



# **John Carroll High School**

2024 - 2025

## **Parent-Student Handbook**

Mrs. Corey C. Heroux  
President

Mr. Michael A. Bryk  
Principal

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Smile • Persevere • Encourage • Listen • Love



## JOHN CARROLL HIGH SCHOOL MISSION STATEMENT

### **Mission Statement**

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

## JOHN CARROLL HIGH SCHOOL ROOT BELIEFS AND CORE VALUES

### **Root Beliefs**

#### ***We believe that:***

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

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

### **Core Values**

Smile, Persevere, Encourage, Listen, and Love

## **Learner Dispositions - What Makes a John Carroll Learner?**

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

### **Curious**

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

### **Collaborative**

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

### **Independent**

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

### **Resilient**

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

### **Reflective**

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

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## FOREWORD

### Crest

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



### Our Namesake

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

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

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

### Purpose of the School Handbook

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



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

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

### **INTRODUCTION**

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

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

### **ACCREDITATION AND AFFILIATION**

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

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

### **SAFETY NOTIFICATION**

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

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

## **SCHOOL VALUES AND DIOCESAN TREATMENT POLICIES**

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

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

### ***Testifying in Divorce or Custody Proceedings***

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

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

## **ADMISSIONS**

### ***Open Admission Policy***

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

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

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

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

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

All enrolled students have agreed to the process of continuous enrollment when completing their admissions packet through FACTS SIS. Continuous enrollment states that a student will remain enrolled at JCHS for the upcoming school year unless a parent gives notification of withdrawal by completing the Future Withdrawal form and submitting it to Finance by February 28th of the corresponding year. **Please note: The registration fee for the 2024 -2025 school year will remain the parent's/guardian's obligation if the Future Withdrawal form has not been submitted by February 28, 2024.**

### ***Undocumented Students***

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

### **ADVISORY BOARD**

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

### **SCHOOL OFFICE AND ADMINISTRATIVE CONTACT INFORMATION**

#### **Mrs. Corey Heroux, President**

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

#### **Mr. Michael Bryk, Principal**

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

<b>Contact:</b>	<b>For information about:</b>	<b>Contact Information:</b>
Manny Berdayes, Director of Finance	FACTS Aid & Grant JCHS Financial Aid Tuition & Other Financial Matters	<a href="mailto:mberdayes@johncarrollhigh.com">mberdayes@johncarrollhigh.com</a>
Shelley Berdayes, Registrar	Student Academic Records Transcripts	<a href="mailto:sberdayes@johncarrollhigh.com">sberdayes@johncarrollhigh.com</a>
Andrew Bracken, 11th & 12th grade Academic Advisor	Academic Counseling Student Course Planning Student Schedules College Planning Mental Health Advising	<a href="mailto:abracken@johncarrollhigh.com">abracken@johncarrollhigh.com</a>
Josh Kimmelman, Director of Campus Ministry	Spiritual and Liturgical Offerings Campus Liturgies Christian Service / X2Vol Retreats	<a href="mailto:jkimmelman@johncarrollhigh.com">jkimmelman@johncarrollhigh.com</a>
Mickey Groody, Athletic Director	Athletics Summer Athletic Camps	<a href="mailto:mgroody@johncarrollhigh.com">mgroody@johncarrollhigh.com</a>
Shelby Harrell, Bus Manager	Buses Bus Routes	<a href="mailto:sharrell@johncarrollhigh.com">sharrell@johncarrollhigh.com</a>
Sandi Harpring, Director of Enrollment	Enrollment & New Student Inquiries Ram-for-a-Day School Tours	<a href="mailto:sharpring@johncarrollhigh.com">sharpring@johncarrollhigh.com</a>
Kirsten James, Assistant Principal of Student Life	Discipline Dress Code School Calendar Student Life Student Government	<a href="mailto:kjames@johncarrollhigh.com">kjames@johncarrollhigh.com</a>
Maria Miller, Advancement Associate	Alumni Relations Parents' Society Parent Volunteering Donor Database Management	<a href="mailto:mgmiller@johncarrollhigh.com">mgmiller@johncarrollhigh.com</a>
Jessica Krueger, Director of Advancement	Advancement Gifts and Donations Special Events	<a href="mailto:jkrueger@johncarrollhigh.com">jkrueger@johncarrollhigh.com</a>

Melissa McWhorter, Guidance Counselor	Academic Counseling Student Course Planning Student Schedules College Planning Mental Health Advising	<a href="mailto:mmcwhorter@johncarrollhigh.com">mmcwhorter@johncarrollhigh.com</a>
Erica Power, College and Career Counselor	College and Career Counseling Scholarship information College Tour Coordination College Fair Coordination	<a href="mailto:epower@johncarrollhigh.com">epower@johncarrollhigh.com</a>
Kathleen Remsen, Front Office	Attendance Early Dismissal/Late Arrival Clinic General Questions	<a href="mailto:kremsen@johncarrollhigh.com">kremsen@johncarrollhigh.com</a>
Chrissy Savage, FACTS Family Account Specialist and State Scholarship Coordinator	FACTS Incidental Billing State Scholarships	<a href="mailto:csavage@johncarrollhigh.com">csavage@johncarrollhigh.com</a>
Lisa Schilling, Academic Support Coordinator	Academic Support Program Student Accommodations SAT/ACT Test Accommodations Summer Bridge Program BETA Sponsor	<a href="mailto:lschilling@johncarrollhigh.com">lschilling@johncarrollhigh.com</a>
Jaimie Smith, Commons Moderator	DE and FLVS coordinator Extended time test coordinator Bright Futures Coordinator	<a href="mailto:jsmith@johncarrollhigh.com">jsmith@johncarrollhigh.com</a>
Joey Trefelner, Director of Technology	iPads School Hardware Computer Lab	<a href="mailto:joeytrefelner@johncarrollhigh.com">joeytrefelner@johncarrollhigh.com</a>
Karen Vercillo, Assistant Principal of Academics	Academic Affairs Faculty & Student Support Curriculum & Standards Professional Development Substitute Teachers	<a href="mailto:kvercillo@johncarrollhigh.com">kvercillo@johncarrollhigh.com</a>
Kate Westenhaver, Marketing and Digital Media Associate	Communications Social Media Website Management Public Relations Press Releases	<a href="mailto:kwestenhaver@johncarrollhigh.com">kwestenhaver@johncarrollhigh.com</a>

### **TEXT MESSAGING AND TELEPHONE CALLS**

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

### **GUIDANCE**

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

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

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

### **TEXTBOOKS**

All textbooks are owned by John Carroll High School. The school issues textbooks to each student for his/her use. The students must return the books at the end of the course. Lost or damaged books must be paid for by the student. Most John Carroll books will be barcoded, and specific books will be loaned to each student. Each student is responsible for the barcode-specific books checked out to him or her. Any books checked out to a student which are not returned at the end of the school year may be charged to the student's account and billed to the family through Incidental Billing. In some classes, the purchase of workbooks is required. AP classes may also require the purchase of an AP study book, and other classes may require the purchase of novels.

### **TUITION AND FEES**

#### ***Financial Obligations***

*The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from*

taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or disenroll the student if any financial obligations are not met.

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

JCHS Tuition Schedule	Tuition for 2024-2025 School Year	Two Payment Plan** (Debited August 2024; Debited December, 2024)	FACTS Monthly Payment Plan*** (Debited Monthly on the 5th or 20th from August 2024 - May 2025)
<b>Tuition Amount:</b>	\$12,950	\$6,475	\$1,295/month (10 months)
<b>Tuition Amount with Parish Scholarship for Affiliated Families* (\$1,000)</b>	\$11,950	\$5,975	\$1,195/month (10 months)

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

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

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

#### Other Fees:

Fee	Amount	Details
<b>Registration Fee:</b>	*Early - \$600 *After February 28, 2024 - \$700  *subject to change	❖ Required of all students ❖ Billed in three equal installments (or over the months remaining before July at time of registration)

<b>Required Parent Service Hours or Activity Fee:*</b>	10 parent service hours or \$300 activity fee	<ul style="list-style-type: none"> <li>❖ Donations for Events</li> <li>❖ Volunteering (Families are responsible for recording hours)</li> <li>❖ Invoiced by end of April if hours are not completed</li> </ul>
<b>Technology Fee</b>	\$125	<ul style="list-style-type: none"> <li>❖ Covers the cost of maintaining and operating the school's iPad program and infrastructure</li> <li>❖ Freshmen will receive new iPads; sophomores, juniors and seniors will retain previous year's new one</li> <li>❖ Students who have completed four years at JCHS will receive their iPads upon graduation</li> </ul>
<b>Athletic Fee:</b>	\$200	<ul style="list-style-type: none"> <li>❖ Applies only for those participating in sports</li> <li>❖ Covers all sports for the year</li> </ul>
<b>Graduation Fee:</b>	\$200	<ul style="list-style-type: none"> <li>❖ For seniors only</li> <li>❖ Covers graduation costs</li> </ul>
<b>Security Fee:</b>	\$125	<ul style="list-style-type: none"> <li>❖ For each student</li> <li>❖ Covers a full time on-campus deputy sheriff</li> </ul>

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

Additional fees may include but are not limited to field trips, lunch accounts, bus transportation, and the Kairos retreat program for seniors (\$325/student). Students may not be permitted to attend classes for a new year if any financial obligations are in arrears.

**JCHS Continuous Enrollment and Financial Terms and Conditions Agreement for  
2024-2025 School Year**

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

- ❖ I/We hereby opt into continuous enrollment. This means that my JCHS student(s) will keep coming back to JCHS every year unless I notify the school otherwise or the school leadership makes this decision for administrative, disciplinary, or financial reasons.



- ❖ I/We agree that the term of my student's continuous enrollment begins with this signed Enrollment and Financial Terms and Conditions Agreement and thereafter continues automatically through completion of grade 12 or, if necessary, until the official JCHS withdrawal procedures are completed.
- ❖ I/We understand that the JCHS Admissions Office must be notified by the end of the annual opt-out period (February 28) each year of any changes in my plans of enrollment for my student.
- ❖ I/We understand that the Registration Fee will be billed to our FACTS account in March, April and May of each year..
- ❖ I/We understand that a continuous enrollment/registration fee will be automatically drafted each year unless the school is notified of your child's withdrawal.
- ❖ I/We understand that I/we must maintain a current FACTS agreement with the terms agreed upon as directed by John Carroll High School for tuition and other school fees.
- ❖ I/We understand that the Continuous Enrollment Fee/Registration Fee is non-refundable and non-transferable after the opt-out period has closed.
- ❖ I/We agree to keep our student's demographic information updated in the school's information system and FACTS by promptly notifying the school's Main Office of any changes or making adjustments in the FACTS Family Portal.
- ❖ I/We agree to forfeit all fees paid or due for the following school year if this contract is breached by withdrawing my student after the opt-out period has ended. The opt-out period ends February 28, 2025. I/we understand that this will include the non-refundable registration fee.
- ❖ I/We agree to the financial policies set forth in this agreement and acknowledge that we will review the Parent-Student Handbook each year for any changes to those policies.

### **Required Parent Service Hours or Activity Fee**

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

In order to promote engagement with the school community, the school requests that all families complete 10 service hours within the school throughout the course of the school year. Opportunities for involvement will be available in many areas of school life, including social activities, fundraisers, sports activities, clerical help, and special events sponsored by the Development Office.

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

### **Financial Assistance**

The John Carroll Finance Office makes every effort to meet a family's demonstrated financial need, contingent upon the funds available. Financial assistance may be available through the school, provided it is applied for by April 17 (or while funds are available) for the following school year. In order to be considered for financial assistance, a family must file with FACTS Aid and Grant for financial aid online. Financial aid must be applied for each year it is desired. Please note that families must be in good financial standing to receive financial assistance.

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

### **Financial Conditions**

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

### **Withdrawal Policy**

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

If a student withdraws before August 31st, tuition may be refunded on a prorated basis. If a student withdraws, is expelled, or is asked to leave after August 31st, the yearly tuition may be due

in full regardless of the withdrawal date. Please note that any form of withdrawal would prompt a forfeit of financial assistance awarded by the school. Additionally, early withdrawals for families participating in the Florida Tax Credit Scholarship will receive a prorated benefit from the state.

### **VOLUNTEERING**

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

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

### **ACADEMICS**

**Please see our JCHS Academic Handbook and Course Catalog at [www.johncarrollhigh.com](http://www.johncarrollhigh.com) for additional details regarding John Carroll's academic program.**

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

### **ACADEMIC PROGRAMS**

- ❖ **The JCHS Amazon Future Engineer Program:** The Amazon Future Engineer program selected John Carroll High School as a recipient of its innovative STEM computer engineering track. John Carroll is proud to partner with Amazon/Project STEM to offer classes that cover computer science principles and coding. This program will prepare interested students for a college path in a computer-related field and inspire students to understand how computer science can impact and shape our world.
- ❖ **Advanced Placement Program:** John Carroll High School offers 18 AP courses all of which are taken on the JCHS campus. Students have an opportunity to take rigorous college-level classes and receive potential college credit. Students taking these courses commit to a serious level of rigor and independent study. These courses are taught at the college level and provide important skills to students, which readily translate to success in college coursework beyond JCHS. AP courses carry an additional GPA weight of 1.0.

- Requirements for Advanced Placement courses include established prerequisites and criteria consisting of standardized test scores, related course grades, and teacher recommendations. AP courses are college-level courses for students who have demonstrated they are capable of performing at the college level.
  - At the end of each course, students are required to pay the required fee that is set by the College Board and to sit for the exam written by the College Board. College credit or placement may be awarded depending upon the score the student earns and the college or university a student attends. Payment for these courses is billed through Incidental Billing in the spring of each school year. Parents with students taking several AP exams should be aware that the cost per exam is approximately \$100 and prepare accordingly.
  - Summer assignments may be required for AP courses. Assignments will be posted on the John Carroll website and may be due the first day of class or as determined by the teacher.
  - The Advanced Placement Capstone Diploma: AP Capstone is a diploma program based on two year-long AP courses: AP Seminar and AP Research. These courses are designed to complement other AP courses that the AP Capstone student may be taking. Instead of teaching specific subject knowledge, AP Seminar and AP Research use an interdisciplinary approach to develop the critical thinking, research, collaboration, time management, and presentation skills students need for college-level work. The College Board developed the AP Capstone Diploma program at the request of higher education professionals, who saw a need for a systematic way for high school students to begin mastering these skills before college. Schools must meet certain requirements and be accepted by CollegeBoard to offer the AP Capstone program. John Carroll High School is an official AP Capstone school. To see a list of colleges that endorse the AP Capstone program, please visit - <https://apcentral.collegeboard.org/courses/ap-capstone/higher-education-endorsement>.
- ❖ Honors Program: These courses carry an additional GPA weight of 0.5, and these courses carry an additional GPA weight of 0.5 and are offered in mathematics, science, English, social studies, Spanish, and some electives. For incoming freshmen and transfer students, initial placement in honors courses requires that the student is in the top 30% of their cohort. For freshmen this is determined by the High School Placement Test scores. For transfer students this is determined by PSAT or other nationally normed standardized tests. Additionally, grades in related courses and attendance records are considered.
  - ❖ For information on how to move from college prep (CP) courses to honors, or from honors to AP, please reference our JCHS Academic Handbook.
  - ❖ JCHS Academic Support Program: The Academic Support Program at JCHS is designed to support all students. However, specific accommodations can be made for students who have documented learning challenges. John Carroll High School believes that we are all

created in the likeness and image of God. We recognize each of our students as unique individuals with diverse needs. The Student Support Team works collaboratively with the student and family to provide all students with the support and resources needed to be successful students, self-advocates, and lifelong learners.

- **For students with IEPs, 504 Plans, or a documented psycho-educational evaluation from a licensed school psychologist** reasonable accommodations may be provided. Documentation must state the specific disability as well as the possible accommodations to meet the needs described. The most beneficial times for testing a student with diverse learning needs would be in the 8th grade in preparation for the transition to high school. Documentation does not guarantee extended time with CollegeBoard or ACT.
- Appropriate documentation will be contained in the student's confidential personal file. The Academic Support Coordinator will create a support plan to be signed by the school and the parents. The Academic Support Coordinator will communicate student accommodations to the teachers and ensure that the accommodations are followed. The privacy and confidentiality of each student is strictly maintained.

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

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

#### ❖ **Academic Support available to all students**

- ❖ WIN Flex Sessions
  - Each week, one block is devoted to academic support called WIN ("What I need"). During this time, students may request a teacher which they need additional academic support from. Students may also be assigned by a teacher for focused help in an area of need.
- ❖ Peer support from our PIT Crew in designated classes
  - Designated freshmen and sophomore classes have a peer from the PIT Crew (Peer Inclusion Team) available during class for peer academic support.
- ❖ Guidance counselor available for academic, social, and emotional help
  - Students may make appointments with our guidance counselor who will listen and support our students as they navigate through academic, social, and emotional concerns.
- ❖ Academic Support Teacher for help with learning strategies
  - Our Academic Support Teacher is available to meet with students to offer strategies for engagement, motivation, and test-taking skills as well as

different approaches to organization and time management to help our students find success.

- ❖ Teachers are available every day after school until 3:10  
Schedule this time with the teacher in advance to ensure one-on-one or small group academic support can be provided on a particular day

### **Section 504 - Policy Statement**

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

*The school's designated 504 Coordinator and contact information are as follows: Katie Kervi, (561) 775-9567., (561) 775-9532. Parents with questions regarding the school's disability accommodations or related items should contact the 504 Coordinator. Parents may file a grievance as to any decisions related to a disability accommodation and request an internal hearing and review by sending a written notice addressed as follows:*

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

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

### **Florida Virtual School (FLVS) Courses**

John Carroll High School is committed to providing the best academic program possible in a Catholic, Christ-centered environment, and we prioritize the value of taking courses on campus with our JCHS faculty. There are times, however, when it may be in a student's best interest to take a course through FLVS, such as credit recovery, to take advantage of a course that is not offered at John Carroll, which would help the student achieve their post-secondary goals, and other exceptions on a case by case basis. *Approval is not guaranteed for every circumstance*, and there are certain criteria and/or circumstances that must be met. Please see the JCHS Academic Handbook for more details. NOTE: FLVS mandates a course fee for any classes taken by students enrolled in private schools.

### **High School Credit for Math**

John Carroll High School follows the Diocese of Palm Beach guidelines for high school credits in middle school. This policy is as follows: *Successful mastery of Algebra 1 and Geometry is critical to a student's success in subsequent math classes, as well as success on the PSAT and SAT. In the best*

*interest of our students, the Diocese of Palm Beach provides the following policy regarding middle school students seeking to receive Algebra 1 and Geometry credit:*

- I. Diocesan Partner Middle School Students:
  - A. Must earn an A or a B in Algebra 1 or Geometry calculated by averaging their semester grades AND earn a 70% or higher on the diocesan end-of-course exam.
    - Honors placement - A score of 85% or higher on the Diocesan End of Course Exam.
    - College Prep (CP) - A score between 70% and 85% on the Diocesan End of Course Exam
    - A score below 70% indicates that the student will repeat the course in high school.
  - B. Students who score a C (70% - 79%) on the Diocesan End of Course exam are strongly encouraged to repeat the course in high school. At JCHS, we firmly believe that a C on the end-of-year exam does not indicate a strong enough foundation to advance successfully at the high school level.
  - C.
- II. Other Private / Public School Students:
  - A. Must earn an A or a B in Algebra 1 or Geometry calculated by averaging the student's semester grades AND pass the state of Florida end-of-course exam if applicable or other nationally normed standardized test.
  - B. Placement in CP or honors is based on grades and scores on the state EOC exam.
    1. The school and Diocese reserve the right to address exceptions on an individual basis.

### **High School Credit for Spanish**

- Students who took Spanish I in middle school and would like to advance to Spanish II Honors in high school must take the Spanish placement exam at JCHS. Students scoring 75% or higher on the placement exam will advance to the honors level.
- Students who score a C (70% - 79%) in middle school are strongly encouraged to repeat Spanish I in high school. At JCHS, we firmly believe that a C does not indicate a strong enough foundation to advance successfully at the high school level.

## **AWARDS & DESIGNATIONS**

### **Academic Distinctions**

- ❖ Quarter recognitions
  - Principal's List - Straight A's
  - Honor Roll - A's with no more than two B's.
- ❖ Latin Honors

- Summa Cum Laude
- Magna Cum Laude
- Cum Laude
- ❖ Excellence Award - Given to the student with the highest grade in each course.
- ❖ Distinction Award - Given to an outstanding student who exemplifies the dispositions of a JCHS learner in a each course.
- ❖ Valedictorians

### Latin Honors Distinctions

LATIN HONORS	<i>Cum Laude</i>	<i>Magna Cum Laude</i>	<i>Summa Cum Laude</i>
<b>12th and 11th grade</b>	3.75 - 3.874 (unweighted), no grade lower than a C, and at least three AP courses or six honors courses	3.875 - 3.99 (unweighted), and no grade lower than a B, and at least four AP courses	4.0 GPA (unweighted) and at least five AP courses
<b>10th grade</b>	3.75 - 3.874 (unweighted), no grade lower than a C, and four honors courses	3.875 - 3.99 (unweighted), and no grade lower than a B, and at least four honors courses and one AP course	4.0 GPA (unweighted) and at least two AP courses
<b>9th grade</b>	3.75 - 3.874 (unweighted), no grade lower than a C, and at least two honors courses	3.875 - 3.99 (unweighted), and no grade lower than a B, and at least three honors courses	4.0 GPA (unweighted) and at least one AP course

\*AP/Honors course counts are cumulative over student's time at JCHS.\*

### Valedictorians

- ❖ Student must be enrolled at JCHS for three consecutive years. Students who participate in full-time dual enrollment at IRSC are not eligible for Valedictorian status.
- ❖ Seniors who are designated as Summa Cum Laude at the end of the *first semester*\* of their senior year will be named valedictorian. All valedictorians have the opportunity to earn the honor of delivering one of two commencement speeches at John Carroll High School's graduation ceremony.
  - \*Should a student fail to keep his or her Summa Cum Laude status at the end of semester two of his or her senior year, the student will become ineligible for the valedictorian designation.



- Information on commencement speech opportunities will be provided after valedictorians have been announced.
  - \*Should there be no students who earn the distinction of Summa Cum Laude, the school reserves the right to name the student who earns the highest GPA with the distinction of Magna Cum Laude as valedictorian.

### **Bright Futures Scholarship**

Recipients receive either 75% or 100% of their tuition paid when they attend a Florida public college or university. John Carroll's guidance office aids students in ensuring they understand the requirements and what they need to do to earn the scholarships. In addition, the guidance office coordinates the registration of scholarship recipients online, taking the burden off of the parent. More information can be found in the JCHS Academic Handbook.

### **PROGRESS REPORTS**

Midway through each quarter, an email with a link to each student's progress report will be sent to all families. Please note that parents/guardians may access their student's class progress at any time during the school year via FACTS SIS.

### **DUAL ENROLLMENT**

Indian River State College (IRSC) and John Carroll High School have an articulation agreement whereby eligible high school students may enroll in certain college courses. Dual Enrollment (DE) is an option to earn college credit, but students and their parents must be aware of the risks as well. Minimum requirements must be met and all steps in the JCHS DE process must be complied with. More information can be found in the JCHS Academic Handbook and JCHS Dual Enrollment Handbook found on John Carroll High School's website.

### **EXAMS**

#### **Semester Exam Policy**

Dates are set aside well in advance of the exams and can be found both in email communications as well as the school calendar.

Only in the case of a medical emergency, legal appointment(s), or a death in the immediate family will the administration excuse a student from taking an exam on the scheduled date. Seniors having the required second semester average of 90% or higher AND eight or fewer total absences [measured by 40 or less class periods missed] (both excused and unexcused) during the **entire senior year** will be exempt from their final exams. A senior may not be exempt from an exam in a course for which he is attempting to make up credit for grade forgiveness. John Carroll reserves the right to amend this policy as needed.

Because of the importance of the semester exams, John Carroll will not allow students to reschedule semester exams except for the aforementioned exceptions. Like many of our peer institutions, John Carroll will charge families \$50 per rescheduled exam due to the time needed for a staff or faculty member to personally monitor your child's make-up exams.

## STANDARDIZED TESTING

### High School Placement Test

The High School Placement Test is a tool John Carroll uses to determine placement in courses for incoming freshmen students. John Carroll follows the guidelines of the Scholastic Testing Service and does not allow any retakes for the High School Placement Test.

### PSAT/MAP Testing at John Carroll

John Carroll does not teach to a certain standardized test, nor do we require students to pass a standardized test in order to move to the next grade level. John Carroll uses both the PSAT and the NWEA MAP testing data to gauge how we are doing as a school, how we can improve, and as a measurement of student growth. We use data from these tests to improve our instruction to better meet the needs of our students.

- ❖ PSAT: Students take the PSAT once a year in ninth, tenth, and eleventh grades. This test serves as a barometer for the SAT as well as a qualifying exam for the National Merit Scholarship Program.
  - For interested students, John Carroll shares information on optional PSAT preparation programs.
- ❖ NWEA MAP test - All students in ninth and tenth grades take the MAP test at designated times throughout the school year. Juniors and seniors who fail to meet the English and math benchmarks for college readiness will continue to take the NWEA MAP test as well. This test provides rich data for teachers to use to guide their instruction and improve student achievement.

## FAILURES AND ACADEMIC PROBATION

Students in ninth, tenth, and eleventh grades may make up failures by a remedial summer school course at JCHS, when offered or by taking the class on FLVS, ADOM, or Catholic Virtual, or by retaking the course at John Carroll the following school year. Students whose grades fall below a 2.0 GPA or who fail two or more classes at the end of a semester may be placed on academic probation.

### Academic Probation

Students who are unable to demonstrate adequate academic progress are placed on Academic Probation in order to establish a plan to assist the student and to impress upon the student the need for the academic improvement needed as well as the required expectations. A student is placed on Academic Probation if:

- ❖ The student has failed two or more courses during the semester.
- ❖ The student has a cumulative GPA below 2.0.
  - Students who are placed on Academic Probation are expected to comply with the actions listed below. Failure to comply with the expectations established to assist the student in achieving success may jeopardize the student's ability to remain a

student at John Carroll High School. Students who are on academic probation may be asked to:

- Sign an Academic Probation Contract
- Attend meetings with a guidance counselor, support teacher, or other school mentor as deemed necessary.
- Attend mandated after school help with assigned teachers.
- Attend parent-student conferences as deemed necessary.
- Suspend JCHS extracurricular involvement including athletic eligibility.

### **GRADING AND REPORT CARDS**

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

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

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

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

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

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

Credit is granted by semester. For example, a student earns one-half credit for each semester course successfully completed. Consequently, if a student fails one semester, he/she must make up only the failed semester.

### **GRADUATION POLICIES**

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

In addition to academic requirements, participation in both the Baccalaureate Mass and commencement exercises is required to earn a John Carroll diploma. The administration reserves

the right to prohibit anyone from participating in any of the commencement activities and/or delay or deny transcript requests without warning.

### GRADUATION REQUIREMENTS

Religious Studies	4 credits
English	4 credits
Mathematics	4 credits** [Algebra I and Geometry required]
Science	4 credits [Biology required]
Social Studies	4 credits [World History, U.S. History, U.S. Government, and Economics are all required.]
Foreign Language	2 credits [3 credits are strongly encouraged]
Personal Fitness	½ credit
JC Seminar	½ credit
Fine and Performing Arts, or Practical Arts	1 credit See JCHS Academic Handbook for options
Electives	3 credits
Christian Service Hours	100 hours of approved service by JCHS Campus Ministry
Senior Retreat Attendance	1 Attended Retreat - Kairos or an otherwise JCHS approved retreat

\*Students must take core classes (English, math, science, social studies, religion) each year while a student at JCHS, even if the student has already earned the requisite credits unless the “^” exception is made.

^Three credits earned while at JCHS is acceptable if total credits exceed four in other core subjects (English, math, social studies, and science)

\*\*The “^” exception may only be applied for students who earned high school math credit(s) in middle school.

+Please note, at this time, Spanish is the foreign language course offered at JCHS.

Students are encouraged to:

- ❖ Take three years or more of Spanish, as some colleges do require three years.
- ❖ Take the most rigorous classes one can while maintaining the highest GPA possible.
- ❖ Research colleges of interest to determine their academic requirements.

**Note:** Adjustment of credit requirements will be made for transfer students as necessary. The school reserves the right to determine transferred course levels and weighting factors. John Carroll High School cannot remove credits earned by students at other educational institutions. Students who take high school courses in middle school and transfer them must realize that they are beginning a high school transcript that will affect their high school GPA. While credit recovery is only permissible for high school students who earn a D or F, middle school students who earn a C or lower in a high school course may retake the course in high school allowing for the strongest start of their high school GPA and transcript.

### **FOREIGN LANGUAGE REQUIREMENT**

Admission requirements for institutions in the Florida university system and many colleges and universities outside the state of Florida may include two years of a foreign language, Algebra I and II, and Geometry. Specific average ACT/SAT scores are also required. Please be advised that some colleges are now requiring three years of a foreign language. It is the responsibility of the student and parent to determine which schools a student is applying to and check that school's requirements.

### **PARENT-TEACHER-STUDENT COMMUNICATION REGARDING ACADEMICS**

John Carroll's mission is to educate the whole child. All parties should understand that students learn best when there is cooperation and support between home and school. If a student is having a problem with a teacher, class, or grade, the school asks the following:

- ❖ First, the student should advocate for himself or herself by communicating with his or her teacher directly to try to solve the problem, issue, or concern.
- ❖ Second, if the student is unable to successfully resolve the issue, the parent may contact the teacher directly. Most of the time a face-to-face meeting with the teacher, parent, and student will resolve any concerns and provide a plan to move forward.
- ❖ If a problem persists after a parent-teacher meeting, a parent is invited to contact administration and/or Guidance to help resolve any issues.

### **SCHEDULE CHANGES**

Teachers work hard to ensure students are placed in courses where each student will be challenged and successful. PSAT and NWEA MAP scores are used when considering a student's desire to move levels. Regarding electives, students are advised to think carefully before choosing their courses for the coming year. Many of our elective courses are challenging, and students should be prepared to put forth their best effort for all classes. The school's guidance department will communicate with families regarding a students' course selections. Upperclassmen receive priority in scheduling. There are few instances where a schedule change is warranted once a school year begins. Incorrect class assignments and meeting graduation requirements are two possible reasons. Once a school year begins, only teachers have the authority to approve level changes. Students who did not participate in the course appeals process the prior year are unable to request level changes until the course appeals process begins in the third quarter. Please see the JCHS Academic Handbook for more details on course appeals.

## **SCHOLARSHIPS FOR COLLEGES AND UNIVERSITIES**

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

Florida Bright Futures Scholarships:

- ❖ Recipients receive either 75% or 100% of their tuition paid when they attend a Florida public college or university. John Carroll's guidance office aids students in ensuring they understand the requirements and what they need to do to earn the scholarships. In addition, the guidance office coordinates the registration of scholarship recipients online, taking the burden off of the parent. More information can be found in the JCHS Academic Handbook.
- ❖ Students are periodically given information regarding this award and are encouraged to maintain an unweighted 3.0 GPA in their core academic subjects. For further information on this GPA, please contact our guidance office. Students and their parents should consult [[www.myfloridaeducation.com/brfuture](http://www.myfloridaeducation.com/brfuture)] frequently for updates.

## **STUDENT RECORDS**

### ***Notification of Rights under FERPA***

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

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

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

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

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

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

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

1. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:  
     Family Policy Compliance Office  
     U.S. Department of Education  
     400 Maryland Avenue, SW  
     Washington, DC 20202-5920*

## **STUDENT LIFE**

### **PARENTAL COOPERATION**

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

The school serves as a ministry of the Diocese of Palm Beach and is committed to the spiritual growth of the student body. Therefore, parents are expected to support the Catholicity of John Carroll High School by actively ensuring students are able to participate in all faith-based activities at the school including masses, retreats, and prayer while a student at JCHS.

### **RESPONSIBILITY AND DISCIPLINE**

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

John Carroll reserves the right to ask any student to administratively withdraw any student at any time for any reason without prior warning at the discretion of the administration.

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

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

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

## **JOHN CARROLL HIGH SCHOOL CODE OF CONDUCT**

### ***Conduct***

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

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



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

### **ANTI-BULLYING POLICY**

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

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

#### 1. Definition

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

#### 2. Scope

- a. This policy prohibits bullying that occurs either:
  - i. on school premises before, during, or after school hours;
  - ii. on any bus or vehicle as part of any school activity; or
  - iii. during any school function, extracurricular activity or other school-sponsored event or activity.

#### 3. Reporting Complaints

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

#### 4. Disciplinary Action

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

*False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate remedial action which may include, but is not limited to, the assessment of costs incurred by the School in its investigation and review of any reports deemed to have been made in bad faith.*

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

#### **Students' Responsibilities**

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

- ❖ Become familiar with the policies, rules, and regulations which concern the students' conduct at school.
- ❖ Behave in a manner consistent with Catholic social teaching and that allows learning to take place without interruption.
- ❖ Show respect for fellow students, school personnel, and campus visitors.
- ❖ Neither to take nor to damage the property of other students, school personnel, or of the school itself. Students will be financially responsible for any damage/loss they cause.
- ❖ Express themselves without violating the rights of others or without interfering with the orderly educational process. They also have the responsibility to listen courteously to differing points of view.
- ❖ Carry only those materials which are acceptable by law, and which are not hazardous to any person or property.
- ❖ Upon any infraction of the rules, accept the disciplinary actions as prescribed in the Parent Student Handbook or as prescribed by the administration.
- ❖ Remain on campus once they arrive until they have permission to leave or until the school day ends.

#### **John Carroll High School Demerit Policy**

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

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

Once a student is placed on probation, the next major offense may result in the student being asked to leave John Carroll. Additionally, students placed on probation will work through a restorative process to reflect and learn from decisions that do not align with the beliefs of the school.

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

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

#### **Overview of Demerit Policy:**

- ❖ Each infraction has a demerit value. (Some infractions are assessed multiple demerits – i.e. skipping class.)
- ❖ See the chart below for the discipline infractions per demerit numbers.
- ❖ Each student begins the year at zero demerits.
- ❖ Demerit totals extend from the beginning of the school year till the end of the school year.
- ❖ When a student has an infraction, it is logged and stored in FACTS SIS and a communication is sent to the student, parent/guardian, and the instructor/coach/or administrator issuing the infraction.
- ❖ JCHS discipline records remain internal and are not reflected on transcripts.

#### **Discipline Overviews:**

- ❖ **Service Detention:** A student reports to a specified location on campus 5 minutes after the last bell of the day and serves either a 30 minute, one hour, or three hour service detention. Students may have a writing assignment or be required to help around the school as necessary. Phones or other personal electronics are not permitted while in detention.

- ❖ Clean-up duty in Café: Students push trash cans, wipe tables, and perform general clean-up duties during the last 10 minutes of lunch.
- ❖ In-School/Out of School Suspension: During any suspension (in or out of school), students must make up all classwork and homework for the day. Tests, quizzes, projects, and papers will be made up at a time designated by the teacher(s). Any suspended student may not participate in extracurricular activities that day. Further penalties may be assessed when the situation warrants.
- ❖ Discipline Probation: Probation notices are written to provide accountability for a student to make healthy and consistent choices that aid in their current and future success. When a student seems to be in a pattern of poor choices, steps must be made in order for the student to break those patterns. Students placed on probation will work through a restorative process to reflect and learn from decisions that do not align with the beliefs of the school.

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

<b># of Demerits</b>	<b>Discipline on #</b>	<b>Discipline Issued</b>	<b>Associated Monetary Fine</b>
1-5	5	30 minute after school detention	\$ 0.00
6-10	10	60 minute after school detention	\$ 10.00
11-15	15	Additional 30 minute after school detention	\$ 15.00
16-20	20	Additional 60 minute after school detention	\$ 20.00
21-25	25	Parent Conference and three hour after school detention.	\$ 25.00
26-30	30	Additional 30 minutes of after-school detention	\$ 30.00
31-35	35	Additional 60 minutes of after-school detention	\$ 35.00

36-40	40	Two weeks café clean-up duty during lunch	\$40.00
41-45	45	One month clean up duty in Cafe	\$45.00
46-50	50	Probation/Contract: No extracurricular school activities including sports participation/dances/etc. Consequences to be determined by administration.	\$50.00** Contracts will extend for the full year. Some behaviors warrant an immediate behavior contract and these decisions reside at the sole discretion of the JCHS administration.

### Minor Offenses

Infraction	Demerits for Each Offense & Each Occurrence
<ul style="list-style-type: none"> <li>❖ Dress code violations</li> <li>❖ Tardiness to school or class (accumulation occurs)</li> <li>❖ Being somewhere on campus without permission</li> <li>❖ Excessive talking out of turn in the classroom</li> <li>❖ Disturbing other students</li> <li>❖ Littering on campus, classrooms, Cafe</li> <li>❖ Neglecting to pick up after yourself at lunch or activities</li> <li>❖ Loitering in the restrooms, halls, or classrooms</li> <li>❖ Not being seated in class at the bell</li> <li>❖ Excessive noise or running</li> <li>❖ Failure to be prepared for class (iPad not being charged)</li> <li>❖ Food or drink (other than water) that violates a teacher's classroom policy</li> <li>❖ Not wearing I.D. properly around the neck and visible</li> <li>❖ Sleeping in class</li> <li>❖ Chewing gum</li> </ul>	1 demerit
<ul style="list-style-type: none"> <li>❖ Hair and shaving violations</li> <li>❖ Littering in the cafe/school grounds</li> <li>❖ Viewing non-school related material on iPad during class</li> </ul>	3 demerits

❖ Airpods/Headphones violation (during classes, FLEX, or lunch)	
<i>Because it is impossible to list every offense or every circumstance surrounding each offense, the administration reserves the right to assess demerits or determine other disciplinary consequences based on their assessment of the situation.</i>	

### Major Offenses

<b>Infraction</b>	<b>Demerits for Each Offense &amp; Each Occurrence</b>
<ul style="list-style-type: none"> <li>❖ Serious classroom disruption (student stays in class)</li> <li>❖ Distribution or possession of any type of flyer on campus without the permission of administration</li> <li>❖ Offensive language, cursing, provocation, or harmful gossip</li> </ul>	5 demerits
<ul style="list-style-type: none"> <li>❖ Failure to attend assigned detention</li> <li>❖ Bringing or possessing any items that are considered to be disruptive to the educational process (Examples: hand-held video games, squirt guns, laser pointers, skateboards, etc.)</li> <li>❖ Being in a classroom without permission or without a teacher present</li> <li>❖ Climbing/jumping fences</li> <li>❖ Skipping class(es)</li> <li>❖ Failure to report to the office when arriving tardy to school</li> <li>❖ Inappropriate behavior during assemblies or Masses</li> <li>❖ Severe classroom disruption (student is sent out)</li> <li>❖ Breaking any of the school bus rules</li> <li>❖ Initiation of involvement in any letter or petition on school grounds or among the school community without admin. approval</li> <li>❖ Having a cell phone out or visible at any time during class, flex time, and/or lunch</li> </ul>	10 demerits
<ul style="list-style-type: none"> <li>❖ Threats or inflammatory statements</li> <li>❖ Forgery of signatures on any school-related document</li> <li>❖ Open defiance/disrespect</li> </ul>	20 demerits
<ul style="list-style-type: none"> <li>❖ Stealing</li> <li>❖ Improper and/or unsafe driving on school grounds</li> <li>❖ Leaving the school without permission</li> <li>❖ Minor physical altercations (as determined by Administration)</li> </ul>	25 demerits

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

## Behavior Probation Protocol

Appropriate behavior is a critical aspect of a positive school experience. With regard to academics, positive behaviors generally promote better academic outcomes, while negative behaviors can create barriers to learning.

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

### 1. Probation Assessment:

- ❖ Students who are placed on behavior probation will receive a formal notification outlining the conditions and duration of the probationary period.
- ❖ Students will meet with a designated school counselor or administrator to discuss the implications of their behavior probation and understand the expectations for improvement. Understanding one's behavior and its impact on oneself and others is crucial before next steps.

## 2. Behavior Improvement Plan:

- ❖ A Behavior Improvement Plan (BIP) will be developed collaboratively between the student and his/her counselor or an administrator.
- ❖ The BIP should identify specific behaviors that need improvement and provide strategies and interventions to address them. The goal is for the student to be able to demonstrate respect for school rules, staff, peers, and property at all times.
- ❖ Behavioral Monitoring:
  - Seek feedback from teachers, counselors, or other trusted adults to monitor progress and identify areas for improvement.
  - Regularly review and adjust the BIP as necessary in consultation with the student's counselor or an administrator.

## 3. Restitution and Repair:

- ❖ Take appropriate steps to make amends for any harm caused by previous behaviors, including apologies, restitution, or participation in restorative justice processes.
- ❖ Demonstrate a willingness to learn from mistakes and actively work towards making positive contributions to the school community.

## 4. Academic Engagement:

- ❖ Actively and appropriately participate in class activities and assignments to demonstrate a commitment to academic success.
- ❖ Seek academic support from teachers, tutors, or academic support services as needed to stay on track with coursework.

## 5. Extracurricular Involvement:

- ❖ Athletic and club activity will cease when placed on behavior probation. However, incremental reentry may occur before the probation period ends in order to demonstrate responsible behavior and contribute positively to the school community.

## 6. Presentation Preparation & Guidelines

- ❖ As the probationary period nears its conclusion, students must prepare a presentation outlining his or her progress and commitment to improving behavior.
- ❖ The presentation should be well-organized, respectful, and demonstrate genuine reflection and growth.
- ❖ Begin the presentation by acknowledging past behaviors and expressing remorse for any harm caused.



- ❖ Provide a detailed overview of the Behavior Improvement Plan, including specific behaviors targeted for improvement, interventions used, and progress made.
- ❖ Reflect on personal growth and lessons learned during the probationary period, highlighting positive changes in behavior and attitude.
  - Share examples of positive contributions to the school community and relationships built with peers and staff.
- ❖ Conclude the presentation by reaffirming your commitment to maintaining positive behavior and being a responsible member of the school community.

#### 7. Presentation Review and Evaluation:

- ❖ Following the presentation, the administration will review the student's progress and evaluate their readiness to be removed from behavior probation.
- ❖ The administration may request additional information or clarification as needed before making a final determination.
- ❖ Students will be notified promptly of the decision regarding their probationary status.

Successfully working off behavior probation requires self-awareness, accountability, and a genuine commitment to positive change. By following this protocol and delivering a sincere presentation to the administration, students can demonstrate their readiness to return to good standing at JCHS and contribute positively to the school community.

*Refusal to participate in this process implies that the student does not desire to partner with JCHS, which will result in an administrative withdrawal.*

### **ADDITIONAL INFORMATION ON VARIOUS OFFENSES**

#### ***Sexting***

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

#### **Sexual Harassment**

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

#### ***Smoking/Vaping***

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

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

### **Weapons Policy**

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

### **ID Cards**

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

### **Public Displays of Affection**

*The Catholic school promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or expulsion. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.*

### **Search and Seizure Policy**

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

## **CELL PHONE POLICY**

### **Rationale**

John Carroll is a place of learning within a loving, Christ-centered community. Cell phones, while helpful for making transportation arrangements and of use in an emergency, are not conducive to an effective learning environment nor to building fellowship amongst students. Further, cell phones can be a distraction and disruption to the entire learning community. As such John Carroll

has implemented the following policy to preserve the integrity of the classroom and foster face-to-face communication among students and teachers.

### **Cell Phone Policy**

1. Cell phones may not be visible or pulled out during class time or during lunch at any time while on campus. Students will be, however, allowed to access their phones while in the hallway during transition times between class periods.
  - a. Students will be asked to “check in” their phones at the start of each class period in order to limit distractions and allow students to focus on their learning. Cell phones will be safely held by the teacher throughout each class period, including when a student has to leave the classroom to use the restroom.
2. This policy also includes the use of headphones or earbuds/airpods, regardless of whether the student is listening to them or not.
  - a. Please note: If a student has headphones/earbuds/airpods in, the phone and headphones/earbuds/airpods will be collected. An exception to this policy is when a teacher permits a student to bring headphones to be used with the iPad for educational purposes.
3. Smart Watches
  - a. Students may be asked to remove a smart watch during any school assessments. Included is any watch that has the capability of synching to a phone, computer, iPad, or any other device with internet capabilities.

### **Consequences for Breaking Cell Phone Policy**

1. If a cell phone is visible during class, flex time, and/or lunch, the student’s cell phone and/or earphones/buds will be taken without prior warning for the entirety of the school day. It does not matter if a student puts his or her phone away before the teacher approaches or if they pull it out for a quick second to check the time. If the phone or earbuds come out, regardless of why, the policy has been broken.
2. The staff member will take possession of the phone and secure it. The phone is then turned over to the front office. At the end of the day, the student must go to the front office to retrieve his or her phone. If a student does not arrive before the Assistant Principal of Student Life leaves, the student will need to pick up the phone the next day.
3. The student will receive 10 demerits per the demerit policy outlined above.
4. If a student breaks the policy a second time during a quarter, then the phone must be retrieved by a parent or guardian before or after school in the Front Office. More serious consequences may be levied at the administration's discretion for repeat offenses.

Students may not use their personal cell phones to make phone calls, even to their parent/guardian, during the school day unless they have been granted permission by a staff member for a specific purpose (i.e. lunch money in an account, arrange a ride, etc.). If needed, students may also use the school phone located in the front office during transition periods or during lunch. Students should refrain from using the school phone during class time.

## **DISCIPLINARY REFERRAL TO THE ASSISTANT PRINCIPAL OF STUDENT LIFE**

In the event a student is sent to the office, disciplinary actions may be taken. These actions may include detention, restriction from extracurricular school activities, suspension or expulsion from the school bus, suspension, expulsion from school, or other measures as deemed necessary. In some instances, the decision as to the proper action to be taken may be made by the principal and/or the administrative team. A minimum of 10 demerits is assigned if a student is sent out of class to the office.

### **Detention**

#### *Detention Rules*

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

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

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

### **Out-of-School Suspension**

A student may be placed on out-of-school suspension at the discretion of the school administration. The student must reach out to all teachers and make up all classwork and homework for the day(s) in the teacher's prescribed timeframe. A parent conference/contact will be required before the student may re-enter school.

## **COMPUTER USE**

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

1. *Respect and protect the privacy of others:*
  - a. *Use only assigned accounts and passwords;*
  - b. *Do not share assigned accounts or passwords with others;*
  - c. *Do not view, use or copy passwords, data or networks to which you are not authorized;*
  - d. *Do not share or distribute private information about yourself or others.*
2. *Respect and protect the integrity, availability, and security of all electronic resources:*
  - a. *Observe all network security practices;*
  - b. *Report security risks or violations to the school principal;*
  - c. *Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;*
  - d. *Do not disrupt the operation of the network or create or place a virus on the network;*
  - e. *Conserve and protect these resources for other students and Internet users.*
3. *Respect and protect the intellectual property of others:*
  - a. *Do not infringe on copyright laws including downloading or copying music, games or movies;*
  - b. *Do not install unlicensed or unapproved software;*
  - c. *Do not plagiarize.*
4. *Respect the principles of the Catholic school:*
  - a. *Use only in ways that are kind and respectful;*
  - b. *Report threatening or discomforting materials to the school principal;*
  - c. *Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);*
  - d. *Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);*
  - e. *Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;*
  - f. *Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks;*
  - g. *Do not send spam, chain letters or other mass unsolicited mailings;*
  - h. *Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.*
  - i. *Do not engage in any form of cyberbullying.*

### **Supervision and Monitoring**

*The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks or on any technological devices used by students on campus in order to further any administrative concern. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.*

### ***Unacceptable Use of Outside Technology***

*The school expects students to use information technology and social media (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and on social media, and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.*

### **Consent**

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

### **Consequences for Violations**

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

### **SECURLY PASS**

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

## HARASSMENT AND DISCRIMINATION

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

## INTEGRITY

John Carroll Catholic High School stands for truth, as evidenced by the Latin "veritas" on our school seal. Truth and honesty do not allow us to take that which does not belong to us or to give information to others that is to be used for a dishonest purpose. Further, students who are seen with a cell phone out during an assessment, regardless of whether the student is actually cheating or not, will be subject to the penalties as outlined below.

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

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

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

- The use of ChatGPT or other generative software
- Copying another person's test, quiz, or assignment of any kind
- Allowing someone else to copy assessment or assignment answers or divulging test questions and answers to other students
- Using electronic devices to capture, send, or retrieve data, images, or voice/video information during assessments or assignments, including in a group chat setting

- Using “cheat sheets” of any kind
- Intentionally or unintentionally presenting the work of another as one’s own
- Copying portions of written work (including reports in books, encyclopedias, and magazines, those written by other students, or from Internet/on-line sources) without giving credit to the author. It is unacceptable to borrow any work (or pay another person to do one’s work) and then submit that work as one’s own

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

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

JCHS is taking a strong stance against the use of ChatGPT and other generative software. If a teacher suspects, through the use of detection software, that a student has used ChatGPT or another generative software to gain an unfair advantage in any way in any class that student is subject to academic and disciplinary action including receiving a zero on a given assignment without the opportunity to earn back said points.

### **INTERNET USE POLICY**

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

### **THREATS OF VIOLENCE**

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

1. *Immediate suspension from the school;*
2. *Treatment or consultation by a psychologist or psychiatrist at the parents’ expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be expelled from the school. If it is determined that the child did not seriously*



*intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.*

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

### **COMMUNICABLE DISEASE AND RELATED ITEMS**

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

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

## **STUDENT LIFE**

### **Christian Service Program**

The JCHS Christian Service Program seeks to challenge students to engage in the kinds of powerful interpersonal experiences that can change their hearts as they are made aware of the dignity of every human person. This program differentiates the level and style of service by designating service as either outreach service, service completed for one's own church and school, or support service. Throughout a student's four years at JCHS, he/she will be challenged to perform acts of service designed as outreach service that meet a direct need of those in our local community. Our goal is to help students see service as an opportunity to encounter, rather than just to complete hours for a requirement.

- OUTREACH service is done by giving direct service to individuals or nonprofit organizations who are in need within the larger community. Examples of OUTREACH service are:
  - Providing companionship for people at assisted living facilities
  - Mentoring children at a summer camp or in a sports league
  - Volunteering at a non-profit organization such as United Against Poverty, Treasure Coast Food Bank, Sarah's Kitchen, Mustard Seed, Hope's Closet, Heathcote Botanical Gardens

- Volunteering at an event such as a fundraiser for a non-profit organization or church
- CHURCH/SCHOOL/SUPPORT service is done to support and enhance the mission of one's own school and/or one's church community or by collecting donations for the larger community. Examples of CHURCH/SCHOOL/SUPPORT service are:
- Volunteer at a JCHS event such as receptions, Open House, club events, annual gala
  - Assist the JCHS faculty/staff with extracurricular activities
  - Assist the JCHS athletic department at sporting practices and games
  - Volunteer in a church ministry such as altar serving, lecturing, or singing in the choir
  - Gathering supplies for a pregnancy care center
  - Gathering canned goods for a food drive

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

*Student Service Requirements for the JCHS Christian Service Program:*

All students are responsible for completing a minimum of 100 total service hours prior to the conclusion of the 3rd quarter of their senior year. Of the 100 required service hours, 50 hours must be approved as outreach service. It is the school's sincere hope that students and families begin to see their Christian service as an extension of their personal faith lives and therefore exceed these base requirements. We challenge all students to find a personal passion for service and respond generously with their time and talents!

**Hours must be submitted into x2VOL within 30 calendar days of completion.** Any additional hours **MUST** be submitted by Seniors on/before the last day of Quarter 3. For Grades 9-11, hours for a given school year must be submitted prior to the last day of school. Any hours earned during a given school year that are submitted after the final day of school may not be approved.

Students will complete a service reflection as a part of their service hour submission to X2Vol. Service hours will no longer be counted as a part of a student's midterm/final grade; however, the school strongly recommends that all students complete 25 service hours a year in order to meet the minimum required hours by graduation.

Please note that should a senior not have their required 100 hours prior to the last day of Quarter 3, he/she may not be eligible to participate in special events, such as Prom, GradBash, and Seniors' Last Day.

Transfer students: Please note that transfer students must also complete 100 service hours by the last day of the third quarter of their Senior year. During the enrollment process, transfer students must provide documentation from their previous school of previously earned hours.

**X2VOL:**

JCHS partners with a student service tracking site, x2VOL.com, in order to organize and track student volunteer hours. x2VOL is the leading service hour tracking program in the country, with both a web-based application and an iPad application for student use. It is used by Catholic schools around the country to help students develop their commitment to service.

**Liturgy**

Liturgies are an integral part of the Christian community life at John Carroll High School. Attendance is mandatory for all students. Reverent and respectful behavior is essential. Although we do not compel students to profess any religious ideology, it is expected that all students, regardless of their beliefs, will participate in the religious services and are expected to conduct themselves respectfully and reverently during daily prayer, liturgy, and any religious service.

(Add Class Retreats for Grades 9, 10 and 11? Kairos Retreat for Grade 12? Attendance/participation is not optional?)

**PARTICIPATION IN SCHOOL ATHLETICS OR ORGANIZATIONS**

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

1. Student Organizations:  
4 Paws Sake, Aquarium Club, Baking Club, CERT, Debate Club, Drama Club, JC Media, LEGO Club, Multicultural Club, International Thespian Society, National BETA Club, National Honor Society, SADD, Spanish Honors Society, Student Government, Students for Life, Student Service Club, Yearbook, Technology Club or any other club approved by the Principal.
2. Major School Activities:  
All-School Mass, Advent/Lenten Prayer Service, Pep Rallies, Classwide Retreats, Community Service Expo, State and National Conventions, Student Involvement Expo, Open House, Homecoming Week, Catholic Schools Week, recognition and award ceremonies
3. Dances: Homecoming, Prom
4. Athletics:  
Baseball, Basketball, Cheerleading, Cross Country, Girls Flag Football, Football, Golf, Boys Lacrosse, Soccer, Softball, Swimming, Tennis, Track, Volleyball, Girls Weightlifting

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

*Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Diocese of Palm Beach, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs, activities, or volunteer service-hour programs.***

*The school is not responsible for student participation in any sports, leagues or clubs not identified above. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such program or activities.*

### ATHLETICS

Each participant in interscholastic sports must maintain a cumulative 2.0 unweighted grade point average according to Florida High School Activities Association rules and must display a spirit of cooperation in all school activities. The final responsibility rests with the student-athlete to confirm eligibility. The administration reserves the right to suspend or remove students from athletic practice or play due to poor academic performance as defined as a "D" or lower in one or more classes.

Unless express written permission is given by the athletic director to a particular coach, student-athletes must arrive at school on time each day. If a student misses the first full class period of the day or more, he/she may be unable to participate in any athletic practice or game on the day of the tardy. Exceptions: a doctor's appointment, a death in the family, or an appearance in court.

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

John Carroll High School has the following FHSAA sports teams:

- Baseball - Boys' Varsity and Junior Varsity
- Basketball - Boys' Varsity and Junior Varsity; Girls' Varsity
- Cheerleading - Girls' Varsity and Junior Varsity
- Cross Country - Boys' and Girls' Varsity
- Flag Football - Girls' Varsity
- Football - Boys' Varsity and Junior Varsity
- Golf - Boys' and Girls' Varsity
- Lacrosse- Boys' Varsity

- Soccer - Boys' Varsity; Girls' Varsity
- Softball - Girls' Varsity
- Swimming - Boys' and Girls' Varsity
- Tennis - Boys' and Girls' Varsity
- Track - Boys' and Girls' Varsity
- Volleyball - Girls' Varsity and Junior Varsity
- Weightlifting - Girls' Varsity

### ***Private Tutoring, Coaching or Lessons***

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

### **Name Image and Likeness (NIL) and Related School Policies**

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

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

*All NIL agreements must be disclosed in writing to the school administration within seven days of signing. Student-athlete NIL activities may not conflict with any team practices, games, or other school-related activities. Student-athletes are prohibited from making any reference to any school of the Diocese of Palm Beach when engaging in any commercial activity. For example, students may not wear a team jersey or otherwise display a Diocesan school's name, mascot, or logo while engaged in any commercial activity not specifically authorized in writing by the Diocese of Palm Beach. Likewise, a student may not wear the apparel or display the logo, insignia, or identifying mark of any third party during any school-based team activity. The names, mascots, and*

*logos of Diocese of Palm Beach schools have legal protections and their commercial unauthorized use by a student or by a parent/guardian will constitute a serious violation of school policy and may have additional legal repercussions. In addition to compliance with FHSAA rules, student-athletes may not endorse products or services that are inconsistent with the values of John Carroll High School and must at all times comport with the Conduct provision in this handbook and the policies and mission of John Carroll High School and the Diocese of Palm Beach.*

### **Transfer Eligibility “Good Cause” Policy**

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

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

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

### **CLASS RESPONSIBILITIES**

**Freshmen:** The Freshmen Class is responsible for assisting Student Government in planning the annual Homecoming Week “Deck The Halls” decorating event.

**Sophomores:** The Sophomore Class is responsible for assisting Student Government in planning the Homecoming Dance.

**Juniors:** The Junior Class is responsible for assisting Student Government in planning the Junior-Senior Prom.

**Seniors:** The Senior Class is responsible for assisting Student Government in executive planning over all events.

### **STUDENT ORGANIZATIONS**

#### **Membership and Requirements**

1. Requirement for Membership: Only currently enrolled JCHS students with a weighted GPA of 2.0 or greater are eligible for membership.
2. Length of Term for membership: Membership will take effect when an interested party confirms membership on the organization roster. Active membership continues for one (1) academic school year or until an individual has been removed by the organization.

3. Requirements for continued membership: Members are required to uphold the objectives, purpose of the organization, and to comply with school policies. They must also be currently enrolled students in good academic standing. These are the only requirements for membership.
4. Specifications for the removal of members from the group: If any member fails to uphold the purpose and objectives of the organization, does not meet membership requirements, or does not comply with school policies, he/she may be held accountable and in jeopardy of losing their membership. Reason(s) for the removal of a member must be presented to the Executive Board. Written notification shall then be presented with reason for removal to the member in question. The member in question has the right to speak to the board on their own behalf. Then, a vote is taken, and he/she may be removed by a 2/3's vote of the Executive board.
5. Voting Rights: Only enrolled active members in the organization have voting rights.
6. The administration reserves the right to remove any member or officer at any time without prior notice

### **Aquarium Club**

Founded in the fall of 2020, the Aquarium Club's purpose is to further educate students who are interested in fish and aquarium keeping.

### **Baking Club**

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

### **Community Emergency Response Team (CERT)**

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

### **Debate Club**

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

### **JC Media**

JC Media is a newer student organization at JCHS, founded in the fall of 2020. This organization includes the "Good Morning John Carroll" daily morning show, live sports broadcasting, and the JC digital student newspaper, all via [www.jchslive.com](http://www.jchslive.com).

### **International Thespian Society**

This student organization honors excellence in school theater. Members must earn at least 100 points from theater activities in order to join. Honors must then be earned by accumulating more points as a member. Auditions for scholarship opportunities are also available.

### **LEGO Club**

The JCHS LEGO Club seeks to pursue the JCHS value of “Smile” by providing students with a safe environment where they can express themselves through LEGO artwork and design.

### **Multicultural Club**

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

### **National BETA Club**

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

### **National Honor Society**

The National Honor Society encourages students to excel scholastically and at the same time, to develop good character, service, and leadership qualities. In order to be a member, a student must be above average in the qualities enumerated and be selected by the faculty council. The society acts in a leadership capacity in promoting good scholarship throughout the school. Membership is by invitation. Membership criteria will be available to all students and parents.

### **Students Against Destructive Decisions (SADD)**

SADD is a national organization that is designed to help students deal with potentially destructive decisions in life such as driving drunk, drug abuse, and alcohol use among high school students.

### **Students For Life**

As a local chapter of Students For Life America, the JCHS Students For Life Club seeks to advocate for life in all forms, empower women dealing with crisis pregnancies, and advocate for the abolishment of abortion. Students for Life hosts a number of informational pop-up events on campus in collaboration with the Campus Ministry Department.



## **Student Government**

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

## **SCHOOL DANCES**

The following guidelines are for students attending and chaperones and law enforcement on duty at school dances (and pertain to both on- and off-campus dances):

1. Dances will have faculty members as chaperones and at least one law enforcement officer present.
2. All non-John Carroll dates must be approved in advance by the administration and must be enrolled in another high school. Ticket sales for off-campus dates will end at least one week prior to Homecoming and Prom in order for the administration to check and allow/disallow off-campus dates.
3. The following behavior guidelines should be observed:
  - a. The person you bring as your date should be the one you spend time with for the duration of the dance.
  - b. No alcoholic beverages, drugs, tobacco/nicotine, or vaping products are allowed on the premises.
  - c. Students under the influence of either drugs or alcohol will be subject to school disciplinary rules.
  - d. Dress and dancing should be in good taste. When choosing an outfit, modesty and appropriate fit must be of primary concern for men and women.
  - e. Once a student has left the venue, they will not be allowed to return.

## **SCHOOL SPONSORED EVENTS**

*The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events, including all field trips, excursions, or parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.*

***Parents, by executing the acknowledgment of receipt of this Handbook, HEREBY RELEASE the school, the Diocese of Palm Beach, and their corporate members, officers, employees, affiliates, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation/attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.***

*Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.*

## STUDENT ELECTIONS

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

1. Student Government class elections are open to all students who have a weighted GPA of 2.0 or greater.
2. Student Organization officer positions are open to all club members who have a weighted GPA of 2.0 or greater and may be subject to approval by the sponsoring faculty member.
3. The student must place his/her name in nomination by a designated date for Student Government and student organization elections.
4. A student must be in good standing with the school and its administration in order to run for office.

## UNIFORM POLICY

### **Rationale:**

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

### **General Guidelines:**

*Overarching guidelines:* Students are expected to arrive at and depart from school fully and properly dressed. This also includes going to and from any gym class. A belt must be worn with all shorts/pants. Shirts must be tucked in at all times. The final decision as to what constitutes acceptable dress and grooming rests with the administration, and the administration reserves the right to make changes at any time. The penalty for violations of these norms rests with the administration. Students and parents who have questions regarding the acceptability of certain types and styles of clothing or grooming should consult with the administration before appearing in school wearing them.

*Grooming:* Unconventional or eccentric makeup, hairstyles, or unnatural coloring of any kind is not permitted. Partial head shaving/designs are not acceptable. Hairstyles must reflect a neat and

clean appearance. Male students must be clean-shaven. If they are deemed to be unshaven, they must shave in the office before returning to class. **Men whose hair exceeds the back of their collars or their eyebrows/earlobes must pull their hair back into a neat and tidy appearance at all times.** Sideburns must be neatly trimmed. This policy may be enforced at all school events, both during and after school hours.

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

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

### Uniform Policy

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

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

### Fit Requirements

*Ladies' Uniforms:*

- ❖ **Skorts must fall below mid-thigh (3.5 inches above the knee) and cannot be rolled. The shorts inside of the skort may not ever be cut out of the garment. Students not**

***adhering to this policy may be asked to replace the skort at the expense of the family.***

- JCHS will implement a three strike policy regarding improper skort length; wherein if a student is addressed three times they may be asked to wear pants for a determined period of time.
- ❖ All uniform bottoms must be of appropriate fit and not excessively tight in nature. Youth-sized skorts may not be purchased unless otherwise determined by the St. Anastasia Uniform store staff or JCHS staff. Youth-sized skorts may not be purchased unless otherwise determined by the St. Anastasia Uniform store staff or JCHS staff. As with all uniform items, the proper fit of all uniform bottoms is at the discretion of the Assistant Principal of Student Life.
- ❖ Administration reserves the right to require any student to purchase new JCHS uniform bottoms from the St. Anastasia Uniform Store should their previously purchased pants/skorts not follow the length and fit requirements stated above.
- ❖ All shirts must be tucked in at all times, and all tops must fit appropriately and not be oversized or undersized.

*Men's Uniforms:*

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

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

## **JOHN CARROLL SUBSTANCE ABUSE AND TESTING POLICY**

### **RATIONALE**

The school believes that students learn best when they are not suffering from the direct or indirect influence of vaping, drugs (which include nicotine), and/or alcohol abuse. The policies outlined in this section have at their core, the desire to assist our students to make the best

decisions possible during their time at John Carroll High School. It is our hope that our policies foster a lifelong understanding of the dangers of vaping, drugs, and alcohol abuse.

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

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

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

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

The following basic set of beliefs guide these policy statements:

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

### ***I. Tobacco, Nicotine & Vaping Policy Focus***

Tobacco, nicotine, and any vaping product are considered to be substances that are within the scope of our substance abuse policies. Tobacco, nicotine, and vaping products in all their forms are controlled substances for minors. Tobacco, nicotine, and vaping products are prohibited to

students on campus and at all school-related functions. Violators of this policy may receive a penalty of 50 demerits with a requirement to pay the resulting \$50.00 fine for the first offense (see Demerit Protocol). Additionally, based on recent studies which have linked the use of vaping products with student health concerns, if a student is caught using a vaporizing device of any kind, the following policy applies:

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

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

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

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

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

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

- Several times each year and without prior announcement, JCHS will randomly choose a group of students who will be required to submit to drug testing.
- The school will use a small, insignificant saliva sample to determine whether or not drugs have been used.
- A student who refuses to cooperate with the testing program may be subject to suspension or expulsion.
- Testing will begin as early as August and continue throughout the school year.
- All results will be sent to the Assistant Principal of Student Life.
- For those students whose results are negative, a phone call home to parents with the date of the testing being indicated.

- For those students with a positive result for drug use, the student and his/her parents/guardians will be required to meet with the student's Guidance Counselor and the Assistant Principal of Student Life. The following guidelines will be adhered to:
  1. *First Positive*
    - a. Students whose test results yield a positive for some drug use will do the following:
      - i. Students and parents will be given the information from the analysis report in a meeting with the Guidance Counselor and Assistant Principal of Student Life.
      - ii. As this is a first positive under the Health and Wellness Policy guidelines, there may be no disciplinary consequences or restrictions on co-curricular participation.
      - iii. The primary purpose of this meeting is to encourage the family to seek additional assistance from a medical professional or drug abuse specialist.
      - iv. If requested, JCHS will provide the names of drug or alcohol programs should the family desire those names. JCHS does not endorse any therapist or program over another.
    - b. Students with a "First Positive" will be tested again between 30-90 days after the first test.
      - i. If the "First Positive" retest yields a negative result, the student will be placed back into the random pool of test participants.
      - ii. If the "First Positive" retest yields a positive result, the student will be subject to the guidelines in the "Second Positive" category.
      - iii. PARENTS WHOSE SON/DAUGHTER IS RETESTED BECAUSE OF A "FIRST POSITIVE RETEST" WILL BE INVOICED FOR THE FULL COST OF THE SECOND TEST.
  2. *Second Positive*
    - a. If, after the first positive, test results are again positive for some drug use, it will be considered a "Second Positive" result.
      - i. Upon notification of the second positive result, the Assistant Principal of Student Life will confer with the Principal to determine whether or not the student may continue at JCHS.
      - ii. At the sole discretion of the Principal (in consultation with the Assistant Principal of Student Life), it may be determined that it is impossible/inappropriate for the student to remain at JCHS. Parents will be given a limited time to withdraw their student from JCHS. Should they not do so, the student is subject to immediate expulsion without further notice or process.
      - iii. It may be determined that a student with a "Second Positive" may remain at JCHS. The following conditions may apply:
        1. A student who falls into the "Second Positive" category may be automatically ineligible to participate in athletic or other co-curricular activities. The student may be ineligible for all

co-curricular activities until he/she has been tested and receives a negative result.

2. Students who demonstrate a “Second Positive” and who are allowed to remain at JCHS must undergo evaluation by a licensed therapist/psychologist/addiction specialist and share the written results of the evaluation with the student’s Guidance Counselor and the Assistant Principal of Student Life. Parents and the student must follow the recommendations of that evaluation and share documentation of completion of a course of therapy/ treatment that they have selected. Failure to do so will jeopardize that student’s continued attendance at JCHS.
  - a. Students with a “Second Positive” will be tested again between 90-120 days of the previous test. The full cost of this test will be invoiced to the parents.
  - b. If the “Second Positive” retest results are negative, the student will be released from all further therapeutic expectations (unless the parents choose to continue therapy) and will be tested again in 45 days. The full cost of this test will be invoiced to the parents.
  - c. If the 45 day retest result is negative, the student will be placed back into the random pool of test participants, and any restrictions on co-curricular participation will be lifted.
  - d. If the 45 day retest result is positive, the student will be subject to the guidelines of the “Third Positive” category.
  - e. **NOTE: A STUDENT WHO SUCCESSFULLY COMPLETES A DRUG INTERVENTION PROGRAM AND WHO MAINTAINS A NEGATIVE STATUS AS DESCRIBED ABOVE WILL BE PLACED BACK INTO THE POOL FOR FUTURE RANDOM TESTING. SHOULD ANY INDIVIDUAL IN THIS SITUATION TEST POSITIVE AGAIN, THEY MAY BE CONSIDERED A DISCIPLINARY RISK AND PLACED INTO THE CATEGORY OF “THIRD POSITIVE.”**
  - f. A STUDENT IS GIVEN ONLY ONE OPPORTUNITY TO SUCCESSFULLY COMPLETE A PROGRAM OF DRUG REMEDIATION AS A STUDENT AT JCHS.
3. *Third Positive*
  - a. If after the second positive, the test results are again positive for some drug use or if a student who was in the “Second Positive” category tests positive, the student’s result is considered to be a “Third Positive.”
  - b. A third positive will move the conversation from a “Health and Wellness” focus to a “Student and Campus Safety” focus (and will be treated as a “Second Offense”).



- c. The school may have no choice but to presume that, even after an extended period of support, the family and student are not making a good faith effort to improve the situation.
- d. A Third Positive will indicate to the school unwillingness on the part of the family and/or student to seek the help needed to remain substance-free.
- e. A Third Positive will lead to mandatory withdrawal or expulsion from JCHS.

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

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

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

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

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

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

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

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

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

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

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

*The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over-the-counter drugs by any student on school property or while attending or participating in any school-sponsored activity or at any time*

*the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include expulsion from the school, even for a first offense.*

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

*The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse. It may also involve the use of drug dogs and other methods at the discretion of the school administration which seek to deter the use and/or distribution of illegal drugs or alcohol.*

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

*At times, the school may choose to conduct random drug testing of the student body at the parents' expense.*

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

## **ATTENDANCE**

### **Rationale and General Policies**

Attendance regulations of John Carroll High School are based on Florida state law. In order for a student to grow academically, socially, emotionally, and spiritually, students should make every effort to attend school every day. Academic achievement is a result of various contributing factors, not the least of which is regular school attendance. Much more is learned in the classroom than is contained in a textbook, and a student profits most from his/her education when he/she plays an active and involved role in the learning process. Attendance at retreats, special events, and Masses are exceptionally important for all students, as these events are essential to our life as a Catholic school community. It is imperative that the following regulations are understood and adhered to by all JCHS students.

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

- ❖ Students are permitted 8 absences total in a school year (this equates to 40 total class periods missed for both the first and second semester combined). All absences beyond the first 8 absences will be marked as "unexcused," regardless of reason and a student will then be placed on attendance probation per the JCHS administration.

- At five absences, students will be issued a warning on their record, and families will receive a notification of this warning.
  - For the first eight absences, the student has the same number of days as he/she was absent to make up his/her classwork; however, final determination on this procedure rests with the individual instructor. **Make up work is the responsibility of the student; as such, communication with his/her instructor is required.**
  - Students are not permitted to participate in sports, including practices or extracurricular activities on the day(s) of the absence(s).
- ❖ The school administration feels strongly that there is no reason for students to miss more than 8 absences in a total school year, barring outstanding circumstances (such as serious documented illness). Families need to make sure that all family vacations are planned for school holidays/summer, and that doctor appointments and other events/travel are scheduled before or after school.
- **College Visits:** Juniors and seniors are permitted 2 days each school year for visits to college and university campuses. Students must provide verification / documentation from the college itself upon return to school in order for the absence to be marked as a permitted absence internally.
- ❖ If a student surpasses 8 absences, regardless of the reason for the absence, these absences are coded as unexcused and he/she will be placed on attendance probation for 30 days with stipulations for their continuation as a JCHS student.
- In order for an absence to be permitted during this 30 day period, students must provide third-party documentation.
1. Probation Assessment:
- ❖ Upon being placed on attendance probation, students will receive a formal notification outlining the conditions and duration of the probationary period.
  - ❖ Students will meet with a designated school administrator to discuss the conditions of their attendance probation and understand the expectations for improvement.
2. Attendance Improvement Plan:
- ❖ An Attendance Improvement Plan (ATIP) will be developed collaboratively between the student and his/her family at home.
  - ❖ The ATIP should include specific, measurable, achievable, relevant, and time-bound (SMART) goals for improving attendance.
  - ❖ Regularly review and adjust the ATIP as necessary in consultation with school staff.
3. Attendance Monitoring:
- ❖ Maintain accurate records of attendance, documenting each absence and tardy.

- ❖ Attend all classes punctually and strive for perfect attendance barring unforeseen emergencies such as serious illness, legal appointments, or a death in the family.
- ❖ Communicate promptly with teachers or school officials regarding any unavoidable absences and provide appropriate documentation when required.

#### 4. Extracurricular Involvement:

- ❖ The admin team has oversight as to which privileges may be revoked given a student's attendance record. These privileges include but are not limited to:
  - Driving privileges
  - Club participation
  - Athletic practice and play
  - Prom or Homecoming attendance
  - Grad Bash or College tour attendance

#### 5. Presentation Preparation & Guidelines

- ❖ As the probationary period nears its conclusion, students must prepare a presentation outlining their progress and commitment to improving attendance.
- ❖ The presentation should be well-organized, clearly articulated, and supported by evidence such as attendance records, academic progress, and testimonials from teachers or mentors.
- ❖ Begin the presentation by acknowledging the probationary status and expressing gratitude for the opportunity to demonstrate improvement.
- ❖ Provide a detailed overview of the Attendance Improvement Plan, including specific goals, strategies employed, and progress made towards each goal.
- ❖ Reflect on challenges encountered during the probationary period and describe how they were addressed or overcome.
- ❖ Highlight any notable achievements, academic or otherwise, attained during the probationary period.
- ❖ Conclude the presentation with a reaffirmation of commitment to maintaining improved attendance and achieving academic success.

#### 6. Presentation Review and Evaluation:

- ❖ Following the presentation, the administration will review the student's progress and evaluate their readiness to be removed from attendance probation.
- ❖ The administration may request additional information or clarification as needed before making a final determination.
- ❖ Students will be notified promptly of the decision regarding their probationary status.

Successfully working off attendance probation requires self-awareness, accountability, and a genuine commitment to positive change. By following this protocol and delivering a

sincere presentation to the administration, students can demonstrate their readiness to return to good standing and contribute positively to the school community.

*Refusal to participate in this process implies that the student does not desire to partner with JCHS which will result in an administrative withdrawal.*

- ❖ If a student continues to demonstrate poor or inconsistent attendance, the JCHS administration reserves the right to request a withdrawal from a family.
- ❖ **Additional consequence for habitual attendance problems:** Students under 18 years of age who drop out of school (which is constituted by having 15 total absences within 90 calendar days) and have a driver's license may have their driver's license suspended by the Department of Highway Safety and Motor Vehicles, or may not be issued a license if they apply for one. (F.S. 322.091:1003.27 (2))
  - \*\* Verbiage derived from the State of Florida

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

**Academic consequences for absences beyond 8 days:** A teacher may or may not allow a student to make up / turn in missed work for full credit. Final determination rests with the individual instructor.

- Students may be required to make up / turn in all missed work, including tests and quizzes, on the day of return from an absence. An alternate form of an assessment may be given. It is incumbent upon the student to make arrangements with his or her teacher to make-up the missed work if allowed. Failure to do so in an expedient manner may result in a loss of credit for missed work.

### Attendance Records

1. Attendance records include the facts of all absences and tardies. It is worth noting that both absences and tardies are part of the student's permanent record. Such records may be reviewed by colleges in the application process.
2. Students with excessive tardies and/or absences may be prohibited from participating in school activities, events, athletics, and student government.

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

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

- ❖ Then, click **STUDENT INFORMATION**
- ❖ Then, click **ATTENDANCE**

### **Tardiness**

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

#### **General Tardiness Policies**

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

#### **Tardies To School Procedures**

1. In the case of tardies to school, the parent or guardian should email [attendance@johnncarrollhigh.com](mailto:attendance@johnncarrollhigh.com) between 7:30 a.m. and 9 a.m. and if applicable, send a note with the student on the day that the student comes in late documenting the absence from a third-party source such as a doctor's office. Any time a student is late in the morning, he/she must report to the front office to receive a tardy slip before reporting to class.
  - a. Each student is permitted eight tardies to school per semester.
  - b. A student who arrives at school after 10:00 AM may not be permitted to participate in school-sponsored sports and/or club activities.
2. After eight tardies in a given semester, a student will receive one demerit for each tardy.

#### **Tardies To Class Procedures**

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

#### **Excessive Tardies**

When a student has over 8 tardies in a semester, the administration may require an Attendance/Tardiness contract.

### **Early Dismissal - Appointment Procedures**

A student who needs to be dismissed from school early for medical, death in the family, and legal appointments should follow the procedures below. Students and families should be aware that periods missed for early dismissals, excluding early dismissals for JCHS extra-curricular activities, will count towards a student's total period attendance.

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

## **MISCELLANEOUS**

### **ACCIDENTS**

An accident should be immediately reported to the principal by the staff member supervising the students. The school will, in turn, notify the parents of the student involved.

### **AUTOMOBILES AND PARKING**

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

1. Students must possess a valid driver's license and register their vehicles with the school for a \$50 fee. Parking permits are limited to the number of available spaces.
2. Students are required to have a John Carroll Catholic High School parking sticker on each vehicle that they intend to drive to the school. This sticker must be displayed on the bottom of the driver's side windshield.
3. All student parking must be completely within the designated parking areas. Students are to park in the designated area west of our school. Faculty parking is in the area in front of the school and in the area immediately west of 300 Building and Guidance office. No students are to park in these areas at any time.
4. The school speed limit of 5 mph must be observed as well as all other laws found in the Florida Motor Vehicle Code. Violators are subject to disciplinary and/or legal consequences.



5. Students driving or riding as passengers must enter the building/courtyard area as soon as their vehicles are parked. No student is to return to his/her car at ANY TIME during school without administrative escort.
6. Parents are permitted to drop off students only in the front parking lot. We ask that parents do not drop off students in the student parking lot west of the school.
7. Violations of any of the above may result in a fine, suspension, loss of parking privileges, or other disciplinary action.
8. Individuals park at their own risk. John Carroll High School assumes no financial responsibility for vehicle damage for any reason or for theft of personal property occurring on campus.

### **BULLETINS AND ANNOUNCEMENTS**

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

Posters advertising school-approved events must be approved by the administration and must be hung using school approved painters tape. These posters must be removed after the event has taken place.

### **BUS TRANSPORTATION**

#### ***Transportation Arrangements***

*Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school, except as specifically set forth in writing by the school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements. In limited and documented circumstances, a parent may engage a commercial transportation company to transport a student from school; however, any such engagement requires the written authorization of the school and the execution of school documents allowing for such an arrangement.*

#### **Bus Service**

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

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

1. Remain seated at all times while the bus is in motion.
2. Keep heads, arms, and feet inside the bus at all times.

3. Maintain absolute silence at railroad crossings.
4. No eating, drinking, or smoking is allowed on the bus.
5. Use the emergency exit only during an emergency.

The administration reserves the right to remove a student from the bus at any time without prior warning.

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

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

### **Bus Payment Policy**

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

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

### **CAMPUS VISITORS**

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

### **CHILD PROTECTIVE INVESTIGATIONS**

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

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

### **COMMUNITY SERVICE ACTIVITIES**

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

### **DAILY SCHEDULES**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday*</b>	<b>Friday</b>
<b>7:50 - 2:42</b>	<b>7:50 - 2:42</b>	<b>7:50 - 2:42</b>	<b>7:50 - 12:00</b>	<b>7:50 - 2:42</b>

### Regular Week Schedule

NIH =26.97 First Full Week!	A Day Monday,	B Day Tuesday	C Day Wednesday	D Day Thursday	E Day Friday
Events					
7:50 – 9:02 Block 1	1	6	3	All School Liturgy of The Word 7:50 - 8:05 1 8:05 – 9:17	4
9:06 – 10:18 Block 2	2	7 Good Morning John Carroll 10:20 - 10:35	4	2 9:21 – 10:33	5 Good Morning John Carroll 10:20 - 10:35
10:22 – 11:34 Block 3	3		5	10:33 – 10:48 BREAK	
10:41 – 11:34 Block 3		Flex - WIN		3 10:48 – 12:00 End of day for students	Flex WIN/YBK photo sessions
11:35 – 12:10	LUNCH	LUNCH	LUNCH		LUNCH
12:14 – 1:26 Block 4	4	1	6		6
1:30 – 2:42 Block 5	5	2	7		7

### Short Week - No Friday (No ERT)

	Mon A Day	Tues B Day	Wed C Day	Thurs F Day
7:50 – 9:02	1	6	3	Period 1: 7:50 - 8:40 Period 2: 8:44 - 9:34
9:06 – 10:18	2	7 Transition to Good Morning John Carroll Show 10:20 - 10:35 (6 min passing to Flex)	4	Period 3: 9:38 - 10:28 Period 4: 10:32 - 11:22
10:22 – 11:34	3		5	Lunch 11:23 - 11:58
10:41 – 11:34		FLEX		
11:35 – 12:10	LUNCH	LUNCH	LUNCH	Period 5: 12:02 - 12:52
12:14 – 1:26	4	1	6	Period 6: 12:56 - 1:46
1:30 – 2:42	5	2	7	Period 7: 1:50 - 2:40

### 4-day week No Monday (No ERT)

	Tues A Day	Wed B Day	Thurs C Day	Fri F Day All Classes - 50 min
7:50 – 9:02	1	6	3	Period 1: 7:50 - 8:40 Period 2: 8:44 - 9:34
9:06 – 10:18	2	7 <small>Transition to Good Morning John Carroll Show 10:20 - 10:35 (6 min passing to Flex)</small>	4	Period 3: 9:38 - 10:28 Period 4: 10:32 - 11:22
10:22 – 11:34	3		5	Lunch 11:23 - 11:58
10:41 – 11:34		FLEX		
11:35 – 12:10	LUNCH	LUNCH	LUNCH	Period 5: 12:02 - 12:52
12:14 – 1:26	4	1	6	Period 6: 12:56 - 1:46
1:30 – 2:42	5	2	7	Period 7: 1:50 - 2:40

### ELECTRONIC ACKNOWLEDGEMENTS

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

### EMERGENCIES

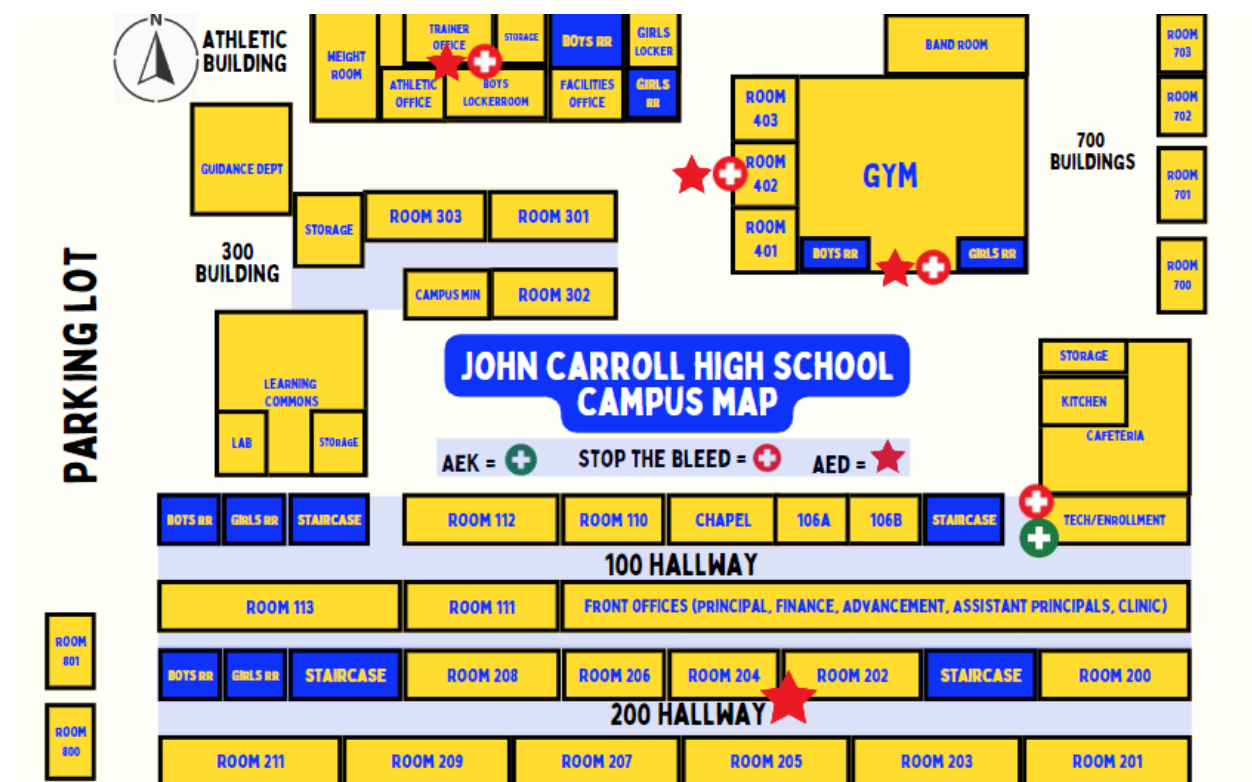
#### Automated External Defibrillator

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

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

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

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



## Fire Drills

Evacuation Signal: Continuous sounding of the buzzer system

Recall: Repeated short rings of the regular school bell

## Important Information for Students

1. In each room, there is at least one sign marked “Fire Exit” which describes the “Primary Route” for that room. There is also at least one map of the school building on the wall in each room with arrows that illustrate this same “Primary Route.”
2. Students should pass to their predetermined location outside in a straight line, not passing one another and not falling far behind the person in front of them.

3. Absolute silence is required during a fire drill.
4. Fire drills are not the appropriate time to play, laugh, or visit.
5. If a fire drill is called during the change of classes, during an assembly, or during lunch, students should calmly and quickly form lines and go immediately to the nearest available exit in an orderly manner.
6. There should be no running during a fire drill.

#### **Proper Sequence of Steps During a Fire Drill**

1. Upon the sound of the alarm, the teacher instructs students to form a line at the door.
2. Teacher designates a student or students to close windows.
3. Teacher takes a class roster.
4. Teacher briefs line leader on route and destination.
5. Teacher opens the door, making sure the way is clear.
6. Students process out in an orderly manner.
7. Teacher makes sure that everyone is out of the room.
8. Upon reaching a predetermined destination, teacher checks roll to ensure the presence of each student in class.
9. Teacher reports anyone missing to a school administrator.
10. Upon the recall signal, classes return to the classroom by the same routes using the same doors by which they left.

#### **Lightning Detection**

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

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

#### **Nuclear Evacuation**

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

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

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

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

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

### **Storm Policy**

The students will remain in school when a tornado or severe storm warnings have been given. No student will be allowed to leave the building during the emergency. When notified by the administration, students in the main building and 300 building move to the hallways. Students in the 400 building and 700 classrooms remain in the classrooms and students in the gym will shelter in place. In cases of severe weather, should St. Lucie County public schools be closed, John Carroll High School will also close.

### **Other Emergency Situations**

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



### **FUNDRAISING**

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

### **IMMUNIZATIONS**

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

### **LOCKERS**

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

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

### **LUNCH**

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

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

### **MEDICAL GUIDELINES**

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

1. *An authorization form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.*
2. *Medications to be dispensed at school should be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label.*
3. *While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.*

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

### **USE OF PHOTOS**

*The school reserves the right to use student or parent photos in any school or Diocesan publication including but not limited to print publications, videos, or websites including Facebook, Twitter, Instagram, and other social media websites. Any parent who does not want his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year. **By executing this acknowledgement of receipt of this Handbook, Parents HEREBY CONSENT, authorize and grant permission to the school, the Diocese of Palm Beach, and their agents, employees or duly authorized representatives to photograph or videotape students and parents and CONSENT to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet.***

*Additionally, Parents, by executing this acknowledgement of receipt of this Handbook, **HEREBY RELEASE** the school, the Diocese of Palm Beach, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.*

### **SAFETY IN PRIVATE SPACES**

*John Carroll High School complies with the requirements of §553.865, Florida Statutes, The Safety in Private Spaces Act. Except where facilities are specifically designated as unisex, the school's bathroom and locker room/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/changing facility designated for the opposite sex and refuses to depart when asked*

*to do so by any school personnel will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies. This handbook provision shall be considered a part of the school's code of student conduct.*

### **SCHOOL INSURANCE**

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

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

### **SENIOR TRIPS**

Although the school does sponsor and chaperone a trip to Universal Studios' "Grad Bash" for John Carroll seniors only, it in no way sponsors any other so-called "senior trip." Any absence for such a trip will be considered unexcused in all instances.

### **SEXUAL ABUSE ALLEGATIONS REPORTING PROCEDURES (Diocese of Palm Beach)**

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

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

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

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

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

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

### **SUPERVISION OF STUDENTS**

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

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

#### ***Confidentiality Statement***

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

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

### **POLICIES, ACKNOWLEDGEMENTS & RELEASES**

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

#### **Acceptable Use Policy ("AUP")**

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

members of the School's community must uphold the values of honesty and integrity. We expect our students to exercise good judgment and to utilize technology with integrity.

### **Email**

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

### **Chatting, Blogging and Social Media Use**

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

### **Audio and Video**

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

- Sharing of media (including iTunes music sharing) over the school network is strictly prohibited and is subject to disciplinary action.

### **Games**

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

### **Apple iPads**

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

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

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

### **Network Access**

- Students must not make any attempt to access servers or network information that is not available to the public.
- The utilization of proxy avoidance IP numbers and programs is strictly prohibited.
- Students may not use the school network for personal or private business reasons including but not limited to online ordering and purchases.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law (Florida iPad Crimes Act,

Chapter 815, Florida Statutes). This includes tampering with iPad hardware or software, vandalizing data, invoking iPad viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.

- The School is not responsible for damaged or lost data transferred through our network or stored on Apple iPads or our file servers.

### **File Sharing**

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

### **Deleting Files**

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

### **Downloading and Loading of Software**

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

### **Screensavers**

- Inappropriate or copyrighted media may not be used as a screensaver.
- Pictures or videos which include the presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures may result in disciplinary actions.

- There is a \$25 re-imaging charge to remove any of the above.

### Internet Use

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

### Privacy, Use, and Safety

- Students may not give any personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently the identity of someone on the Internet is impossible to confirm. Therefore, contact with such individuals is considered inappropriate and unsafe.
- Students are not to provide their email address or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.
- Students must secure and maintain private passwords for network and Apple iPad access. This is important in order to protect the privacy of each student. Do NOT share personal passwords or usernames.
- The School respects the privacy of every student, faculty member, and administrator with respect to stored files and email accounts. However, if inappropriate use of email accounts or the School's network, including student/faculty handbook violations or harassment, is suspected, the school's administration has the right to view these files in order to investigate suspected inappropriate behavior.
- The school will monitor iPad activities, including logging website access, newsgroup access, bandwidth, and network use.



- Students are prohibited from accessing faculty, administration, and staff file servers for any reason without explicit permission from the user or administrator of that iPad.
- Students are prohibited from utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person's iPad through the use of their own iPad.
- Students are prohibited from utilizing peer-to-peer networking or any method of file sharing unless authorized by the technology staff.
- No identifiable photographs of students, faculty, or administration will be allowed to be published on the Internet or used in print without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.
- Cyber-bullying is the use of electronic information and communication devices to willfully harm a person or persons through any electronic medium, such as text, audio, photos, or videos. Examples of this behavior include, but are not limited to:
  - Sending/posting false, cruel, hurtful, or vicious messages/comments;
  - Creating or contributing to websites that have stories, cartoons, pictures, and jokes ridiculing others;
  - Breaking into an email account and sending vicious or embarrassing materials to others;
  - Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others;
  - Posting of a student picture without their permission.
- Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the student's and of the staff member's right to be safe and secure. Actions deliberately threatening, harassing, or intimidating an individual or group of individuals; placing an individual in reasonable fear of harm; damaging an individual's property; or disrupting the orderly operation of the school will not be tolerated.
- Apple iPads that are provided by the school continue to be the property of the school. Therefore, the school has the right to view all content at any time.
- Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the AUP including: the right to view the content of the device at any time; the right to remove content from the device; and the right to retain the device in the school's possession if there is an infraction to the AUP that deserves that consequence, as determined by the School's administration.

### **Copyright**

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

### **Consequences**

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

### **Student Apple iPad Use Agreement**

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

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

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

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

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

**Equipment Storage and Use at School:** The Equipment must be on the School's premises during each of the Student's normal school days. During the School's normal business hours or

after school, when the Student is not in the immediate presence of the Equipment, the Equipment must be secured in a locked locker or other secure, approved location.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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