responsible to uphold the good name of St. John's Jesuit High School and Academy. A student involved in off-campus conduct prejudicial to the reputation of the school is liable to severe disciplinary action.

Serious disciplinary situations that may merit suspension or dismissal include the following:

1. Illegal use, possession, or distribution of drugs, look alike drugs, or alcohol, or the intentional misuse of other goods such as, but not limited to, over the counter medication, either on campus, at school-related events, or in an off-campus activity that is brought to the attention of the Academy Administrator through;
 - a. a faculty member or other adult in a supervisory role for the school
 - b. an officer of the legal system
 - c. a police report
 - d. a public record such as print or broadcast media
 - e. an admission by the student when confronted with information by the school administration
2. Possession of any kind of a weapon on campus or at any school-related event.
3. Gang membership or related activity.
4. Fighting (either on or off the St. John's campus) and/or the direct or indirect encouragement of a fight.
5. Destruction of property, vandalism, theft, and receiving of stolen property.
6. Possession or use of tobacco products at school or extracurricular events.
7. Insubordination or gross disrespect.
8. Possession or use of fireworks.
9. False activation of a fire alarm, bomb threats and arson.
10. Intentional misuse, tampering, destruction of computers and/or computer hardware.
11. Tampering in any way with the vending machines or phones.
12. Engaging in card games, dice, gambling or other related games of chance.
13. Vandalism or unauthorized visitation or loitering at another school.
14. Cheating or plagiarism of any type. The student will receive an automatic zero, Integrity Violation, and possible expulsion. Students may be placed on disciplinary probation based upon integrity violations.
15. Harassment, hazing or threat of another member of the St. John's Jesuit High School community.
16. Immoral behavior and/or conduct that is detrimental to the St. John's Jesuit High School and Academy community's reputation.

In addition to the above situations, repeated violations of minor rules will result in serious disciplinary action. Students with five or more violations within a semester may be placed on disciplinary probation at the discretion of the Academy Principal.

Expulsions

Students who face the possibility of expulsion will receive a formal letter from the Academy Principal. This letter will include a brief description of the actions that are at issue in the current matter; however, this should not be interpreted as being the only concerns that may be addressed by the Academy Principal at the expulsion meeting. This letter will be sent by certified mail or express mail to the parents or legal guardians of the student.

Suspensions

Students are expected to report for the normal school daytime when serving an in-school suspension. Out of school suspensions will be served at the student's home. Students issued out of school suspensions can make up their academic work that they missed. Either type of suspension will require that the student not be able to participate in any extracurricular activities during the suspension period.

Disciplinary Probation

Students that receive a significant number of conduct violations in the course of a semester, or ten or more conduct violations within an academic school year may be placed on disciplinary probation. Students that have serious violations, such as but not limited to fighting, cheating, stealing, substance possession and/or use, etc., may also be placed on disciplinary probation at the discretion of the Academy Principal.

Students placed on disciplinary probation will meet with the Academy Principal to set up a behavioral contract. The student's contract and behavior will be reviewed after each quarter where one of three actions will take place. One, the student may be expelled from the school based on his inability to change his behavior for the better. Two, the student may continue to stay on probation for one more semester if some progress has been made, but not enough progress has been demonstrated to remove the student from probation. Three, upon demonstrating profound improvement in the student's conduct, he may be removed from probation and admitted as a student in normal standing. Students that refuse to complete disciplinary contracts will be asked to leave SJJA.

Integrity Violations

While integrity violations often include cheating and plagiarism, the scope of this process extends beyond these narrow instances. The Academy Principal may issue additional penalties, such as 3-hour JUGs or suspensions. Students that receive more than one integrity violation during the academic year will be placed on disciplinary probation, and his teachers will be notified of his offenses.

Students that are found to have committed a major integrity violation (cheating, contributing to cheating, forgery, etc...) will be subject to the actions outlined here;

Integrity violations will cover the duration of the student's career at St. John's Jesuit Academy.

- First Offense – Zero received for work
 - Parents notified of violation.
 - Integrity meeting held
 - Minimum of a 3-Hour JUG assigned by the Academy Principal
- Second Offense – Zero received for work
 - Parental meeting held with the Academy Principal of Student Life
 - Minimum of a 3-Hour JUG assigned by the Academy Administrator
 - Student placed on Disciplinary Probation
- Third Offense – Zero received for work

Academy Principal recommendation for dismissal

Hazing

At St. John's Jesuit High School, "hazing" is strictly prohibited. Any student who is proven to be involved in hazing another students will be dealt with severely, up to and including possible expulsion. Hazing is defined as any act used to initiate a person into school or any organization that causes or creates a substantial risk of mental or physical harm. The administration strongly feels that organizations within the school should engage in team-building activities of a positive nature. Becoming part of a great tradition should be a positive and rewarding experience free of any painful or demeaning requirements. Any reports of hazing should be reported immediately to the Academy Principal and/or the Athletic Director.

Parent Concerns and Appeals

Sometimes parents encounter a problem over conflicts with interpretation of school policies or with actions by school personnel. In these situations, parents should follow a step-by-step process for attempting to resolve the conflict. If a parent has a problem with a teacher, they should always meet with the teacher first. If satisfaction is not received, the parent should then contact the Academy Principal. In the case of athletics, the parent should first contact the coach and then the Athletic Director. If the situation remains unresolved, the parent should make an appointment to meet with the Academy Principal to make a final decision.

Classroom issues: concerns about grading, assignments, discipline and other classroom related activities should, of course, first be discussed with the teacher/instructor.

If that discussion is not productive, then parents should contact their son's counselor, who frequently will act as a liaison.

The third step, if required, parents should then contact the Academy Principal.

Athletic issues: concerns about team matters should first be addressed with the head coach of the team. If that initial discussion is not productive, then parents should contact the Academy Athletic Director.

Appeals: appeals of decisions by either the Academy Principal or the Athletic Director should be directed to the President, only after parents have taken the other steps. School officials work hard to address parental concerns. In extreme cases where the resolution process does not seem to be working, the school reserves the right to require that the parent withdraw from the process.

Social Media Policy

Social Media is rapidly expanding part of our society. This technology is in heavy use by the youth including our students here in the Academy. Social media can be used for good and its possibilities are endless, but social media can also be used as a distraction in the classroom, and as a tool for bullying. It is important to talk with your sons about responsible use of social media and to make sure you are monitoring their use of social media websites. Many students do not realize that what they put on the internet is there permanently and could damage their reputation or the reputation of St. John's Jesuit.

Social Media use is strictly prohibited on school grounds. If a student is caught using social media at school the electronic device being used to access the website will be confiscated. Students will be disciplined if he is caught during school hours or if an incident is brought to the school's attention by another school's administrators or through public media. If you as a parent see inappropriate use of social media by another student we ask that you contact that student's parents to notify them of their son's indiscretion, and if needed St. John's Jesuit will handle the matter from a counseling perspective.

It is important that students understand that taking pictures of or recording of any student, teacher, or faculty member without their permission is against school policy and also is illegal. Posting any videos or pictures on the internet of any student, teacher, or faculty member is against school policy and also illegal. If a student is caught doing this it will result in suspension or expulsion.

St. John's Jesuit High School and Academy Dance Policy

SJJA dances are created for the social benefit of our students. They provide a chance for SJJA students to enjoy themselves, meet others, and safely enjoy their extracurricular time. The safety of SJJA students and the respect for others as conveyed by Men for Others, are the two primary concerns for SJJA dances. The following contains rules and regulations that SJJA students and their guests must abide by at all SJJA dances.

Guest Policy

SJJA encourages its students to invite guests to dances. Attendees must be junior high age, and they must present current, valid, Catholic school photo identifications to enter SJJA dances. Students without current, valid, school photo ID's will not be admitted to the dance. Students from schools other than local Catholic Elementary and middle schools are required to present a guest dance permission form. SJJA students are allowed to sponsor one guest per dance and they are responsible for submitting the completed dance guest permission form to the Academy Administrative Assistant no later than the Wednesday prior to the dance. Dance guest permission forms will not be accepted the day of the dance. The Academy Administrator has the final say in the approval of a dance guest permission form.

Dress Code

All students attending SJJA dances should be respectful of themselves and others in their behavior and dress attire. Dance moderators have the final say in the approval of student dress. Any attire that is deemed unacceptable by the dance moderators will require the student to either change his/her clothes to an appropriate outfit or to leave the dance.

Dance Etiquette

SJJA students are to demonstrate behavior that is becoming of Ignatian values and demonstrates being a

Man for Others. Female guests must be treated as young ladies and deserve the full respect of SJJA students. Dances are not a place for students to fight with their dates or to break up.

Inappropriate dancing will not be tolerated. Moderators will monitor the dancing to make sure that it is acceptable. Certain dance moves, including but not limited to slam dancing, mosh pits, body surfing, grinding, will not be tolerated. Students may be warned once before being told to leave the dance. Behavior that is overly disrespectful or dangerous may warrant additional penalties beyond being removed from the dance.

Security

For the safety of our students the use and possession of alcohol, tobacco, drugs and other illicit substances is forbidden. Violators will face penalties as described in the SJJ Student Bulletin of Information.

No limos or other chauffeured vehicles are allowed for SJJA dances. Students arriving in such vehicles will not be allowed into the dance and their parents will be contacted.

All SJJA dances will have two to four faculty prefects. Prefects are expected to follow the school rules and monitor student conduct and safety. All SJJA dances will have Toledo police officers for safety reasons. SJJA is not responsible for missing or stolen items.

Tuition and Financial Policies

Tuition and Fees

Pertaining to ALL students:

Tuition	\$16,000.00
Composite Fee	\$ 1,650.00
Senior Fees	\$ 500.00
(Payable July 1, 2026)	

Miscellaneous Fees:

Registration Fee (Payable @ Registration)	\$300.00
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Additional Fees:

Parking Fee (per year)	\$150.00
Payment Plan Fee	\$150.00
Returned Check/NSF Fee (each occurrence)	\$ 30.00

Please note that all fees are due in accordance with the school's payment schedule, and failure to make timely payments may result in penalties or delays in the student's enrollment process. If you have any questions regarding tuition or fees, please contact the Business Office for further assistance.

FINANCIAL POLICIES

1. St. John's Jesuit has a prepaid tuition program required of all students. **Tuition and fees are payable on or before July 1.** Parents may choose either to pay in full by July 1 or to finance all or part of the total cost through the FACTS program. **All financing arrangements must be completed by July 1.** Payment may also be made using your Discover Card, MasterCard or VISA. This is a continued option this year when making a tuition payment. **All tuition and fees collected by the school after July 1 will be charged an additional \$150.00 fee.** This fee is to help offset the administrative and collection costs.
2. All student billing is done through FACTS and all families are required to have a valid FACTS payment plan account prior to July 1.
3. Any requests for changes in Payment Plan due dates must be made via email 3-4 business days prior to the due date to cschroeder@sjtitans.org. Confirmation of this change will occur through automated email from FACTS. It is the responsibility of the parent to ensure email requests are received in time to the Business Office. Any late email requests are not the responsibility of the Business Office.
4. The registration fee is a **one-time non-refundable fee**. This fee is payable at the time the student registers for classes at St. John's Jesuit after acceptance. Notification of withdrawal must conform to the withdrawal guidelines.
5. The composite fee is used to cover the following: Campus Life and Student Engagement through the use of recreation and athletic facilities, Class Retreats, College and Career Services, Campus Technology Infrastructure, and Academic Support.
6. The senior fees are composed of \$400.00 graduation fee and \$100.00 senior project fee. The graduation fee covers cap and gown rental, diploma, and facility rental. The senior project fee covers administrative costs associated with the senior project.
7. The Bank charges St. John's Jesuit for each check that is returned. Therefore, our charge of \$30.00 is to recover our cost. If an electronic payment through FACTS is returned for non-sufficient funds (NSF), then FACTS will charge \$30.00 to recover their cost.
8. **All financial obligations to the school must be fulfilled in a timely manner before a student is promoted to the next year.** In the case of seniors, financial obligations must be met by final exams in April, so that the senior can take final exams, complete their senior project, receive final credit for courses and attend commencement. Obligations for underclassmen must be made before final exams. Transcripts will be sent only when all tuition and fees have been paid.
9. If a student withdraws from school for any reason, the following refund policy will be followed:
 - a. Zero (0) Days attended, 100% refund (except registration fees).

- b. Withdrawal before the first week of school ends, a 50% refund will be issued for tuition only.
- c. Withdrawal after the first week and before the 1st quarter ends, a 25% refund will be issued for tuition only.

10. Tuition Obligation Agreement: This tuition obligation contract becomes binding once the registration fee is paid and, if applicable, the FACTS Grant and Aid application for need-based financial aid has been completed. The contract is based on the final tuition amount outlined in the payment plan. By accepting this contract, we agree to the St. John's Jesuit refund policy as outlined above. Additionally, we understand and agree that if any financial obligations under this tuition contract are not fulfilled, St. John's Jesuit may impose restrictions on the student, including but not limited to the inability to attend classes, participate in activities or complete courses, until all obligations are fully met. We also acknowledge that St. John's Jesuit reserves the right to withhold transcripts and other academic records in the event of a delinquent account. Tuition and the composite fee are due by **July 1, 2026**, or a payment plan must be set up by **June 10, 2026**.

11. The following must be adhered to for a student to remain enrolled at St. John's Jesuit High School.

- a. All previous financial obligations must be fulfilled before the next school year.
- b. Students will not receive a final grade in their courses until their account is current.
- c. Official records will not be sent until all financial obligations with the school have been met.
- d. Financial aid for the next school year will not be offered to families whose previous accounts are not current.
- e. Parents/guardians are responsible for notifying the Director of Admissions & Financial Aid when unforeseen financial difficulty is incurred.

NOTE** *As of the end of the first quarter, no portion of the tuition and fees, whether paid or still outstanding, will be refunded or canceled, regardless of subsequent absence, withdrawal or dismissal of the student. St. John's Jesuit must make commitments to hire personnel and must incur expenditures for the academic year based on entry into the enrollment contract and these commitments and expenditures are not affected by any withdrawal or separation from St. John's Jesuit.*

Notification of withdrawal from the parent/guardian for which a refund applies must be given in writing to the Registrar's Office. Date of withdrawal notification as received by the Registrar's Office will be used to determine any refund amount.

DELINQUENT TUITION GUIDELINES

When payment for tuition and fees is not received by the specified due date and the account becomes delinquent, after 30 days of delinquency, a letter will be mailed to the parent/guardian notifying them of the delinquency. The parent/guardian will have a grace period to bring the delinquent tuition and fees up to date. If a student's tuition and fees are delinquent, they will not be able to receive final grades on courses or advance to the next year and will be asked to leave St. John's Jesuit High School and Academy.

A student with delinquent tuition will be issued a grade of "Incomplete" for the exam and the semester since he has not completed the requisite work to receive credit for the semester. The parent/guardian must keep the Director of Admissions & Financial Aid informed of changes that may occur affecting their financial status.

TUITION ASSISTANCE PROGRAM

Tuition assistance at St. John's Jesuit consists of a direct aid grant. To apply for tuition assistance, parents must apply online with FACTS, which can be accessed through our website www.sjjtitans.org. There is a fee of \$45 for this professional service. The form is then processed and returned to St. John's Jesuit indicating the level of need, so that tuition assistance can be awarded. Tuition assistance is awarded according to need within available funding.

Applications for tuition assistance must be renewed each year. Families that are renewing must complete the application with current tax return information. Families are asked to reapply every year by April 15th. Families that are applying for tuition assistance for the first time are asked to complete the application by February 28th. For further information, please contact Phil Anthony, Director of Admissions & Financial Aid, at panthony@sjtitans.org.

Families have the option of paying in full or selecting a **11-month payment plan**. A **\$150** fee will be added to the tuition and composite balance after any scholarship credits are applied, and this fee will be included in the monthly payment plan amount.

Admission Policies

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

Furthermore, St. John's Jesuit High School is not intended to serve as an alternative to court-ordered or public school district-initiated desegregation.

AIDS POLICY

At St. John's Jesuit High School students, whether enrolled or seeking enrollment, with Acquired Immune Deficiency Syndrome (AIDS), or who test HIV Positive shall be permitted to attend school in a regular classroom setting provided that the student meets specified conditions as determined by school health officials and school administrators.

GANG POLICY

Any student who participates in gang-related activity, including wearing or displaying gang symbols, will be suspended and may face expulsion. Students who refer themselves to the administration for help will be provided an opportunity that encourages wellness and reconciliation with family, school and others. In these cases, the final decision regarding any school sanctions rests with school administration.

SAFE SCHOOLS ACT

The possession of any type of firearms, weapons, dangerous or illegal objects on the school campus or at school-sponsored activities is grounds for immediate expulsion. Talk about the violent use of such weapons by a student is grounds for immediate suspension and possible expulsion.

The Safe Schools Act of 1997 states that: "whoever unlawfully assaults, strikes, threatens or menaces" any employee or student of any school shall be guilty of a misdemeanor of the first degree. Furthermore, "whoever disrupts, disturbs or interferes with any activity" conducted in a school or a school-sponsored activity shall be guilty of a misdemeanor of the first degree.

St. John's Jesuit High School provides the safest possible environment for the formational experience of our students. As such school officials have the right, indeed the responsibility, to

search school property—including lockers—and personal property—including bookbags, backpacks, and clothes—if reasonable suspicion exists.

SUBSTANCE ABUSE POLICY

(See Addendum 1 for detailed substance testing procedures, consequences, and terms/definitions.)

By attending St. John's Jesuit High School and Academy, each student has committed to a 12-month drug/alcohol abuse contract. Any violation of the substance abuse policy during the year will result in disciplinary action from the school. Furthermore, any violation of the drug, alcohol, tobacco or any other substances policy will cover the duration of a student's career at St. John's Jesuit, whether the career is four or seven years.

St. John's Jesuit High School and Academy provides a program based upon the needs and concerns of our community. It acknowledges that a program, in order to prevent abuse, must have elements addressing both education and assistance within its structure. St. John's Jesuit High School and Academy commits to aiding in the form of drug education, counseling services, support, and treatment to those who request it. Both the education and the assistance portions of the policy have the same objective: to help our students make healthy decisions.

Random substance testing by hair analysis is included in the assistance program for all students grades 8-12. The possibility of being tested provides a tool to counter the peer pressures associated with illegal drugs, giving an 'out' when St. John's Jesuit students are experiencing these pressures. This tool also provides parents/guardians the opportunity to reinforce their own message of maintaining a safe and healthy lifestyle.

St. John's Jesuit High School and Academy commits to assisting those in need and enforcing the consequences to those who either violate our rules or fail to comply with the assistance phase of the program.

Students are further cautioned to refrain from any activities outside the school that may reflect negatively on the school. Physical presence in a situation at which alcohol or other drugs are being illegally or illicitly used or possessed by minors or unauthorized parties may be grounds for disciplinary action. Students should be aware how easily this type of situation can degenerate into a serious violation. Students are encouraged not to support these situations but rather to use positive peer pressure to host and attend group activities without use of alcohol or other drugs.

Self-Referral

Information received from students and or parents who voluntarily seek help from school authorities concerning the student's illegal or illicit substance use will be maintained in confidence and will not serve as a basis for disciplinary action. The student's counselor will be notified and will meet with the student to determine the specific needs involved. All recommendations of the counselor must be adhered to, including the possible requirement to meet with a drug prevention specialist and/or submit to substance testing. Self-referrals do not provide immunity from disciplinary action should students continue to use, possess, or distribute controlled or other illicit

substances. A self-referral must occur before being discovered to be using or possessing such substances by school or law enforcement officials.

Random Testing

All students, grades 8-12, are subject to random drug testing by hair analysis. The standard 5-panel substance test detects use of cocaine, opiates, phencyclidine, amphetamines, and marijuana. Alcohol detection is also available at an additional cost and will be utilized on a random basis. Students who test positive for illegal or illicit drug usage will be provided individualized assistance for their substance usage. Rooted in *cura personalis*, a first offense of the substance testing policy is not punitive. Focus is placed on partnering with parents/guardians to guide their son toward a healthy and safe way of life. A meeting will be held with the Associate Principal to discuss probationary terms to ensure compliance towards a healthier lifestyle.

In addition to random testing of grades 8-12, any student may be tested for reasonable suspicion as determined by the Academy Principal. In the case of reasonable suspicion of drug use, St. John's Jesuit High School and Academy will require drug testing by an independent, third party testing agency within 18 hours of the Academy Principal's request. St. John's Jesuit High School and Academy will use Occupational Care Consultants for reasonable suspicion substance tests.

All students, grades 8-12, must be able to provide a hair sample, ½ inch in length, from either their head, legs, or arms unless a medical condition prevents it. Refusal to submit to a substance test, whether random or for reasonable suspicion, shall be considered a substance abuse policy violation. Additional tests from other agencies or doctors will not replace the rulings from the first test as required by St. John's Jesuit High School and Academy. A failure to release any test results to St. John's Jesuit High School and Academy will be considered a violation of the substance abuse policy.

A breathalyzer may also be used by the Academy Principal at random or when reasonable suspicion for alcohol exists at school or a school related activity.

Substance Violation

A student may not possess, sell, distribute, furnish, pass or be under the influence of any illegal and/or illicit substance at any event, including but not limited to athletic, academic, cultural, or social activity associated with St. John's Jesuit High School, or in an off campus setting. Students found to have done the above will be suspended for a minimum of three days and may be expelled from St. John's Jesuit High School. If the offender is permitted to continue enrollment, a meeting will be held with the Academy Principal to review probationary terms, including a mandatory extracurricular suspension.

Tobacco

Smoking, or the use or possession of any tobacco products is not allowed in school or at any school-related events including but not limited to retreats. Students who are caught either using or in possession of said products will have a choice of consequences: they may serve an out-of-school suspension, or attend a smoking clinic directed by one of the local hospitals. Tobacco use or possession is a violation of the acceptable use policy as it pertains to extracurricular participation.

ADDENDUM 1

PROCEDURE FOR RANDOM SUBSTANCE TESTING THROUGH HAIR ANALYSIS

- A. Upon enrollment, in consideration of being admitted to St. John's Jesuit High School and Academy, a parent/guardian and prospective student, grade 8-12, will sign the Student Handbook Agreement and Consent Form.
- B. The Associate Principal will provide student ID numbers for all students to the designated vendor.
- C. The Academy Principal will provide a testing date to the vendor. The vendor will provide the ID numbers of randomly selected students who are to be tested.
 - 1. Testing dates will occur at random throughout the school year.
 - 2. A significant percentage of the student body will be tested throughout the school year.
 - 3. Students remain part of the random selection group throughout the school year and may be tested more than once.
- D. Certified personnel will perform the hair collections using chain of custody procedures established by the vendor.
 - 1. The certified personnel clip a sample of hair from the student and places it in an envelope containing the students ID number. The envelope will be sealed by the certified personnel and initialed by the tested student.
 - 2. Samples will be placed in the collection bag and mailed to the vendor. No names will be recorded on the collection bag.
- E. The Academy Principal will receive test results within two weeks.
 - 1. For negative results, parents will be notified by mail.
 - 2. For positive results, parents will be contacted by phone.
 - i. Positive results will be sent to a Medical Review Officer (MRO) for certification. For positives indicating use of illegal or illicit substances, the MRO will automatically certify the test as positive and notify the Associate Principal. For positives indicating illicit use of legal substances, the MRO will contact a parent to determine if a physician has prescribed any medications. Requested proof of prescription medication must be provided within one week of notification by the MRO. If the prescription medication is determined to be the cause of the positive, the test shall be certified as negative. If the prescription medication was not the cause of a positive result, the test shall be certified as positive. Certified results will be provided to the Academy Administrator of Student Life by the MRO.

- ii. Positive results may be contested by contacting the vendor. The vendor maintains additional samples for further testing. Consequences will be postponed until the clarifying results are presented.
3. Results are available to the student, the parents/guardians, designated counselor(s), and the appropriate administrators.

CONSEQUENCES FOR POSITIVE RANDOM TEST

1. First Positive Test
 1. A meeting will be held with the parents/guardians where probationary terms will be discussed.
 2. The student's school counselor will be notified.
 3. The student will attend a mandatory 10-week educational substance use support program led by a St. John's Jesuit counselor.
 4. An assessment will be completed by a substance abuse specialist. Continued enrollment and participation in extra-curricular activities at St. John's Jesuit is contingent on adherence to all recommendations of the specialist.
 5. The student will submit to additional drug screening every 90 days for a period of 12 months or completion of high school. A fee will be assessed for all subsequent testing after a first positive test. Following the 12-month period, the student will again be eligible for random testing.
2. Second Positive Test
 1. All consequences as described for a first positive test.
 2. Three day in-school suspension, permitting for on- or off-site counseling/evaluation.
 3. 14 community service hours to be completed within two weeks of notification.
 4. 12-month suspension of all parking privileges and extra-curricular participation.
 5. The student's disciplinary record will be reviewed by the Academy Principal, who may recommend dismissal following the current procedures in the Student Handbook.
3. Third Positive Test
 1. Out-of-school suspension with a recommendation for dismissal.

CONSEQUENCES FOR SUBSTANCE VIOLATIONS

- A. First Offense
 1. Parent(s)/Legal Guardian(s) notification occurs.
 2. Student receives a suspension (either in or out of school) of at least three days.
 3. A meeting is held to establish a follow-up (A formal assessment, which is conducted at the student's expense, will be required.) Based upon the assessment, the student may be required to attend a mutually agreed upon substance abuse program.

4. The student will be suspended from attending extracurricular activities, including but not limited to dances, games, and club activities, for at least one academic quarter.
5. The student is required to comply with the recommendations established by school officials and outside professionals who are consulted.
6. The student will lose 100% of his extracurricular activities with the ability to earn up to 80% back upon a successful completion of the school's recommendations. The percentage of participation within the 80% will be decided at the discretion of the Academy Principal and will be based upon factors including, but not limited to, the seriousness of the offense, recidivism, and the student's cooperation.
 - a. A written letter will be presented to the Athletic Director and the Activities Director explaining that the affected student had a substance violation and will need to be suspended for the determined amount of time from extracurricular activities.
 - b. The Athletic Director and Activities Director will contact coaches and moderators to inform them of the violation and the extracurricular suspension.
 - c. The Athletic Director and the Activities Director will provide a written report back to the Academy Administrator indicating the dates of the student's extracurricular suspension.
7. The student shall complete a 350-word essay about his experience.
8. The student shall write a letter of apology to the school, his advisor/coach, and fellow classmates.
9. The above stipulations must be completed within a two-week time period after the violation. Failure to cooperate will result in dismissal from St. John's Jesuit and Academy.
10. The student will undertake random drug tests as described above in the school's policy for the duration of his time at St. John's Jesuit High School and Academy.

B. Second Offense

1. Parent notification occurs.
2. The student will lose all participation in his sports/extracurriculars/co-curriculars for 12 months including, but not limited to, sports, dances, games, and club activities.
3. A second violation of the substance use policy may be grounds for expulsion from St. John's Jesuit High School and Academy.

C. Third Offense

A third substance violation shall result in an expulsion from St. John's Jesuit High School and Academy.

Definitions/Understandings:

SUBSTANCE: Including but not limited to illegal drugs, alcohol, tobacco, illicit use of legal substances, abuse of prescribed medications, steroids, and counterfeit substances and paraphernalia.

USE shall be defined as consumption, possession or control over an illegal or illicit substance. Possession shall be defined on the person, on the property owned, including cars and lockers, and/or used by the person.

PARAPHERNALIA: Including but not limited to items which are intended to be used for manufacturing, packaging, or consuming an illegal/illicit substance.

SCHOOL DISCRETION: This policy is intended to promote fair and consistent guidelines for student consequences of illicit substance use. The school reserves the right to make judgments concerning individual cases for the protection of the St. John's Jesuit High School and Academy community and the student.

CONSEQUENCES are progressive in relation to the nature and/or frequency of the violations. The specific consequences will depend on the severity of the offense and the circumstances.

ASSESSMENT: School officials have the right to attempt to determine whether a student needs treatment, therefore a professional substance use assessment may be required to determine if a substance problem exists. While no action may be taken at the time, students may be required to attend educational classes and/or professional treatment. Failure to cooperate may result in additional disciplinary action, up to and including suspension and even expulsion.

TECHNOLOGY

iPad Acceptable Use Policy

An individual iPad in a 1-to-1 environment provides an opportunity to enhance each students overall learning experience. Utilizing the iPads at St. John's Jesuit gives students the access to learn anywhere, anytime - both in classrooms and at home. This 1-to-1 personalized learning also narrows the digital divide between students and promotes responsible use of today's ever-changing technologies.

All iPads are subject to the same acceptable use guidelines as all other St. John's Jesuit provided electronic devices. All applications (apps), files and documents purchased by St. John's and stored on the iPad remain the property of St. John's Jesuit until graduation. St. John's Jesuit reserves the right to confiscate and search a student's iPad to ensure compliance with the Acceptable Use Policy. Students in violation of the Acceptable Use Policy may be subject to but not limited to; disciplinary action, overnight confiscation, removal of content. In the event of confiscation, completion of all class work remains the responsibility of the student. St. John's Jesuit is not responsible for the financial loss of any personal files that are deleted.

Student Responsibilities Safeguarding and Maintaining as an Academic Tool

- The iPad is required to be at school every day, fully charged.
- Students are encouraged to purchase protective covers/cases for their iPads.
- If an iPad is left at home or is not charged, the student remains responsible for completing all coursework as if they had use of their iPad.
- Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment unless no other means of completion exist.
- Items deleted from the iPad cannot be 'undeleted', so backing up your work is very important. Syncing the iPad to iTunes should be done regularly. Doing so will safeguard all files, documents, and apps.
- Your SJJ e-mail must be connected to the preloaded iPad e-mail app.
- Preloaded apps may not be deleted, and they must be updated periodically.
- Memory space is limited. Academic content takes precedence over personal files and apps. In the case of memory space conflict, personal files/apps must be removed at the student's expense.
- Non-educational content is for personal use only and should not be shared in any manner, audio or visual, with other students.
- The volume is to remain on mute unless headphones are attached and/or permission is obtained from the teacher.
- Gaming and/or the use of social media during class time, including study hall, is strictly prohibited. Violators will receive a minimum of a 3-Hour JUG.
- The whereabouts of the iPad should be known at all times. It is student responsibility to keep their iPad safe and secure.
- iPads belonging to other students are not to be tampered with in any manner.
- The utilization of a VPN or other means to circumvent school security measures is strictly prohibited. Lost, Damaged or Stolen iPad
- If the iPad is lost, stolen, or damaged, the Main Office must be notified immediately.
- All iPads must be passcode protected by the user.

- iPads that are believed to be stolen can be tracked through Mobile Me, which the student is required to enroll in upon receiving the iPad. Lost iPads that cannot be recovered are capable of being remotely wiped. The student is responsible for the cost of replacing an iPad that is lost, stolen, or damaged.
- The iPad is subject to routine monitoring by teachers, administrators, and the technology staff. The St. John's Jesuit Technology Department will periodically monitor iPad wireless activity. If the Acceptable Use Policy is violated, the iPad may be remotely locked down, wiped, and/or confiscated.

Prohibited Uses Include:

Accessing Inappropriate Materials - All material on the iPad must adhere to the values and mission of St. John's Jesuit High School. Students must abide by the same prohibited uses as the use of lab computers and laptops. Students are not allowed to send, access, upload, download, or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

Illegal Activities - Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.

Cameras - Students must use good judgment and follow the predefined St. John's Jesuit rules of conduct when using the camera. The student agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of camera's in restrooms or the locker room, regardless of intent, will be treated as a serious violation. Use of the camera and microphone are strictly prohibited in the classroom and hallways unless permission is granted by a teacher.

Misuse of Passwords/Unauthorized Access - Students must set a passcode to their iPad to prevent other students from misusing their iPad. Any student caught trying to gain access to another student's accounts, files or data will be subject to disciplinary action.

Malicious Use/Vandalism - Any attempt to destroy hardware, software or data.

COMPUTER, NETWORK, AND INTERNET ACCEPTABLE USE POLICY

St. John's Jesuit High School is pleased to make available to students' access to the school network and to the internet. For us to be able to continue to make the computer network and internet access available, all students must take responsibility for appropriate and lawful use of this resource. Students must understand that one student's misuse of the network and internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and staff will make reasonable efforts to supervise student use of the network and internet, they must have student cooperation in exercising and promoting responsible use of this resource.

Student Access: A student who submits a properly signed Student Handbook Agreement and Consent Form to the school and follows the policy to which he has agreed will be permitted access

to the SJJ Network and Internet. Students will be asked to sign a new Agreement and Consent Form each year during which they are students at St. John's Jesuit High School before they are given access to the Network and the Internet. Students are to only access Wi-Fi from the SJJSTUDENT network or SJJPUBLIC network. Virtual Private Networks (VPNs) are strictly prohibited.

Guidelines: All users and their parents/guardians are advised that access to the electronic network may include the potential for access to material inappropriate for school-aged pupils. Every user must take responsibility for his use of the computer network and internet and stay away from these sites.

The following uses are prohibited:

- Offering for sale or use any substance which is prohibited by St. John's Jesuit Student Handbook
- Viewing, transmitting or downloading inappropriate materials or materials that encourage others to violate the law
- Intruding into the school network or the account of others
- Downloading any programs or files, such as but not limited to MP3s files, onto computers or user directories, or for the purpose of saving to disks or USB memory accessories
- Game/music playing on SJJ computers
- Using Proxy servers
 - o Only access Wi-Fi from the SJJSTUDENT network or SJJPUBLIC network
 - o You must not disclose or share your password with others
 - o Only school issued DVD/CDs can be used on SJJ computers

Privacy: Network and Internet access is provided as a tool for your education. St. John's Jesuit reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All such information shall be the property of St. John's Jesuit and no user shall have any expectation of privacy regarding such materials.

Failure to Follow Policy and Breach of Agreement: The student's use of the computer network and internet is a privilege, not a right. A user who violates this policy and breaches his agreement will result in disciplinary action.