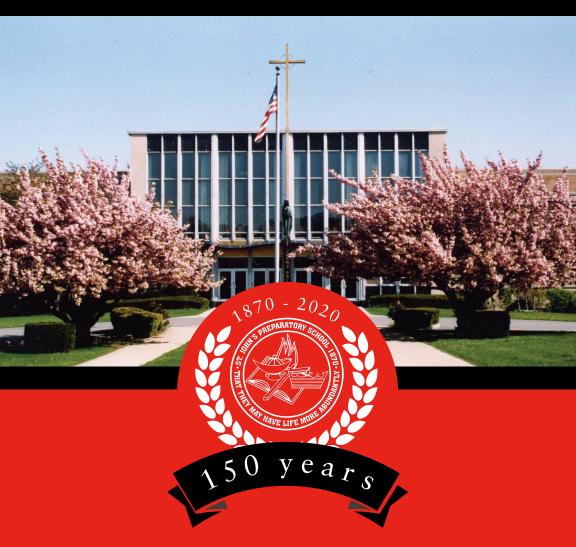
# ST. JOHN'S PREP 2019-2020

STUDENT HANDBOOK & ACADEMIC PLANNER



CELEBRATING 150 YEARS OF FAITH, SCHOLARSHIP & SERVICE

# Mission Statement of St. John's Preparatory School

St. John's Preparatory School, a college preparatory co-educational high school, is dedicated to promoting academic excellence and to instilling the principles and values of the Catholic Faith in a positive, nurturing environment. Inspired by its Vincentian tradition, St. John's Prep is built upon the profound respect for every individual. Students' character formation is nurtured through a vigorous academic curriculum, an engaging religious program, enriching service experiences and extensive extracurricular opportunities. St. John's Prep prepares students to be successful in meeting the challenges of the 21st century and in creating a world in which all "have life more abundantly."

# Memorare Prayer

REMEMBER, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help, or sought thy intercession was left unaided. Inspired with this confidence, I fly to thee, O Virgin of Virgins, my mother; to thee do I come; before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen.

#### ST. VINCENT DE PAUL:

"Give me a person of prayer, and such a one will be capable of accomplishing anything."

#### STUDENT HANDBOOK

2019-2020

# CELEBRATING 150 YEARS OF FAITH, SCHOLARSHIP & SERVICE



# ST. JOHN'S PREP

21-21 Crescent Street Astoria, NY 11105 Tel: 718-721-7200 Fax: 718-545-9385

www.stjohnsprepschool.org

STUDENT'S NAME
PHONE
EMAIL
STUDENT ID

#### TABLE OF CONTENTS PAGE **ACADEMIC POLICIES AND PROCEDURES** Academic Policy ......9 STANDARDS OF CONDUCT & STUDENT BEHAVIOR **ACADEMIC PLANNER** STUDENT LIFE AND SERVICES



Student Government126Financial Obligations127Fund Raising127Emergency, Safety and Fire Drill Procedures127Shelter In / Out Procedures128Lock Down Procedures128Entering / Exiting the Building129School Closing129Bell Schedule148

## A SHORT HISTORY OF ST. JOHN'S PREPARATORY SCHOOL

On May 28, 1868, ground was broken in the Bushwick-Williamsburg district for Saint John's College Hall, forerunner of both the Prep and St. John's University. Actually the school can trace its history back a few more years to 1865 when Bishop Loughlin commissioned the Vincentian Fathers to found a Catholic College in Brooklyn.

The doors first opened on September 5, 1870. Not until 1880 was a distinction made between high school and college level studies. Until then when a student registered at the College, he was interviewed by the President who acted as Prefect of Studies and depending on the young man's previous education, was assigned to a class. Only in the final classes were college level courses taught exclusively.

As the High School Department's enrollment increased, the decision was made to erect a new Prep building. In 1927 the Moore Memorial Building was dedicated by the most Reverend Thomas Molloy, Bishop of Brooklyn. From this date the student body of the High School was centered in the Moore Memorial Building. When the University moved to Hillcrest, Queens, the Prep continued to operate under the auspices of the Congregation of the Mission (the Vincentian Fathers) at the original site until 1972.

Mater Christi High School opened in Astoria in 1961 as a diocesan high school staffed by priests, the Sisters of Mercy, the La Salle Christian Brothers, and lay teachers. Originally co-institutional, the School eventually moved to co-education. In 1977 the name changed to Mater Christi Catholic High School when the diocese turned over the operation of the school to a board of trustees. In October of 1980 the Board of Trustees of Mater Christi Catholic High School and St. John's University announced the affiliation of the two schools, and, thus, on July 1, 1981 was born the NEW ST. JOHN'S PREP.

#### ST. JOHN'S PREP SCHOOL SONG

Hail, St. John's thy children are proudly singing
Dear St. John's, we pledge our vows to thee.
Hail, St. John's we'll set the echoes ringing.
In ev'ry heart that hold thy memory.
Red and White, the colors we are waving,
Friend and foe shall see thy banner bright;
For thy sake, thy children are ever braving
Any menace that assail thy right! We'll

#### Chorus

Never let thy star grow dim,
For we'll ever sing out thy hymn
For thee and thy right, dear Red and White;
When duty calls, We'll
FIGHT, FIGHT
We'll fight for thee — our pledge we bring;
Dear Alma Mater, Thee, we sing.
Though the heavens shall fall,
Thou'll find us all
Responsive to thy slightest call!

#### MESSAGE FROM THE PRINCIPAL

We are proud to launch the 2019-2020 school year with an incredibly talented and dedicated faculty and staff! All of us at St. John's Prep are eager to begin what promises to be a great year as we continue to provide a challenging academic program to prepare you for the rigor of college and beyond.

We are strongly committed to carrying out the legacy of St. Vincent de Paul by empowering you to be lifelong learners, leaders and servants. We encourage you to get actively involved in the spiritual life of our school and take advantage of the fantastic opportunities St. John's Prep has to offer. Your full participation in our academic and extracurricular programs along with a willingness to serve are essential ingredients that will enable you, "... to have life and have it more abundantly".

We ask God to continue to watch over you and guide you and your family in the months ahead. It is an honor and a privilege to be part of such a supportive community. Wy door is always open, and I look forward to working with you and your family to help you meet your goals and have a successful school year!

Respectfully,

Maria M. Johnson Principal



### 2019 - 2020 ST. JOHN'S PREPARATORY SCHOOL CALENDAR

Wednesday September 4 2019	Faculty Meetings
	Freshman Orientation - 9:00 am
	All Classes Begin
Thursday, September 19	Freshman Parents' Orientation - 6:00 pm
	Parent-Teacher Night - 6:00 pm
	Columbus Day Observed - Holiday
Wednesday, October 16	P.S.A.T./N.M.S.Q.T 10th and 11th Grades; S.A.T 12th Grade
	Junior Info Night - 6:00 pm
	Open House - 11:00 am - 3:00 pm
•	No Classes
	ulty Professional Day - No Classes; 12th Grade - College Visitation
	All Saints Day - Holy Day/Holiday
	End of First Quarter
Monday, November 11	Veteran's Day Observed - Holiday
	College Financial Aid Night - 6:00pm
Wednesday, November 27	Faculty & Staff Day of Reflection - No Classes
Thursday, November 28, and Friday, Novem	ber 29Thanksgiving Holidays
Thursday, December 5	Parent-Teacher Night - 6:00 pm
Friday, December 20	Christmas Recess - Dismissal at 11:00 am
	End of Second Quarter
Monday, January 20	Martin Luther King, Jr. Observed - Holiday
	School/Regents Exams
	Second Semester Begins
	Midwinter Recess
	Parent-Teacher Night - 6:00 pm
	School Play
	End of Third Quarter
	Junior Ring Ceremony - 6:00 pm
	Students' Easter Recess Begins after Last Class
	Faculty & Staff Day of Reflection - No Classes
	Senior Prom; Senior Holiday
	Last Day of Classes for Seniors
	Ascension Thursday - Holy Day/Holiday
	Senior Awards Day, Junior Holiday, Sophomore & Freshman Trips
	Last Day of Classes
	School/Regents Exams Begin
Monday, June 29	Grade Review Day - 8:30 am - 10:00 am

#### TELEPHONE DIRECTORY

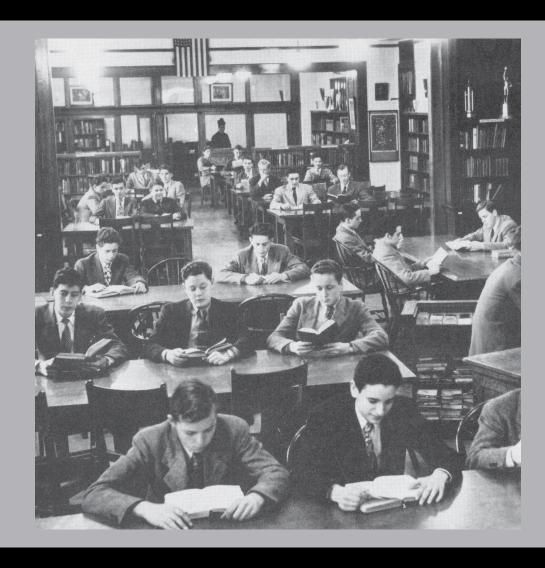
ADMISSIONS	699
ALUMNI/DEVELOPMENT OFFICE	685
ATHLETIC DIRECTOR	241
ATTENDANCE	0
BUSINESS OFFICE	260
CAMPUS MINISTRY	630
DEAN OF STUDENTS	657
FRONT DESK	296
GUIDANCE	270
LIBRARY	234
MAIN OFFICE	0
MEDICAL OFFICE	624
PRESIDENT'S OFFICE	219
PRINCIPAL'S OFFICE	656
PROGRAMMING OFFICE	240
STUDENT CENTER	250
TRANSPORTATION	250
VICE PRINCIPAL'S OFFICE	221

# Catch the Spirit

OF SCHOLARSHIP







#### ST. JOHN'S PREP SCHOOL CODE OF HONOR

"Our purpose is to do what is right, not only in the sight of God but also in the sight of others."

Romans 8:21

#### **BUILDING COMMUNITY**

St. John's Prep endeavors to provide an atmosphere in which faculty and students foster the development of faith, scholarship and service.

#### FAITH

#### - Living Faith:

St. John's Prep is dedicated to educating students of all faiths in a Catholic, Christ centered environment. Students are encouraged to deepen their understanding of God and their awareness that God is an integral part of their faith-filled journey.

#### - Cultivating Empathy:

St. John's Prep students learn to share and experience the feelings of others by developing their own awareness and sensitivity teaching them kindness, compassion, generosity, and forgiveness. Students cultivate an atmosphere that appreciates and embraces diversity and recognizes the uniqueness and value of each individual.

#### SCHOLARSHIP:

#### - Commitment to Learning:

St. John's Prep students commit themselves to learning by becoming self-motivated, focused, attentive, and engaged. They are aware that their attitude, preparation and participation advance their learning as well as that of their classmates. Students are encouraged to ask questions and seek extra help when needed for assessments and assignments renewing their commitment to learning.

#### - Accepting Responsibility:

St. John's Prep students are respectful of themselves and of others as children of God. Students are accountable in word and in deed and have a sense of duty to fulfill tasks with reliability, dependability, and commitment.

#### - Lead With Integrity:

St. John's Prep students learn to be honest and trustworthy by exhibiting wisdom and courage by making the right choice in the face of difficulty and following one's conscience. They value the truth and strive for excellence.

#### - Building Resilience:

St. John's Prep students pursue worthy objectives with determination, perseverance, and patience while exhibiting fortitude when confronted with challenges. Challenges are the price we pay to achieve success.

#### SERVICE:

#### - Values Based Education:

Inspired by the Vincentian mission, St. John's Prep is a community of compassion with service at its core. Service to those in need is an integral part of the St. John's Prep experience. Students are expected to give their time, their talents and their effort to help others—both as an expression of faith and a concern for the needs of others. St. John's Prep encourages students to commit themselves to serve God by serving others.

#### SPIRITUAL DEVELOPMENT

St. John's Prep is a Catholic High School dedicated to teaching the doctrines and values of the Catholic faith. St. John's Prep provides the opportunities and atmosphere for students to continue their faith development and to help in their seeking a deeper relationship with God. All words and actions are asked to reflect the primary truth that they are created in the image and likeness of God. Students are challenged to see God's Presence in themselves and to recognize His Presence in others.

Special Liturgies, Prayer Services, Penance Services, Day and Weekend Retreats provide meaningful opportunities for students in faith development experiences. Students are asked to approach these activities in a serious and respectful manner. In addition to these liturgies and programs, morning prayer is a special time at the beginning of each school day when all members of St. John's Prep, as a Community, join together in a moment of prayer.

Morning Prayer is an intrinsic and sacred part of the St. John's Prep school day. It sets the tone and recognizes on a daily basis the reason for our existence. It reflects our school's mission and helps us to see God's Presence in ourselves and in each other. At the beginning of first period, all activities cease, as we — as a community — ask God's blessing on our day and on members of our community.

To emphasize the importance of these prayerful moments we wish to review the following:

- All administrators, faculty, staff, and students pause at their work to participate in the prayer.
- Classroom teachers set the prayerful atmosphere as they ask all students to close books, to put down pens, pencils, in order to place ourselves in God's Presence so that we may focus and pray together.
- Throughout the building (library, guidance, gymnasium, hallways) faculty, staff and students stop and join in our morning prayer.

We come together in this prayerful time each day to rededicate ourselves as members of a Catholic faith-filled community. The seriousness with which we approach these moments of prayer emphasize our mission as a Catholic school.



#### ACADEMIC POLICY

Students are accepted to St. John's Prep based on standardized test results, academic performance, positive attitude, effort and attendance recommendations. The only students accepted at St. John's Prep are students who the admission committee believes are capable of achieving academic success.

St. John's Prep students must approach their studies in a serious and conscientious manner. They are expected to work hard, to pay attention in class, to seek extra help if needed, to complete all assignments and to make every effort to achieve academic success. A minimum of two hours each night should be focused on homework. It is important to realize that homework consists of written work, reading material and studying. School nights should be devoted to school work and preparation for classes.

Parents/Guardians will be notified if their student fails a course and/or a New York State Common Core/ Regents exam by their child's teacher as soon as grades are complete. These grades will be made available to the parents on the Home Logic Portal as well as on the morning of Grade Review Day, June 29, 2020.

The passing grade for all courses is 65%.

#### **COURSE FAILURES:**

- Any student who fails a course must make up the course during summer school.
- No student will be readmitted to St. John's Prep in September unless he/she has taken an approved course(s) to make up the course failures from the previous school year.
- No course will be rescheduled for a student because of a failure unless the student first attempted
  to make up the course in summer school. A course would be rescheduled in such a case only if the
  Administration, in consultation with the Guidance Department, determined that such a rescheduling
  would be beneficial for the student involved and could be accommodated by the School's program.
- If a student fails three courses and it is only possible to make up two failures during the summer, the student will be readmitted in September only if the student makes up two failures and signs an agreement pledging to make up the third failure during the next summer.
- Any student who fails four courses will be asked to withdraw from St. John's Prep.

#### REGENTS/COMMON CORE FAILURES:

Students who pass a required Regent's course but fail the Regent's examination will be required to attend a SJP 10 Day Crash Course at the end of July/early August to re-take the exam in August. (If the exam is not offered by N.Y. State in August, it may be retaken the following January)



#### **GRADUATION REQUIREMENTS**

#### A. REQUIRED COURSES

Freshmen and sophomores must carry a full program. Juniors and Seniors must take at least six periods of study per semester.

REQUIRED OF ALL STUDENTS: Religion, Physical Education and Guidance must be taken every year.

English 4 units
Social Studies 4 units
Mathematics 3 units
Science 3 units
Foreign Language 2 units
Math Lab/Latin 1/2 unit
Fine Arts 1 unit

(Music and/or Art)

Health 1/2 unit

#### **B. SENIOR REQUIREMENT**

Seniors must have a passing average in all courses in senior year in order to graduate.

#### C. NEW YORK STATE REGENTS DIPLOMA

All St. John's Prep students must successfully pass the required NY State Regents with a 65 in order to earn a New York State diploma. St. John's Prep strongly encourage our students to earn an Advanced / Honors Designation Regents Diploma.

Students who do not successfully pass the required Regents Exam in June must attend a two-week review course in the summer and pass the August Regents Exam.

#### D. REOUIRED FOR A REGENTS DIPLOMA

Diploma Type	Exams Required	Honors Designation Requirement
NYS Regents Diploma	5	Average score of 90 on all exams
NYS Regents Diploma with Advanced Designation	8	Average score of 90 on all exams

#### F. WITH HONORS

The "with honors" designation is added to either Regents Diploma or Advanced Regent's Diploma for students with an average score of 90 or more on all required Regents exams.

#### **GRADES**

Report cards are issued four times in the academic calendar. Parents or guardians should review their student's grades on Home Logic, an on-line secure web portal that is used for communication between teachers and parents/guardians. Parents and guardians should participate in the parent - teacher conferences held in October, December, and March. In September, there is an incoming freshman orientation for the freshman grade parents and guardians. The dates and times are posted on-line and listed on the school calendar.

#### RECORDS AND TRANSFER POLICY

Students in need of current transcripts should see their guidance counselors. Students leaving St John's Prep must fill out a form available in the Programming Center, which must be signed by a parent. An exit interview with the Vice-Principal and/or Guidance Counselor is required. Alumni transcripts are available in the Programming Center.

#### HOME LOGIC FOR PARENTS

Home Logic for Parents is a secure web-based internet portal that is used for communication between teachers and parents. Parents /guardians have their own Home Logic account to access information about their student' classes, assignments, attendance, grades and contact faculty. The Home Logic portal is found on the school website www.stjohnsprepschool.org. A parent/guardian will have to establish a user name and password in order to access the program.

#### **ATTENDANCE**

St. John's Prep students must develop a mature sense of responsibility and accountability. They must realize that attendance and punctuality are serious elements of their obligation and performance as a St. John's Prep student. If it is absolutely necessary for a student to be absent or late, it is the student's responsibility to know, to understand, and to insure that the required procedures have been followed. Parents are asked to consider the academic consequences of student absence when planning family vacations, college trips, etc. as this may directly affect a student's academic performance.

#### STUDENT ABSENCE

All absences are posted to students' attendance record and are available on Home Logic. A student's absence must be reported by a phone call between 8:00 A.M. and 10:00 A.M. (718-721-7200) each day of his/her absence. Any student marked absent must bring in a note signed by the parent or guardian explaining why the student missed school. The student must submit this note to their homeroom teacher following their absence. All absences need written verification. Failure to submit absent notes in a timely fashion may result in detention.

Except in the case of an educational absence, a student may not attend or participate in any athletic event or school activity on the date of his/her absence without special permission of the administration.

A student's grade will be affected by excessive absences. If a student should miss five classes during a quarter without medical documentation, he/she will receive a 60 in that subject for the marking period. Excessive absence is a serious matter and may result in administrative intervention and disciplinary action including a parental conference, Saturday Academic Make-Up Session(s), suspension and/or expulsion. The school is aware and considerate of the fact that situations may arise in which a student is excessively absent for reasons beyond their control. In these cases, the school will make every effort to work with the family to act in the best interest of the student without compromising the academic integrity of the school.

#### **EARLY DISMISSAL**

St. John's Prep strongly encourages parents/guardians to make appointments for their child when school is not in session. However, there are situations which may warrant a student's early dismissal. Students will not be dismissed if the following procedure is not followed.

When students request early dismissal for a medical appointment or other official appointments, they must present a parent/guardian-signed note to the Attendance Office one day prior to the appointment. The note must include the reason, the time of dismissal and a parental/guardian signature. The Attendance Office will contact a parent/guardian to confirm the dismissal. Unexpected dismissals, due to a family emergency, require both written and verbal parent confirmation (718) 721-7200 authorizing the student to leave school. A parent/guardian may fax a note to the Attendance office at (718) 545-9835. A parent/guardian must report to the Student Center with proper ID to sign out their student.

College appointments during the school day must be arranged with the Guidance Department. Dismissal for these appointments will be granted only with the approval of a member of the Guidance Department.

#### CLASS ATTENDANCE

Attendance in class is mandatory. If a student should miss a class for any valid reason, he/she is responsible to make up work assigned by the teacher during the class that was missed. Cutting class will result in disciplinary/academic action. If a teacher/substitute has not arrived on time for class, students are not to leave the room. One student should go to the Faculty Center (North Office) to inform someone of the situation.

#### LATENESS

At St. John's Prep we recognize that both excellent attendance and punctuality are keys for student success. Students are expected to be in school by 8:00 a.m. and be in homeroom by the first bell at 8:10 a.m. in full uniform. Students who come to homeroom after 8:15 a.m. must report to the Attendance Office to obtain a late pass. Students arriving without a note after 8:30 a.m. will serve one detention and students who report after 9:00 a.m. will serve two detentions.

#### MAKE A COMMITMENT TO BEING ON TIME

Being on time creates a well-organized and stress-free morning along with a smile that will last the rest of the day!

#### PREP FOR SUCCESS

- 1. Being on time is a habit. Being on time is just a matter of changing your routine.
- 2. Go to bed at a reasonable hour.
- 3. Wake up early.
- 3. Plan ahead. Do all the morning prep the night before.
- Get an early start. Allow yourself plenty of extra time. You never know when there might be subway delays, an accident or construction on the roads.
- Figure out how long things really take. Get real about timing. Do not underestimate how long it takes to get ready or to travel to school.
- 6. Think about the consequences of being late to school:
  - One Detention for a student when he/she misses home room
  - · Two Detentions when a student arrives after 9am
  - In House Suspension if a student is late 5 times within a marking period
  - A student may be excluded from participation in all extra-curricular activities, clubs, intramurals, and athletic teams.

The St. John's Prep community can only be successful if we work together in a coordinated effort to ensure we are present and on time.



#### TRUANCY

Absence from school without the knowledge or consent of a parent or guardian is considered truancy. When a student is truant, he/she will not be allowed to return to school until his/her parents have met with the Dean of Students. Disciplinary action may include suspension and/or expulsion.

#### ACADEMIC AWARDS AND HONORS

Academic recognition awards are presented at the conclusion of each semester. These awards include recognition for outstanding achievement, effort, performance, and attendance.

- Principal's List This certificate is presented to students with an average of 95% or over.
- First Honors This certificate is presented to students with an average of 90% or over.
- Second Honors This certificate is presented to students with an average of 85% or over.
- Effort Awards Students who show extraordinary effort in a given discipline are rewarded with effort awards chosen by each academic department.
- Perfect Attendance Awards This Award is presented annually to students who have had a year of Perfect
  Attendance. (Excessive lateness will effect eligibility for this award)

At St. John's Prep's Commencement Exercises, an academic award is presented to the student who has excelled in each of the specific subject areas. In addition, a Perfect Attendance Award is presented to students who have maintained perfect attendance for their four years at St. John's Prep.

- The Valedictorian, the spokesperson for the graduating class, is the student who has the highest academic grade point average for his/her four years as a St. John's Prep student.
- The Salutatorian is the student who has the second highest grade point average for his/her four years as a St. John's Prep student.
- The Scholar-Athlete Award is presented to the student who has played a varsity sport and has achieved the highest grade point average.
- The Christian Leadership Award is presented to the student who has best exemplified the mission of St. John's Prep.
- The Performing Arts Award is presented to the student who excels in the area of the arts.

Awards that recognize school service, sportsmanship, and overall achievement are also presented at the graduation ceremonies.

#### ACADEMIC POLICY FOR EXTRA CURRICULAR ACTIVITIES

It is a privilege for students to participate in the extracurricular life at St. John's Prep. With every privilege comes responsibility. Academics is the student's primary responsibility. St. John's Prep's goal for the students is always academic success. Therefore, all students participating in the clubs, activities, or athletic teams must be doing their school work in a conscientious and intelligent manner. If a student is not performing well in class, it calls into question whether he/she can continue as an active member of the extracurricular organization. Improvement must be seen. In addition, no student who is failing two or more subjects may participate in a club, activity, or team. Participation can only resume once academic improvement is evident.

#### ADVANCED PLACEMENT & COLLEGE COURSES

#### ADVANCED PLACEMENT

Qualified students may begin to take an Advanced Placement course starting in sophomore year. **All students enrolled** in any **AP course** are required to take the **AP exam in May to earn the weighted grade for the course**.

#### COLLEGE ADVANTAGE PROGRAM

St. John's University offers SJP students an opportunity to earn college credits while in high school. These college level courses are taken at St. John's Prep and are among the student's regularly scheduled classes. This benefits high-achieving students to be further motivated and to get a "headstart" in college.

#### ST. JOHN'S UNIVERSITY/ST. JOHN'S PREP BACCALAUREATE PROGRAM

An exclusive Baccalaureate Program in partnership with St. John's University on the SJU Campus, enables St. John's Prep students to complete high school and college in seven years. Students interested in this program are required to take Honor classes throughout their three years at St. John's Prep. In the fourth year of the program, accepted students attend the University and earn credit from both St. John's University and St. John's Prep.

#### LIBRARY AND MEDIA ARTS CENTER (LMAC)

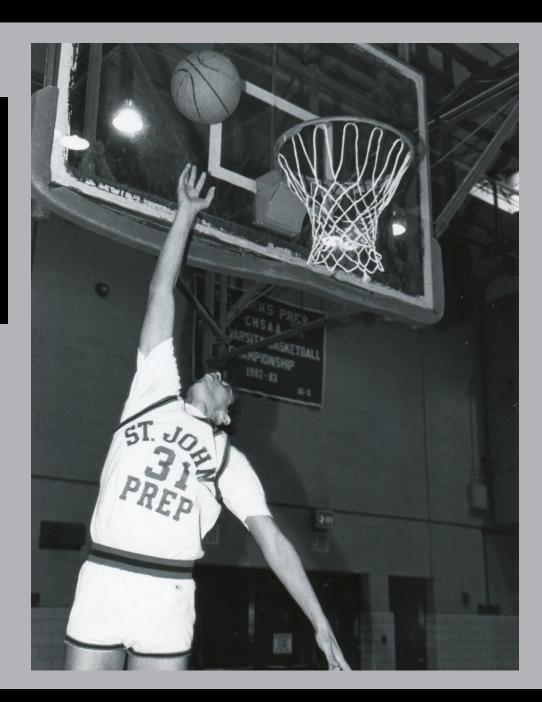
The information and technology hub of the school, the St. John's Prep Library is open Monday to Friday from 7:30 a.m. - 3:30 p.m. This large 43,000 volume library offers space for individual and collaborative study, as well as a media classroom for instruction.

# Catch the Spirit

OF LEADERSHIP









## STUDENT BEHAVIOR – RESPONSIBILITIES AND PROCEDURES

#### A SAFE ENVIRONMENT

St. John's Prep believes that it is essential that a safe, well-ordered, and nurturing educational environment be established for all students. Bullying, intimidation or harassment contradicts the mission and philosophy of St. John's Prep. and will not be tolerated. St. John's Prep reserves the right to discipline students for both on or off-campus behavior that creates an intimidating or threatening educational environment or substantially disrupts the orderly operation of the school.

#### CLASSROOM RULES

Teachers are responsible for establishing guidelines for proper conduct in their classroom which reflect the philosophy and mission of the school. The following regulations are always included as part of every teacher's guidelines:

- Smart phones or other electronic devices should be turned off unless utilized for approved instructional purposes under the supervision of a teacher
- No gum chewing, earbuds, food or drink are allowed in the classroom
- Students are to come to class prepared (calculator, books, pens, paper, homework, etc.)
- Students are to show respect for others and their property
- Students are to be on time to class
- · Students are to remain quiet during announcements
- · Students are to be in uniform during class
- Students who are repeatedly in violation of a teacher's classroom rules are referred to the Administration for further disciplinary action
- Students who must leave a classroom for any reason must secure a HALLWAY PASS from the subject teacher. This pass is to be carried in transit and shown upon request to any teacher or administrator. Upon returning to the classroom the pass must be returned to the teacher

#### LIBRARY RULES

- · All school rules apply in the library
- Students must be actively working on class work, homework, research or reading while working in the library
- The privilege of using the library computers will be restricted if a student violates the Acceptable library
  Use of Technology Agreement.
- Portable electronic devices may only be used in the library with permission/supervision.

#### **LEAVING SCHOOL GROUNDS**

Because of state and local regulations, students are not permitted to leave school grounds during regularly scheduled classes. If a student leaves before dismissal, parents will be notified and the student may be suspended and/or required to serve detention.

#### **LOITERING**

Loitering interferes with the rights of others and is therefore unacceptable on any block or corner near the school. Violators will be subjected to any disciplinary action deemed necessary and appropriate by the school.



#### MAIN ENTRANCE

Due to the large number of students who arrive and depart at the same time each day, it is requested that parents who drive their son/daughter to or from school not use the front driveway.

#### **CONDUCT IN THE SCHOOL BUILDING**

Students are expected to maintain a standard of behavior and decorum that reflects the philosophy and mission of the school. All members of the St. John's Prep community work to foster a deep sense of respect and appreciation in our students for the uniqueness and talents of others. Most importantly, students are challenged to recognize God in each other. Therefore, all their words and actions must reflect this spirit which enables our community to flourish. Students' conduct must always show respect and concern for the administration, faculty, staff, and fellow students. In addition, all students' actions should indicate a serious attitude toward learning and an appropriate sense of focus and study. Students' behavior must follow a pattern that contributes to the positive and productive atmosphere of the school - obviously yelling, pushing or shoving, running or loitering in the corridors, locker rooms and lavatories during the day is prohibited. Inappropriate displays of affection are considered in poor taste and are not acceptable in the building or on school grounds. Bullying, belligerence and insubordination are among the most serious offenses and are therefore totally unacceptable. Engaging in verbal abuse, profanity or obscenity, including inappropriate gestures, demonstrates an extreme lack of respect and are therefore not tolerated. Proper student conduct and discipline are essential in creating an environment that is conducive to growth and learning for all St. John's Prep students.

#### CONDUCT OUTSIDE THE SCHOOL

As a condition of enrollment, students must behave both on and off-campus in a manner keeping with Christian values and consistent with the mission of St. John's Prep. Conduct on social media, the trains, buses, at athletic contests and after school functions, must therefore always exhibit respect for the rights of others. A student who is responsible for bringing public disgrace upon himself/herself or the school will be suspended and subject to expulsion.

#### DINING HALL

Eating or drinking is limited to the school dining hall. It is the obligation of each student (all students) to keep the dining hall clean. The student is responsible for his/her refuse and may be required to help clean the trash left by others. Students refusing to clean tables or to identify themselves at the request of a faculty member will be subject to disciplinary action. During the lunch period, students must remain in the dining hall or may go out to the courtyard if they wish. Students may not order food from an outside vendor during the school day.

Students may choose to work in the library during their lunch period. Students must obtain a pass from a member of the faculty or staff to leave the library.

#### YARD

Students may use the cafeteria yard **At Lunch Time Only** under the following conditions: no chairs may be taken from the cafeteria to the yard; no ball playing is allowed at any time; refuse is to be placed in the trash cans. Students should note that the wise use of this privilege is entirely their responsibility.

## SCHOOL POLICY ON SMOKING, NARCOTICS / ALCOHOL

#### **SMOKING**

The hazards of smoking are a source of deep concern. Nearly all smokers start as young adults so the school would be remiss in its obligation if it did not attempt to discourage this potentially dangerous habit. Smoking or vaping an E-Cigarette, whether its tobacco or an oil, is not permitted on or off the St. John's Prep campus.

#### NARCOTICS /ALCOHOL

Drugs and or alcohol have absolutely no place in the high school environment. The faculty and administration of St. John's Prep view their responsibilities in this regard most seriously. In all cases, action will be taken. A user of drugs and/or alcohol faces immediate suspension, counseling evaluation, withdrawal of his or her rights to participate in school activities, school probation and/or dismissal. Whenever it is determined that a student is involved in the distribution or selling of drugs, that student will be expelled and law enforcement authorities may be contacted.

#### SCHOOL POLICY ON VANDALISM & THEFT

Basic to the philosophy governing St. John's Prep, is an intrinsic respect for the rights of others. Students are urged to exercise this respect with regard to school property. Each student should realize that any vandalism, including graffiti done to school property is directly related to increased costs. Any student vandalizing the school's property will be responsible for the repair costs and subject to suspension and/or dismissal. In addition, if any class is interfered with due to vandalism, this class will be made up the same day at dismissal.

Respecting others means having proper regard for others and their property. Theft of property from a member of the school community, from the school itself, or possession of stolen goods is unacceptable. Witnessing or being aware of theft and failing to report it to an administrator of member of the St. John's Prep faculty may be interpreted as the assistance of theft. Finding an item and not immediately turning it in to the Student Center may be interpreted as theft. Intentionally keeping the item for oneself is also considered theft and students will be subject to suspension or expulsion.

St. John's Preparatory School is not liable for any theft of student property. Any student who is a victim of theft should report the incident to the Dean as soon as possible. Portable electronic devices are brought to school at the student's own risk, ex. portable music players, smart phones, iPads, laptop computers, earbuds and all types of cameras.

#### ACCEPTABLE USE POLICY FOR TECHNOLOGY

The Acceptable use of Technology Policy has been designed to provide guidance relating to responsible use and shall be consistent with St. John's Prep's goal of promoting academic excellence by facilitating resource sharing, innovation, and communication. The St. John's Prep Acceptable Use Policy applies to all technology resources including, but not limited to: personal computers, tablets, school computers, cell /smart phones, video and audio equipment, copy machines, printers and information storage devices. St. John's Prep students are expected to use school and personal electronic resources in a considerate, ethical, moral and legal manner.



The failure of any student to follow these terms may result in the loss of privileges, disciplinary action, and/ or appropriate legal action. Access to St. John's Prep's electronic information systems must be for the purpose of education or research and be consistent with the educational objectives and Christian values of the school.

All students must obtain the approval of their parents and or guardians before access to the school's electronic information and communication system can be granted. Both parties must read and sign the Acceptable Use Policy for Technology to indicate an understanding and acceptance of its contents and responsibilities.

Security on any electronic device is a high priority. Since the Internet is globally accessible and changes daily, it is not always able to predict what students may encounter on the Internet. St. John's Preparatory School has secured the services of an outside agency to monitor uses of its electronic information system and limit student access to inappropriate sites, social media, and chat rooms

### For purposes of this policy and in accordance with St. John's Prep's Acceptable Use Policy, the following definitions shall apply:

- 1. "Electronic information systems" means and includes, but is not limited to, computers, networks, printers, copy machines, servers, and other similar devices that are administered by or for St. John's Prep and for which St. John's Prep is responsible, as well as any electronic communication transmitted, received, or viewed on an electronic devices accessed or used on such devices. "Networks" shall mean and include video, voice, and data networks, routers, and storage devices.
- "Electronic communications" means and includes, but is not limited to, the communicating or posting of information or material by way of electronic mail, bulletin boards, World Wide Web (Internet), intranets, or other such electronic tools.
- 3. "Personal Electronic Devices" (PED's) means and includes, but is not limited to, regular, mobile, and smart phones; computers; laptops; electronic notebooks, tablets; audio and video equipment; flash drives; memory sticks; iPods; MP3 players; iPads; and other wireless equipment

#### STUDENT NETWORK USE AGREEMENT

**Privileges and Acceptable Use:** The use of St. John's Prep's electronic information systems and devices is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. In accordance with St. John's Prep's Acceptable Use Policy, students are expected to:

- 1. Make full use of the benefits of information and communications technology for school-related activities and to facilitate the efficient exchange of information
- 2. Use IT tools to support learning in ways that are consistent with the mission of the school
- 3. Conduct research using the Internet for instructional purposes related to class curriculum, personal interest and professional development
- 4. Access information that will facilitate their selection of the college or university that they want to attend; and increase their awareness of career path opportunities; infuse technology into their course work; improve their information literacy and research skills; find ways to use technology for service to others

**Unacceptable Use:** Students are responsible for their actions and activities involving the use of electronic information systems and devices, including the use of school computers, the use of personal electronic devices whether on or off school grounds and accessing St. John's Prep's electronic information systems through personal electronic devices in or outside the school. Students should be aware they should never reveal personal information about oneself or others, they should not share passwords or engage in any activity that puts themselves or others in harm's way.



## In accordance with St. John's Prep's Acceptable Use Policy, examples of unacceptable uses are but not limited to the following:

- 1. Invading the privacy of other individuals, including bullying, cyberbullying and harassment including but not limited to texting or posting inappropriate messages, photos or videos
- 2. Audio taping or videotaping and transmitting such information regarding someone without their permission
- 3. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
- 4. Gaining intentional access to material, maintaining access to materials or distributing materials which utilize or encourage use of destructive devices, violence, or the diminishment of the value of life
- 5. Any form of vandalism, including but not limited to stealing or damaging computers, computer systems, or networks, unauthorized downloading of software and/or disrupting the operation of the network
- 6. Intentionally installing or accepting spyware, malware, or other disruptive, intrusive, or destructive programs
- 7. Accessing or participating in any games without the express authorization of a teacher or administrator, or using St. John's Prep's electronic information systems for personal uses
- 8. Use of school-issued or personal electronic devices to perform unethical actions including, but not limited to, cheating, academic dishonesty, unauthorized collaboration, or plagiarism (e.g., cell phone texting answers or taking pictures of exams) or to invade the rights of others (e.g., taking or transmitting unauthorized photographs or videos)
- 9. Misrepresenting one's identity or using another person's password, user profile, or technology or allowing another to use one's identity, password, or technology without authorization
- 10. Use for private or commercial advertising, illegal activity or financial gain

#### PERMITTED USE OF PERSONAL ELECTRONIC DEVICES

The use of personal laptop computers, tablets and mobile devices on campus may only be utilized for approved instructional purposes under the supervision of a member of the St. John's Prep faculty or staff. All policies set in place in the Acceptable Use Policy continue to apply when a student brings a personal device for use on campus.

Students are responsible for securing their devices (laptop, tablet, etc.) on campus. St. John's Prep assumes no responsibility or financial liability for any damage the student or parent suffers, including but not limited to theft, physical damage, loss of data or software malfunctions of the any portable electronic device. If a any PED appears to have been lost or stolen, the student will immediately report the incident to the Student Center.

Portable electronic devices (PED) may be used in the library, guidance center or the classroom with teacher permission/supervision.

- The use of the laptop may in no way disrupt or distract from the learning environment.
- All usage must be in accordance with the policies in the Student Handbook and be consistent with the
  mission and philosophy of Saint John' Prep.
- Student use of a portable electronic devices (PED) on campus must meet the requirements of the Acceptable Use Policy. PEDs are not to be used for games, chats, messaging, DVD viewing or other forms of entertainment.
- Students must surrender their portable electronic device to any teacher or administrator upon request and
  must allow these authorized personnel to examine the system to determine whether established policies
  have been violated.
- Any student who is suspected of violating the Laptop Agreement will be referred to the Assistant Principal of Student Life.



#### **SOCIAL MEDIA**

St. John's Prep endeavors to create an atmosphere which fosters academic achievement, personal responsibility, and respectful relationships among students, faculty, staff, administrators, families and other members of the St. John's Prep community. Any behavior or action contrary to the school's purposes, including any violation of this policy, is considered an infraction and may result in the immediate and/or permanent loss of access to the electronic information systems, electronic devices, suspension, and/or further disciplinary actions.

Social media tools are valuable as curricular resources, and as part of a larger communication network that fosters education and personal growth. The principles of respect and reverence for every person, the development of the community and the ideals of a Catholic education are at the core of St. John's Prep's identity. Interacting with people online is no different than interacting with individuals face- to-face; therefore, students are expected to act respectfully and with dignity when communicating through social media.

St. John's Prep students should be sure that they are being their "best selves" when using the Internet or social media. Students should also remember that anything sent via email, text, or posted online, remains on the Internet beyond their control. Students must understand that they are accountable for their postings and other electronic communications. Social media activities may be visible to current, past, or prospective students, parents, and community members; and accordingly, students must exercise discretion when using social media for personal communication, as these communications represent the student and the school.

#### PHONE AND PORTABLE ELECTRONIC DEVICES (PEDS)

Smart phones, gaming devices, IPads, tablets, earbuds, Smart Watches and any similar portable electronic device can interfere with the daily operation of school. The use of PED's for gaming, voice or text communication or listening to music is not permitted during school hours. Students may use the Student Center's office phone to contact a parent. Smart phones and/or other electronic devices should be turned off during school hours and put away in a safe place unless utilized for approved instructional purposes under the supervision of a teacher or faculty member. Continued violations of the appropriate use of PED's may lead to the student being required to turn the device over to school personnel each day and/or the loss of the privilege of bringing the device to school. We ask the parents to work with the Administration in order to ensure that this policy is enforced. Students are responsible for the safety of their electronic equipment. The school cannot be responsible for lost, misplaced, damaged, or stolen items.

#### PHOTO/PICTURE POLICY

During the year, St. John's Prep often has the opportunity to photograph and/or videotape the students in a variety of school-related activities. As such, these photographs and/or videotape footage may be used in parent /alumni newsletters, the yearbook, academic calendar, local newspapers and other mediums of communication. Highlighting the achievements in our school is an integral part of responsible reporting to our community as well as a way of sharing in the success of our school and our students. Parents/Guardians give permission for St. John's Prep School to use videos, photographs or likenesses of their son/daughter in publications or materials for use in school publications, promotion and advancement initiatives and programs. Should a parent wish to opt-out and NOT permit the child's photo to be shared on school publications, a letter is to be submitted to the Dean of Students.

The use of cameras, video and audio equipment in the building requires the permission of the administration. Any pictures or videos taken in the building, including pictures of students or St. John's Prep employees on school grounds, may not be posted on any website or on social media without the expressed permission of the Administration.

#### ATHLETIC CODE OF CONDUCT

Participation in interscholastic athletics is a privilege and an integral part of the St. John's Prep School experience. St. John's Prep values good sportsmanship and expects that all Red Storm team members, their families, friends and fans honor the school's commitment to fair play. It is expected that the team and its fans respect the judgment of the referees and ensure that the guest team feels at home. Anyone not displaying good sportsmanship, will be asked to leave or will be removed from the school property. Unacceptable conduct, disrespectful behavior, unsportsmanlike conduct tarnishes the reputation of the team and the St. John's Prep community and this may result in suspension and/or removal from the team.

St. John's Prep is a member of the Brooklyn /Queens Catholic High School Athletic Association/ CHSAA. The following guidelines have been agreed to by all member schools and are in effect for athletic contests on all levels of competition.

- Treat the opponent with the respect that is due them.
- Shake hands with opponents and wish them luck before the contest and congratulate them after the contest.
- Exercise self-discipline at all times: accept officials' decisions and abide by them.
- Accept both victory and defeat with pride and compassion; be neither boastful nor bitter.
- Accept seriously the responsibility and privilege of representing the school and community.

#### UNIFORM REGULATIONS

By enrolling in St. John's Prep., the student and his/her parents/guardians accept the rules governing dress and agree to abide by these rules. These policies apply whenever the student is on campus and at all school functions. When a student is not dressed properly for school, it is the responsibility of the parents/guardians to bring proper attire to the school so that the student may change.

All students are required to be in full uniform each and every day from the time they walk into St. John's Prep in the morning as well as when they leave school in the afternoon. All clothing items must adhere to the uniform guidelines as well as being of proper size and fit. The Administration is responsible for interpreting, implementing and enforcing the uniform policy and, as such, is the final arbiter in determining what is appropriate student dress for school.

Repeated violations of these regulations will result in suspension until such time as the student's parents have been to the school personally to meet with the Dean of Students. In those cases in which there is a noticeable absence of cooperation, separation from St. John's Prep will be considered. The Administration reserves the right to make the final decision as to whether an article of clothing meets the standards established and to update/change the uniform code at any time.

#### ST. JOHNS PREP SCHOOL UNIFORM

#### CLASS OF 2023

Tommy Hilfiger is the new uniform partner for the St. John's Prep Class of 2023. All incoming freshmen must order exclusively through Tommy Hilfiger.

#### TO ORDER:

Go to www.qlobalschoolwear.com In the FIND YOUR SCHOOL section, please enter STJ022.

#### CLASS OF 2020, 2021 & 2022

Grades 10— 12 may continue to wear the current uniform and re-order through the Lands' End's website or have the option of ordering through Tommy Hilfiger. (See instructions above)

To reorder uniform pieces, please visit the www.landsend.com, or call 1-800-469-2222. Use the SJP Lands' Fnd number - 900172370

#### CLASS OF 2020, 2021 AND 2022 GIRLS DRESS

**Skirt:** Navy blue or khaki uniform skirt with school logo, purchased from Lands' End/Tommy Hilfiger are to be worn. The skirt must fit properly. The length may be no more than 3 inches above the knee and should not be rolled at the waist. Should a student repeatedly violate this regulation, the uniform skirt option will no longer be available and the student will be required to wear slacks.

**Slacks:** Navy blue or khaki uniform pants with school logo, purchased from Lands' End/Tommy Hilfiger are to be worn. All slacks must fit properly, and be ankle length. Uniform slacks may not be tapered, skintight, rolled or cuffed for shorter lengths.

**Blouses:** A Lands' End/Tommy Hilfiger solid white or solid light-blue button-down collared oxford-style dress shirt with the SJP logo must be properly worn at all times. Only white T-shirts are permitted under the blouse.

**Shoes:** Solid black closed footwear must be worn with solid colored knee socks or tights (Socks/Tights may be navy blue, gray, white, cream, or black) Footless leggings, patterned socks/tights, or thigh high stockings may not be worn. No boots of any kind are allowed.

**Sweaters:** Students may wear the navy blue sweater at any time throughout the school year. The sweater may be purchased through Lands' End/Tommy Hilfiger with the SJP logo and is the only type of sweater permitted during the school day. Please note: students may not substitute their Phys. Ed sweatshirts/hoodies for their school sweater.

#### **BOYS DRESS**

**Pants:** A Lands' End/Tommy Hilfiger navy blue or khaki uniform pants with school logo, properly fitted, worn on the waist with a traditional belt. Uniform slacks may not be tapered, skintight, rolled or cuffed for shorter lengths. The buckle of the belt must be appropriate.



**Shirts:** A Lands' End/Tommy Hilfiger solid white or solid light-blue button-down collared oxford-style dress shirt with the SJP logo must be properly worn at all times, fully tucked in all around the waist so that the belt is visible. A properly knotted tie, fastened about the collar of the shirt and worn outside of the shirt is required.

**Tie:** The boys in Freshmen year will be expected to wear the approved Tommy Hilfiger red and blue tie available through Tommy Hilfiger. Class of 2020,21 &22 are required to wear a properly knotted tie, fastened about the collar of the shirt and worn outside of the shirt.

**Shoes:** Solid black closed footwear must be worn with solid socks (Navy blue, gray, white, brown, tan, or black) No boots of any kind are allowed.

**Sweaters:** Students may wear the school approved sweater at any time throughout the school year. The sweater may be purchased through Lands' End/Tommy Hilfiger with the SJP logo and is the only type of sweater permitted during the school day. Please note: students may not substitute their Phys. Ed sweatshirts/hoodies for their school sweater.

#### **Physical Education**

Students will be required to dress appropriately for Physical Education classes. Students are required to wear sneakers, a St. John's Prep physical education tee shirt (long or short sleeves) and approved SJP athletic pants or shorts. The physical education gear is to be purchased through Lands' End/Tommy Hilfiger.

#### Dress Up/Dress Down/Spirit Days

During the school year, students may be given an opportunity to bolster school spirit, promote a special fundraiser for a charity or celebrate a special occasion. On these days, students have the opportunity to wear clothes that reflect the theme or activity of the day. The student's choice of dress must respect and adhere to the St. John's Prep Code of Conduct and reflect the values and mission of our school. Students who fail to observe to this policy will be sent to the Dean of Students. Students do not have to participate and may simply remain in full uniform.

#### Field Trips /Retreats

For all field trips and retreats during the school day, students are to wear the school uniform, unless permission to do otherwise has been given in advance by the administration.

#### Applicable to All Students

During inclement weather, students may wear suitable footwear to and from school, but must change into their school footwear before homeroom. Parental requests for adjustments in the shoe requirements (medical problems with legs or feet) should be submitted with an accompanying doctor's note. At no time may hats or any other head apparel be worn in the building. Shirts and blouses must be worn in an appropriate manner; this includes traveling to and from school.

#### Hair

Hair must be neat and well groomed. No radical or inappropriate hairstyle is acceptable; no unnatural dyed or excessively bleached hair color is allowed.



#### Jewelry

Students may not wear excessive pieces of jewelry, large, spiked or studded chains of any kind, facial jewelry, body piercings, visible tattoos or dog collar type necklaces. Plugs, spacers, tunnels or ear guages are prohibited. Expensive jewelry should not be worn to school.

#### **DISCIPLINARY CONSEQUENCES**

#### DETENTION

Detention is mandatory for a violation of St. John's Prep rules and regulations. Detention is held for one hour, three days a week, after school between 2:45 -3:45 P.M. Students will not be excused from school detention, except for the most serious of reasons and then only with the expressed permission of an Administrator or the Dean of Students. Failure to report to detention may result in Saturday morning detention, parental conference, in-house suspension and/ or expulsion from school.

#### SCHOOL SUSPENSION

Suspension from school is a very serious matter and is viewed as such by the administration and faculty. A student may be suspended from school for a variety of reasons including but not limited to: missing detention, disregard for the dress code, disrespect of any type, abusive language, bullying, fighting, truancy, possession of alcohol or drugs, or any disruption of school order.

A suspended student is barred from attending class and from participation in any school activities (on or off campus) for the duration of the suspension. It is the suspended student's responsibility to keep up with class work and homework. Following the suspension, the student may be placed on disciplinary probation.

#### There are two types of suspensions:

- A student may receive "in house" suspension. This means that the student will attend school as normal but may not attend classes until the problem is resolved and a parent has had a conference with the Dean of Students.
- The second and more serious type of detention is when a student is not permitted to come to school. This "at home" suspension indicates that a student may not return to school for a specified number of days and the parent/guardian has met with the Dean of Students.

In cases of in-school suspension, the student will report and remain in the Guidance Center throughout the day. The student's subject teachers will provide work for them to do during the day. Depending on the gravity of the offense, the student will serve one or more days of in-school suspension at the administration's discretion. If the suspension is to be served at home, the student is to submit all assignments to their subject teachers in a timely manner after the suspension.

Students will not be permitted to participate in any extracurricular activity, including athletic practices or games, during the period of their suspension. A student who receives an out-of-school suspension is not permitted on campus or allowed to attend any school sponsored activity for the duration of the suspension.

#### SEPARATION FROM THE SCHOOL

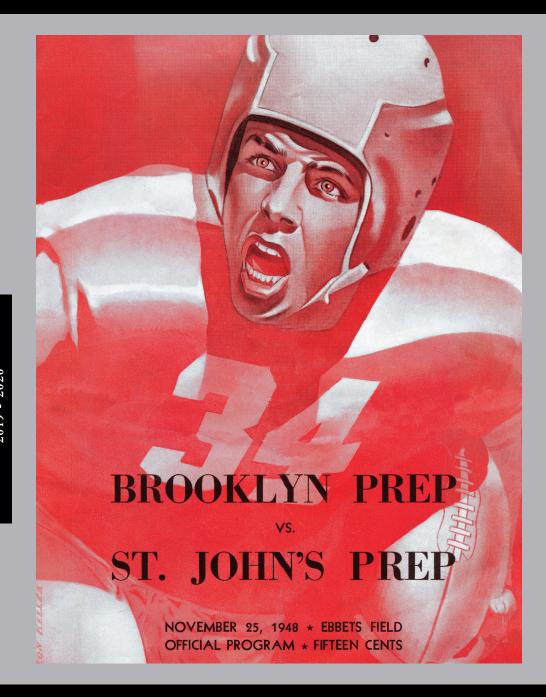
A student may be asked to leave the school or may be expelled for grave reasons. Any student who seriously threatens the physical well-being of another member of the St John's Prep Community, seriously damages the school's reputation, or repeatedly violates the school's rules and regulations, shall be asked by the principal to withdraw from the school or shall be formally expelled. A student who is asked to leave St. John's Prep for either academic or disciplinary reasons will not be permitted on school property at any time.





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BACK TO SCHOOL WISDOM:

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'YOU'RE OFF TO GREAT PLACES. TODAY IS YOUR DAY! YOUR MOUNTAIN IS WAITING, SO GET ON YOUR WAY!"

DR. SEUSS

september

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## "YOU CAN NEVER CROSS THE OCEAN UNTIL YOU HAVE THE COURAGE TO LOSE SIGHT OF THE SHORE"

CHRISTOPHER COLUMBUS

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# Education is not preparation for life; education is life itself. John Dewey



### september

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#### Dear Past, thank you for all the lessons.

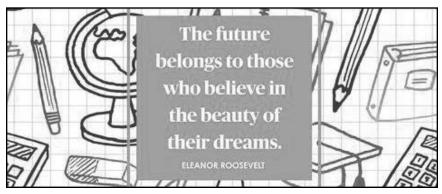
Dear Future, I am ready.

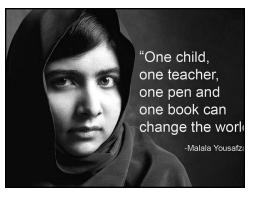
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a y	Faculty & Staff ID Pictures
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"Although the world is full of suffering, it is also full of the overcoming of it."

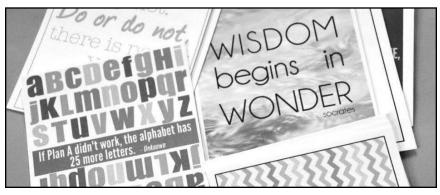
Helen Keller

# Surround yourself with the dreamers and the doers, the believers and thinkers, but most of all, surround yourself with those who see greatness within you even when you don't see it yourself.

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#### 66

YOU HAVE BRAINS IN YOUR HEAD.

YOU HAVE FEET IN YOUR SHOES.

YOU CAN STEER YOURSELF ANY

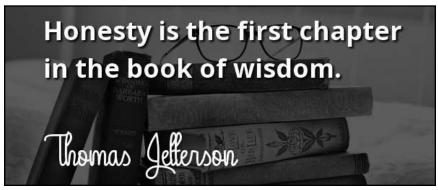
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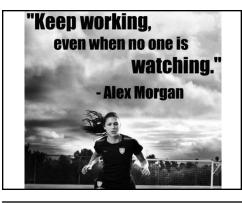
#### Dr. Seuss

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a y	College Information Night for Junior Parents
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Life isn't about finding yourself. Life is about creating yourself.

-George Bernard Shaw



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## The real gift of gratitude is that the more grateful you are, the more present you become. Robert Holden

#### november

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7 Thursday		
8 Friday		
9 Saturday	TACH'S Exam – 7:45 a.m 12:30 p.m.	10 Sunday

## OFTEN LEAD TO BEAUTIFUL DESTINATIONS.



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You cannot do a kindness too soon, for you never know how soon it will be too late.

Ralph Waldo Emerson



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There is always, always something to be thankful for.



#### december<sup>2</sup>

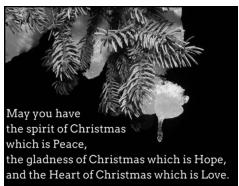
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a y		Feast of the Immaculate
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for success is self-esteem: Believing you can do it, believing you deserve it, believing you will get it.



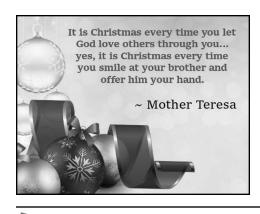
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12 Thursday	Feast Day of Our Lady of Guadalupe
13 Friday	Christmas Concert – 3:00 p.m. & 6:00 p.m.
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Success is not in what you have, but who you are.
Bo Bennett



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"Minds are like parachutes.
they only function when they are open."

James Dewar

### I AM IN CHARGE OF HOW I FEEL AND TODAY I AM CHOOSING HAPPINESS.

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I have found that if you love life, life will love you back.

DON'T THINK TWICE

When we are no longer able to change our situation, we are challenged to change ourselves

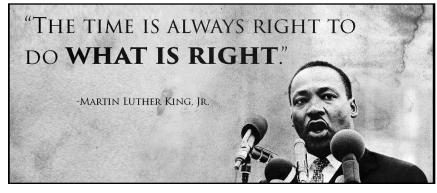
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You can do anything you set your mind to.
BEN FRANKLIN

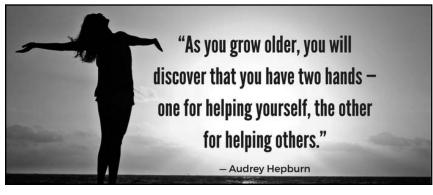
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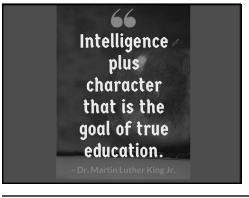
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### MAKE IT SIMPLE, BUT SIGNIFICANT.

**DON DRAPER** 

Did I offer peace today? Did I bring a smile to someone's face? Did I say words of healing? Did I let go of my anger and resentment? Did I forgive? Did I love? These are the real questions. I must trust that the little bit of love that I sow now will bear many fruits, here in this world and the life to come.

#### – Henri Nouwen

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"The best way
to predict
the future
is to
create it."



# "I HAD NO IDEA THAT HISTORY WAS BEING MADE..... I WAS JUST TIRED OF GIVING UP." ~ Rosa Parks

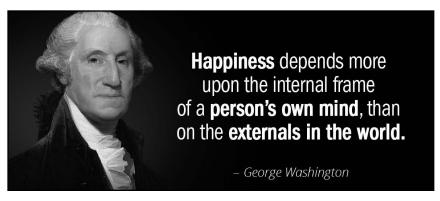
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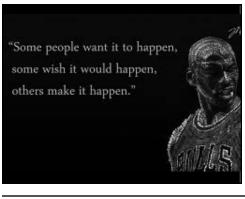
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a y	Academic Council Meeting – 2:45 p.m.
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۷٤	Ash Wednesday Service – 8:45 a.m.
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29 Saturday	Mar. 1 Sunday	
28 Friday		
27 Thursday	Dismissal – 1:42 p.m.	





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a y	Parent Teacher Night – 6:00 p.m 8:30 p.m.						
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# SOMETIMES WE'RE ALL TOO QUICK TO COUNT DOWN THE DAYS THAT WE FORGET TO MAKE THE DAYS COUNT.

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### "Education is the key to unlocking the world, a passport to freedom." Oprah Winfrey

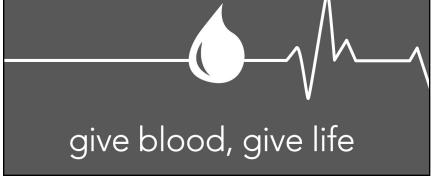
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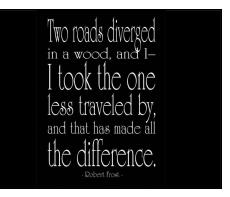
Before you assume,
learn.
Before you judge,
understand.
Before you hurt,
feel.
Before you say,
think.

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_	Junior Ring Night – 6:00 p.m.
Friday	Junior King Night – 0.00 p.m.
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Saturday	Palm Sunday  Palm Sunday
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	"When something bad happens you have three choices, you can let it define you, let it destroy you, or you can let it strengthen you."



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6 Monday	
7 Tuesday	Lenten Service – 1st period
8 Wednesday	Morning of Reflection for Faculty and Staff – No Classes

a y	EF Tour (Brussels, Amsterdam & Lo	ondon Departs)
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	Passover (Pesach) Begins	
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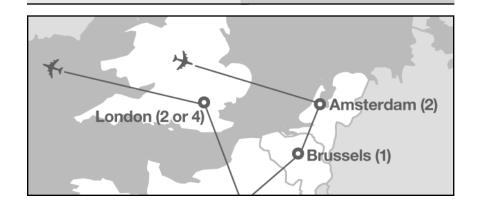
### At every moment of our life we have an opportunity to choose joy...

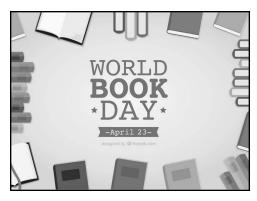
Henri J.M. Nouwen

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Senior Prom at the Pierre Hotel – 7:00	0 p.m.
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If you can't be the prom queen.
Be at least the dancing queen.
Young, sweet and only 17.



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7 Thursday				
8 Friday	AP US History Exam – 7:30 a.m.			
9 Saturday	St. John's Prep Astoria Reunion – 4:00 p.m.	10 Sunday	Mother's Day	



2020

PUSH YOURSELF
BECAUSE, NO
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FOR YOU.

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sday	AP Spanish Language – 7:30 a.m.				
	AP Psychology – 11:30 a.m.				
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a y	AP English Language & Composition Exam – 7:30 a.m.				
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a y	AP Computer Science Principles – 7:30 a.m.
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I attribute my success to this - I never gave or took any excuse.

## I'M NOT TELLING YOU IT IS GOING TO BE EASY, I'M TELLING YOU IT'S GOING TO BE WORTH IT.

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Without school it's really hard to know what day it is.

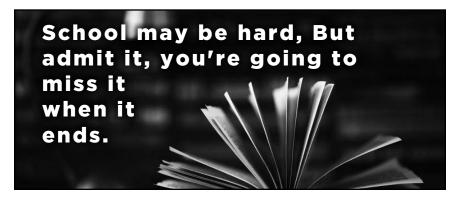
## NOTHING IS IMPOSSIBLE, THE WORD ITSELF SAYS I'm Possible!

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a	Senior Exams
Wednesday	Senior Baccalaureate Mass and Dinner Reception – 6:00 p.m.
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28 Thursday			
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### Go Confidently in the direction of your DREAMS!

Live the life you have imagined.

Henry David Thoreau

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# An investment in knowledge always pays the best interest. -Benjamin Franklin

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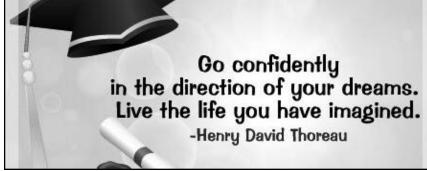
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The Past is your lesson. The present is your gift. The future is your motivation.

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### Catch the Spirit

OF COMMUNITY



### ST. JOHN'S PREP





Student Life and Services



### STUDENT SUPPORT SERVICES

Students are offered a variety of support services to meet their college and career readiness goals as well as to deal effectively with the transitions and stresses of high school life. St. John's Prep recognizes that students will not perform well academically if they are struggling with personal issues. We, therefore, approach the students as a whole person with critical needs outside the academic arena. The St. John's Prep support personnel include the School Nurse, the Guidance Department, Campus Life Director, Dean of Students and members of the Administration. In stressful or severe situations, administrators and counselors may recommend or mandate outside individual or family counseling.

### **HEALTH ISSUES**

### **HEALTH SERVICES & RECORDS**

A full time Registered Nurse staffs the Medical Office during the school day. All medical concerns, health forms, medications and special needs are handled through this office.

### **DOCTOR'S NOTE**

A student who is absent for more than three consecutive schooldays is required to submit a physician's note to the Medical Office indicating that the student has been seen and is safe to return to school. This is for the student's well-being and it reassures the school community that St. John's Prep is making every effort to minimize the transmission of treatable contagious diseases.

### PROLONGED ILLNESS

Cases involving legitimate extended absence for prolonged illness or hospitalization will be evaluated on an individual basis. The parent and/or student should notify the Vice Principal for Academic Affairs if such an extended illness is anticipated so that provision can be made, if possible, for home instruction and/or assignments.

### **ILLNESS IN SCHOOL**

When a student becomes ill or injured during class, a pass to the Nurse's Office must be obtained from the current teacher. If a student is too ill to remain in school, the nurse will notify the parents. Students are not allowed to make arrangements to go home on their own. If the parent is unavailable to pick up their child, the person designated on the student's emergency card will be called. It is important that all phone numbers be kept current for the protection of the student. Leaving the school campus without medical authorization is considered truancy.

### REPORTING INJURIES

All accidents that are school related must be reported to the Nurse's Office. Any witness involved should submit as signed report. All students are enrolled in a student accident insurance plan.

### PHYSICAL AND IMMUNIZATION

Safeguarding our student's health is a top priority of the St. John's Prep community.

- All incoming and transfer students must have an up to date physical exam and immunization record on file in the SJP Medical Office.
- A licensed U.S. doctor must complete the student's physical exam and immunization record form.
- No student will be permitted to participate in classes without submitting the NYS required medical forms.
- All student-athletes must have an annual physical examination by a medical doctor on file with the School Nurse.
- Every parent must submit a signed participation and concussion form before the student is eligible to participate in the St. John's Prep Interscholastic Sports Program.



- St. John's Prep encourages all students to have an annual physical each year. A yearly check-up can ensure your child's physical well-being and help them to pay attention to their health and fitness needs.
- The necessary forms may be obtained in the Medical Office, Student Center, or accessed on-line on the school web page.

### MENINGOCOCCAL VACCINE

- One dose of meningococcal vaccine is required for students entering into St. John's Prep in 9th grade.
- Two doses will be required before 12th grade.
- This booster (second dose) is needed because protection from the vaccine decreases over time.
- If a student received two doses before their 16th birthday, they will need a third dose on or after their 16th birthday in order to enter 12th grade.
- The only students who will not need a second dose before 12th grade, are those who had their first dose on or after their 16th birthday.
- Students who are not compliant with NYS School Health Regulations.

### **GUIDANCE**

The purpose of the Guidance Department is to facilitate growth and development of all students throughout their high school experience. This is accomplished through scheduled guidance classes, professional counseling, both individual or group, parent and faculty conferences, appropriate referrals to outside agencies and assistance in making decisions that are personal, academic or career oriented. Parents/Guardians may request to meet with their student's counselor throughout the year by scheduling an appointment by phone or e-mail.

### **COLLEGE COUNSELING**

St. John's Prep's extensive College Counseling Program is committed to working with students beginning in freshman year to guide and encourage them as they navigate the college admissions process. Our team works with each student to ensure they meet all important deadlines that include applications, tests, scholarships, college visits and interviews. The college admissions process is integrated in the fabric of SJP through our college prep curriculum and every student is encouraged to take a challenging course of study. Our program is designed to ensure that St. John's Prep students are well-prepared as they tackle any challenges they may face while working to achieve their goals in high school, while also working with them to develop a strong foundation for success in college and beyond.

Each year, St. John's Prep hosts College Information Sessions in the evening for both our parents and students. This is a great opportunity to directly ask professionals in the field of college admissions about any and all aspects of the process, featuring representatives from the CUNY & SUNY system, and the private universities. In late October, St. John's Prep hosts a College Fair consisting of representatives from over 125 colleges and universities. Throughout the year, students have opportunities to go on college tours, enroll in Financial Aid Night, sit for an on-site College interview, as well as attend Kaplan's Fall/Spring, Saturday SAT Prep classes.

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### 2019-20 SAT TEST DATES

Test Dates	Registration Date
Oct. 5, 2019	Sep. 6, 2019
Nov. 2, 2019	Oct. 3, 2019
Dec. 7, 2019	Nov. 8, 2019
Mar. 14, 2020	Feb. 14, 2020
May 2, 2020	Apr. 3, 2020
June 6, 2020	May 8, 2020

SAT test dates are tightly clustered in the fall. This is due to the fact that most college application deadlines are in the late fall and early winter. In order to register for the SAT, you must sign up for a College Board account. You must also have a photo ID, as well as a photo of yourself that can be uploaded to the registration site.

Test Fees: SAT registration is \$49.50, without the essay. If you would like to take the essay, the SAT registration fee is \$67.00. Some colleges may require you take the essay, so do your research before you decide to skip it. For additional fees (late registration, sending to additional schools, etc.) - please check the College Board website — (www.collegeboard.org)

### 2019-20 ACT TEST DATES

Test Dates	Registration Dates			
Oct. 26, 2019	Sep. 27, 2019			
Dec. 14, 2019	Nov. 8 2019			
Feb. 8, 2020	Jan. 10, 2020			
Apr. 4, 2020	Feb. 29, 2020			
June 13, 2020	May 8, 2020			

In order to register for the ACT, you must sign up for an ACT account. You must also have a photo ID, as well as a photo of yourself that can be uploaded to the registration site to complete the process. Students who aren't able to submit a photo electronically can send in a hard copy paper photo through the mail. Information is available at www.actstudent.org.

Test Fees: ACT registration is \$50.50, without the writing component, \$67.00 with the writing. For additional fees (late registration, sending to additional schools, etc.) - please check www.actstudent.org.

### **NAVIANCE**

Naviance is a college and career readiness platform that helps students manage their college search process. Beginning in freshman year, students will be given access to their Naviance account and receive training on how to use the program. Naviance Student allows students to track and analyze data about college and career plans. They can also sign-up for college visits, keep track of application deadlines, build a resume, research colleges, and manage their applications, including the sending of transcripts and teacher recommendations.

### **CAMPUS MINISTRY**

The goal of Campus Ministry is to promote the faith formation and spirituality of the St. John's Prep School Community. The Program teaches students the virtues of respect for self and others, charity, honesty, justice, and, most importantly, living one's life in relationship with God. These objectives are met through prayer and services in the following activities:

- Retreat Leaders: Seniors are selected and trained to serve as leaders on retreats and other Campus Ministry activities. These students, together with their faculty advisors, make up the Campus Life Team
- Retreats: Students from every grade are encouraged to partake in a day retreat each year. These day retreats take place at our Retreat Center. Space is provided for a student to make one retreat per school year
- School Liturgies and Penance Services: Prayer and Worship are vital to the life of the school. Students have



- several opportunities throughout the year to celebrate both the sacraments of Eucharist and Reconciliation
- Christian Service: Each year, the St. John's Prep. Community is involved in ministry to those neglected in our community. This ministry happens both in school - with food and clothing drives- as well as working in soup kitchens, nursing homes, and community programs

Participation in Campus Ministry activities is encouraged; however, any student who displays inappropriate behavior will not be allowed to partake in these or any other Campus Ministry programs.

### ACADEMIC SUPPORT SERVICES

### **TUTORING**

The National Honor Society provides peer and tutoring service Monday though Thursday afternoons from 2:45 - 3:45 p.m.

### WRITING CENTER

St. John's Prep students enjoy the unique benefit of being able to utilize St. John's University's Writing Center. This much acclaimed service is offered to students who work with university personnel. SJU's tutors offer advice and questions to spur self-reflection and critical thinking. Prep students can access the service via email or through an on-line tutoring session.

### REGENT'S & COMMON CORE REVIEW CLASSES

In addition to in-class preparation and common core review classes, students are offered extensive opportunities to review for their state assessments before and after school. Review schedules are posted in the spring of each academic year by the individual departments.

### UNIFORM ORDERS

### Tommy Hilfiger/ Lands' End Uniforms

**CLASS OF 2023:** Tommy Hilfiger is the new uniform partner for the St. John's Prep Class of 2023. All incoming freshmen must order exclusively through Tommy Hilfiger.

**TO ORDER:** Go to www.globalschoolwear.com and in the box FIND YOUR SCHOOL enter STJ022.

**CLASS OF 2020, 2021 & 2022:** Grades 10–12 may continue to wear the current uniform and reorder through the Lands' End's website or have the option of ordering through Tommy Hilfiger. (See instructions above) To reorder uniform pieces, please visit the www.landsend.com, or call 1-800-469-2222. Use the SJP Lands' End number - **900172370** 

### **CAMPUS BOOK STORE**

The St. John's Prep School Bookstore is located on the north side basement adjacent to the cafeteria. Students may purchase St. John's Prep Spirit Wear, school supplies and workbooks. Bookstore hours vary throughout the year and will be posted on the school website.

### **TEXTBOOKS**

Most hardbound textbooks are provided on loan from New York State. Students are responsible to return all loaned textbooks in good condition prior to final exams. Students must return the same copy of the book that they were



issued. The identification number on the inside edge of the book must correspond to the number recorded by the subject teacher. If a student loses a textbook he/she must request a "lost textbook form" from the teacher, complete the form and bring it with a check or money order to the business office and obtain a receipt for payment. This receipt must then be shown to the teacher so that the student may receive a second textbook.

### STUDENT ACCESS TO THE INTERNET

The purpose of using the Internet is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of a student account must be in support of the educational objectives and mission of St. John's Preparatory School. All students and their parents/guardians must sign the Acceptable Policy for Technology and Internet Use form in September to access its use.

### **TRANSPORTATION**

### PUBLIC TRANSPORTATION

Students who are residents of NY City and are eligible for a Metro Card will be issued one twice a year, in September and in February. Cards must be kept in a safe place and treated as a valuable item. If a card is lost or stolen, it must be reported to the Student Center immediately. It is the responsibility of the student to safeguard his or her Metro Card.

### PRIVATE TRANSPORTATION

SJP students who live in the Maspeth, Middle Village, Glendale, Richmond Hill, and Ridgewood area, may now opt to use the St. John's Prep Shuttle Bus service in the morning. Registration is available on-line under the Parent link.

### LOST AND FOUND

Items found throughout the SJP campus should be turned in to the Student Center. Items are maintained throughout the academic year and are then forwarded to a local charity. For lost items, stop by the Student Center and fill out the "Lost Item" sheet. We will contact you if a match is made with any found item.

### **IDENTIFICATION CARDS**

Students are issued school I.D.cards, and the cards must be carried at all times. The ID card is mandatory for all school trips, accessing library books as well as admission to exams that include the AP, SAT, and ACT. Replacement ID Cards ordered through the Student Center cost twenty dollars. (payable by check or M/O to St. John's Prep)

The student ID can be linked to order food in the cafeteria. Parents have the option to deposit money on their student's meal account using the student's ID at any time throughout the year. Payments can be one time or set up as recurring payments when the account reaches an amount the parent specifies.

### **LOCKERS**

Students receive two school locks at the beginning of 9th grade in homeroom. These locks are for their hallway and gym locker for the next four years. For reasons of security, sharing of lockers is not allowed and combinations to locks should not be given to anyone. Students may use only St. John's Prep School locks and if needed, a replacement lock may be purchased in the Student Center or Campus Book Store. All students are



expected to keep their locker orderly and clean and are not permitted to use lockers not assigned to them. The school cannot be responsible for books or any other personal property lost by students.

### **EXTRACURRICULAR ACTIVITIES**

St. John's Prep strongly encourages the student body to become actively involved both during and after school. The Prep offers a wide range of options for student involvement in athletic and non-athletic activities. Students should understand that it is a privilege to represent St. John's Prep in any of these programs and it is expected that each student participant reflects the mission of our school both in and outside the school.

All student-athletes must have an annual physical examination by a medical doctor and a signed parental permission and concussion form before the student can participate in the St. John's Prep Interscholastic Sports Program. These forms can be obtained in the Medical Office, Student Center or accessed on-line on the school web page.

### **SPORTS**

JV and Varsity Baseball (Boys)

JV and Varsity Basketball (Girls and Boys)

Cheerleading

Soccer (Girls and Boys)

Varsity Softball (Girls)

Tennis

Track - Cross Country (Girls and Boys)

Indoor (Girls and Boys)
Outdoor (Girls and Boys)

Volleyball JV and Varsity (Girls)

Volleyball Varsity (Boys)

### INTRAMURALS (Girls and Boys)

(Bowling; Ping-Pong/Table Tennis; Strength and Conditioning; Swimming)

### **ACTIVITIES**

African Dance Team

Art Club

Asian Culture Club

**Bollywood Dance Team** 

Catholic Workers

Chess Team

Chinese Culture Club

Computer and Coding

Crescent Tower (School Newspaper)

Jr. Ladies of Charity

Drama Guild

**Environmental Awareness** 

French Culture Club

Girls Who Code

Glee Club

Hellenic Club

Interior Design Club

Irish Culture Club

Italian Culture Club

Literary Magazine

Mandarin Language Club

Math League Model UN Modern Dance

Music Lessons

National Honor Society Photography Club

Photography Club Poetry Workshop

Polish Culture Club

Polish Culture Clu Red Cross

Red Storm Cafe

Red Storm News Robotics Team

St. Vincent De Paul

Science Olympiad Team

Spanish Dance Club Speech & Debate Team

Stage Crew

**Student Government** 

Yearbook

and more to come.....

### WORKING PAPERS

In New York State, anyone under 18 (minors) must show an employment certificate before they may begin work. To obtain working papers from school, a student is required to complete the application for an employment certificate available on the SJP website or in the Student Center. Working papers are divided into two age groups (14-15 blue and 16-17 green):

### The requirements include:

- Proof of age (birth or baptism record, driver license, state-issued photo ID, school record, or passport)
- A written statement from a doctor, nurse practitioner or physician assistant that the student is physically fit to work.
- Parental Authorization Signature

Minors may not be employed during the hours they are required to attend school

### STATE REGULATIONS

Minors may not be employed during the hours they are required to attend school.

### DRIVER'S EDUCATION

St. John's Preparatory School conducts a Driver Education Program that fully meets the standards of the New York State Motor Vehicle Department and the New York State Education Department. Lecture teachers are state certified and instructors are licensed and approved by the Motor Vehicle Department. Information and registration for Driver's Ed is available in the Business Office. No student will be permitted to enroll without written parental permission. Information on upcoming classes is posted on the school website. The registration fee must be paid in full at the time of registration and be made in person, at the school by cash, credit card, personal check or money order.

### STUDENT PARKING / VEHICLE USE POLICY

Any student driving to St. John's Prep and intends to park the car in the school lot must meet the following requirements:

- Be 17 years old
- Possess a valid NYS driving license
- Have proof of car insurance
- · Submit a parental permission letter
- Submit all documentation to the Dean of Students for approval

Students who drive to school or school-related functions are permitted to park in the student parking lot as a matter of privilege and not of right. St. John's Prep assumes no responsibility for damage to or theft from vehicles parked on school property.

### STUDENT GOVERNMENT

The purpose of the Student Government is to promote goals of leadership, service, student voice and engagement. It is a service organization that encourages positive and enthusiastic school spirit and involvement while raising student consciousness to truly worthwhile and needy causes. The Student Government runs social activities for the student body, it is a clearing-house for students' concerns, and it is the student's link to the rest of the school community represented by the administration and faculty. It is the obligation of the students to elect SG officers who will best serve the interests of the school community. It is the obligation or those elected to know and represent the concerns of the student body.

### FINANCIAL OBLIGATIONS

St. John's Preparatory School relies upon tuition and fees to meet its financial obligations. The school does not receive any financial assistance from any outside agency. Prompt payment of tuition and fees is therefore critical to the school.

Accounts that are in arrears in tuition may force the school to suspend the student from all classes and activities until such payments are brought up to date; the school is reluctant to take such actions so it is vital that the tuition payments be made on regular basis.

The Registration Fee for the upcoming school year is due on April 1 and is not refundable. Tuition is due in ten installments starting on June 1 and ending on March 1. A late fee will be added when a payment is late. Payments are made through Blackbaud's Smart Tuition Online Payment Portal. The Smart Tuition link can be found under our Quick Links on the school webpage. Payments can be set up automatically or can be made on a one-time basis using your bank account. Returned transactions will incur a bank fee. Credit Card payments are available for an additional cost.

A Technology Fee is incurred to access and maintain software, Lab Fees, and ancillary course materials. The Graduation Fee charged to seniors covers all expenses connected with graduation; these include the yearbook, cap and gown, diploma, senior luncheon, Senior Baccalaureate Dinner and expenses incurred in the rental of St. Johns University's Lou Carnasecca Arena for the ceremony. This fee is payable whether or not the student attends the commencement exercises. Notification of course fees due will be sent in November for the Fall semester and in March for the Spring semester.

### **FUND RAISING**

St. John's Prep sponsors annual fund raising activities to enhance the lives of students at The Prep. Each family is responsible for participating in the Fall and Spring Fund Raisers. In the event that the family does not participate, the cost will be included in the tuition bill.

Please note that report cards, records, and transcripts will only be released when all accounts are paid in full.

Parents and guardians are considered as agreeing to all financial regulations of the school when they enroll a student in the school.

### **EMERGENCY AND SAFETY PROCEDURES**

### FIRE DRILL PROCEDURES

Fire drills are required by law in all schools in New York State and are held periodically. Drill directions and exit routes are posted in each classroom.

### The following are general instructions during a fire drill:

- 1. When the gong sounds, students stand immediately and silently in their places. This is the only time that the signal is used.
- All students are to follow strictly the fire drill instructions posted in each classroom. Students proceed with the teacher from the room to the assigned staircase and assigned exit. Please note that these routes have been purposely assigned. The route taken from the classroom must NOT be changed. In case

- of real fire, changing the designated route could prove very dangerous.
- 3. Absolute silence is necessary Talking distracts, promotes panic and prevents hearing emergency instructions. Strict silence and order must be maintained during the drill, both leaving and re-entering the building.
- 4. Move at once, but, no running. Although speed is important in vacating the building, it is imperative students exit in a safe, calm, quiet and orderly evacuation. Speed with safety is the idea.
- During any emergency all adults act in a supervisory capacity, including the teaching, secretarial, and custodial staffs.
- 6. Elevators are never to be used during a fire drill.

### Fire Drill During a Lunch Period:

- Students on the South Side of the cafeteria should be directed to exit through the student parking lot door; students on the North Side of the cafeteria should exit through the cafeteria doors leading to the courtyard outside the cafeteria.
- 2. Once outside the building, students should proceed to the pre-designated spots on the streets surrounding the school. Once far enough away from the building, students come to a halt, about face, and wait further instruction in silence. Students keep absolute silence from the inception of the drill until the signal to return to school is given by a member of the administration.
- \*Any student with a physical disability should consult with the Medical Office at the beginning of the year for special instructions.

### SHELTER IN / OUT PROCEDURES

- A Shelter-In Procedure occurs when there is a potential threat outside the building and law
  enforcement or administration determine a site containment is warranted. No one is allowed to leave or
  enter the building during a Shelter -In Procedure.
- Any students outside the school should return immediately into the school building as directed. Students
  may not leave the building until the threat has been resolved according to the administration and/or
  law enforcement.
- Shelter Out / School Evacuation- if it was necessary to go to a safe area away from the school, the fire evacuation procedure would be used but instead of remaining outside the school, our students and staff would proceed to Immaculate Conception Church on 29th Street and Ditmars Boulevard. Names, addresses, and phone numbers of all students would be brought to this safe site.

### LOCK DOWN PROCEDURES

### Classroom expectations for students during these drills are as follows:

- 1. Students who are in the hallway will be required to move into a nearby classroom.
- 2. All doors and windows are to be locked. Do not answer the door if there is a knock.
- 3. Students are to remain orderly and follow the instructions of faculty & staff members.
- 4. Turn off lights in the classroom.
- 5. Students should stay away from windows and doors.
- 6. Students should silence their cell phones.
- 7. Students are not to be talking during the lockdown.
- 8. No one should stand or sit in a chair where they are visible by someone from the hallway.



- 9. Under no circumstances will students be released until staff is instructed by administration to do so, even if the bell rings.
- 10. The lockdown will end with an announcement by a member of the administration.

### ENTERING / EXITING THE BUILDING

For security purposes, all students and visitors are to enter the building through the school's main entrance doors on Crescent Street.

Visitors are required to stop first at the front desk if they have an appointment, show state issued ID, and sign-in in order to receive a Visitor's Pass. No one should ever prop a door open or allow anyone access to the building by any other door other than the Crescent Street main entrance.

At dismissal, all students, except for those going with the school team, exit onto Crescent Street through the main entrance or the doors located on the front driveway. Students free last period may leave the building at the beginning of 8th period and exit through the main doors.

### SCHOOL CLOSING POLICY

In the event of dangerous weather conditions, it is the policy of St. John's Prep to close the school <u>if</u> the Diocese of Brooklyn announces that all elementary schools and high schools in the Diocese are closed <u>or if</u> the City of New York closes all the public schools.

### ONE CALL NOW

St. John's Prep uses the One Call Now system. One Call Now will be in place to notify parents of school closings, school delays and any other pertinent school information. Parent(s)/Guardian(s) should ensure that their contact information is up-to-date. Any changes needed, please contact the Programming Office (ext.240)

If there is inclement weather on a day when **State Regents exams** are being given, students should presume that the State exams are still being administered unless a specific announcement has been made that these exams have been postponed/cancelled.

The administration reserves the right to adjust, change, or otherwise amend any statement of policy or regulation appearing in this handbook.

HAVE LIFE MORE

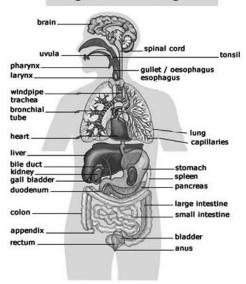


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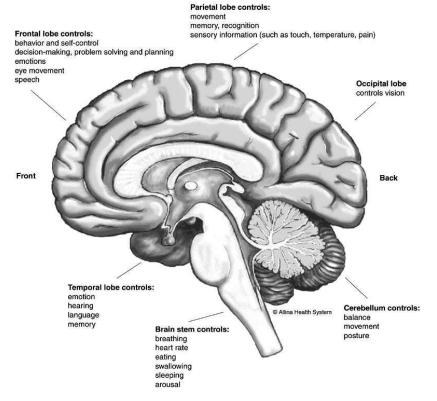
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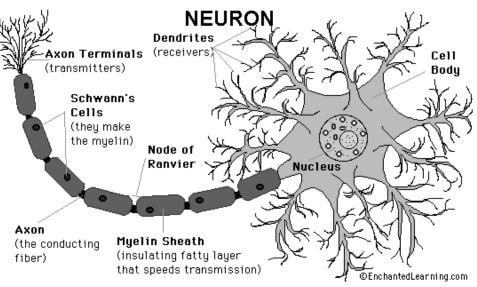
### Diagram of internal organs



### Front View (Anterior) **Back View (Posterior)** cranium cranium clavicleclaviclemandible mandible scapula scapula sternumrib humerus humerus vertebra vertebra pelvis pelvis ulna radius sacrum sacrum cocyx ulna radius carpals carpals metacarpals metacarpals phalanges phalanges femur femur patella tibia. fibulatibia. fibula metatarsals tarsals-

### **INSIDE THE BODY**





### LAB RULES

### Student science laboratory safety rules

- Act responsibly at all times in the laboratory.
- Follow all instructions, orally and in writing, by the teacher.
- Perform only those activities assigned and approved by the teacher.
- Protect the eyes, face, hands, and body by wearing proper clothing and using protective equipment provided by the teacher
- Carry out good housekeeping practices as instructed by the teacher.
- Know the location of safety and first aid equipment in the laboratory.
- Notify the teacher immediately of an emergency
- Never work alone in the laboratory.
- Never eat or drink in the laboratory unless instructed to do so by the teacher.
- Handle living organisms or preserved specimens only when authorized by the teacher, and the, with respect.
- Never enter or work in a supply area unless instructed to do so and supervised by the teacher.

(In addition to these general guidelines, always abide by any additional safety procedures provided by the instructor at the time of an activity.)



### Disposal Alert



This symbol appears when care must be taken to dispose of materials properly.

### Biological Hazard



This symbol appears when there is danger involving bacteria, fungi, or protists.

### Open Flame Alert



This symbol appears when use of an open flame could cause a fire or an explosion.

### Thermal Safety



This symbol appears as a reminder to use caution when handling hot objects.

### Sharp Object Safety



This symbol appears when a danger of cuts or punctures caused by the use of sharp objects exists.

### Fume Safety



This symbol appears when chemicals or chemical reactions could cause dangerous fumes.

### **Electrical Safety**



This symbol appears when care should be taken when using electrical equipment.

### Plant Safety



This symbol appears when poisonous plants or plants with thorns are handled.

### **Animal Safety**



This symbol appears whenever live animals are studied and the safety of the animals and the students must be ensured.

### Radioactive Safety



This symbol appears when radioactive materials are used.

### Clothing Protection Safety



This symbol appears when substances used could stain or burn clothing.

### Fire Safety



This symbol appears when care should be taken around open

### Explosion Safety



This symbol appears when the misuse of chemicals could cause an explosion.

### Eye Safety



This symbol appears when a danger to the eyes exists. Safety goggles should be worn when this symbol appears.

### Poison Safety



This symbol appears when poisonous substances are used.

### **Chemical Safety**



This symbol appears when chemicals used can cause burns or are poisonous if absorbed through the skin.



### **CONVERSION TABLE FOR MATH**

### Reference Sheet

A detachable reference sheet will be included at the end of the Regents Examination in Algebra II (Common Core) booklet.

### **Common Core High School Math Reference Sheet** (Algebra I, Geometry, Algebra II)

### **CONVERSIONS**

1 inch = 2.54 centimeters 1 kilometer = 0.62 mile 1 cup = 8 fluid ounces

1 meter = 39.37 inches 1 pound = 16 ounces 1 pint = 2 cups 1 mile = 5280 feet 1 pound = 0.454 kilograms 1 quart = 2 pints 1 mile = 1760 yards 1 kilogram = 2.2 pounds 1 gallon = 4 quarts 1 mile = 1.609 kilometers 1 ton = 2000 pounds 1 gallon = 3.785 liters

1 liter = 0.264 gallon

1 liter = 1000 cubic centimeters

### **FORMULAS**

Triangle	$A = \frac{1}{2}bh$	Pythagorean Theorem	$a^2 + b^2 = c^2$
Parallelogram	A = bh	Quadratic Formula	$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$
Circle	$A = \pi r^2$	Arithmetic Sequence	$a_n = a_1 + (n-1)d$
Circle	$C = \pi d$ or $C = 2\pi r$	Geometric Sequence	$a_n = a_1 r^{n-1}$
General Prisms	V = Bh	Geometric Series	$S_n = \frac{a_1 - a_1 r^n}{1 - r} \text{ where } r \neq 1$
Cylinder	$V = \pi r^2 h$	Radians	$1 \text{ radian} = \frac{180}{\pi} \text{ degrees}$
Sphere	$V = \frac{4}{3}\pi r^3$	Degrees	$1 \text{ degree} = \frac{\pi}{180} \text{ radians}$
Cone	$V = \frac{1}{3}\pi r^2 h$	Exponential Growth/Decay	$A = A_0 e^{k(t - t_o)} + B_0$
Pyramid	$V = \frac{1}{3}Bh$		

Figurative language can be found in literature and poetry where the writing appeals to the senses. It can do this by giving a word or phrase a specific meaning that may be different than the literal definition. Its primary function is to force the readers to imagine what a writer wants to express. Poets and prose writers use this technique to bring out emotions and help their readers form images in minds.

### **Examples of Figures of Speech**

A **Simile** is an explicit comparison (using like or as): "She floated in like a cloud." "I got the moves like Jagger" - Maroon 5

A **Metaphor** is a word or phrase denoting one kind of object or idea used in place of another to suggest a likeness or analogy between them ("the ship ploughs the sea.") A metaphor is generally an implicit comparison (doesn't use like or as): "Her lips are roses." "Life is a Beach. I'm playin' in the sand" — Lil Wayne

**Personification** is attributing animation or human characteristics to something inanimate treating a thing or abstract quality as though it were a person.

Examples include:

- The sun greeted me this morning.
- The radio stopped singing and stared at me.

An **Oxymoron** is the deliberate combination of seemingly contradictory words ("helpful bureaucrat"; "bittersweet").

### Sounds

Onomatopoeia is the use of words whose sound suggests its meaning.

"The bees buzzed." or "Snap, crackle, pop."

**Assonance** is the use of recurrent vowel sounds ("sweet, sleeps, creature" or "The cat sat on the flat mat.")

Alliteration is the use of recurrent consonant sounds, frequently but not exclusively at beginning of words ("Peter Piper picked a peck of pickled peppers.")

A **Pun** is the deliberate confusion of words based upon similarity of sound (waist/waste).

### **Other Literary Devices and Terms**

An **Allusion:** reference to or echo of familiar expressions, persons or objects from a cultural tradition.

Example: Taylor Swift is well known for writing songs that include allusions to her former boyfriends. John Mayer responded in his "Paper Doll" allusion.

An **Allegory** is a figure of speech in which abstract ideas and principles are described in terms of characters, figures and events. It can be employed in prose and poetry to tell a story with a purpose of teaching an idea and a principle or explaining an idea or a principle. The objective of its use is to preach some kind of a moral lesson.

An Analogy is a comparison of an unfamiliar idea or object to a familiar one

An **Anecdote** is a short and interesting story or often proposed to support or demonstrate a point and make readers and listeners laugh.



An **Aphorism** is a statement of truth or opinion expressed in a concise and witty manner. Proverbs, maxims, adages and clichés are different forms of aphoristic statements that gain prevalence from generation to generation and frequently appear in our day-to-day speech.

Examples: "Words are, of course, the most powerful drug used by mankind." [Rudyard Kipling]

"You never really understand a person until you consider things from his point of view — until you climb into his skin and walk around in it." from To Kill A Mockingbird

An **Archetype** is a typical character, an action or a situation that seems to represent such universal patterns of human nature. (the Hero, the Villain, the Journey, the Mother-figure, the Mentor)

The **Antagonist** is a character or a group of characters which stand in opposition to the protagonist or the main character. The term antagonist comes from Greek word "antagonistes" that means opponent, competitor or rival.

**Anthropomorphism** is a literary device that can be defined as a technique in which a writer ascribes human traits, ambitions, emotions or entire behavior to animals, non-human beings, natural phenomena or objects. Anthropomorphism is also a type of personification that gives human characteristics to non-humans or objects especially animals. However, there is a slight difference between these two. Personification is an act of giving human characteristics to animals or objects to create imagery, while anthropomorphism aims to make an animal or object behave and appear like they are human beings.

A **Caricature** is where particular aspects of a subject are exaggerated to create a silly or comic effect.

A **Colloquialism** is the use of informal words, phrases or even slang in a piece of writing. Colloquial expressions, in a piece of literature, may give us deep insights into the writer's society. They tell us about how people really talk in their real life. Therefore, they help a writer to form strong connections with readers.

A **Dystopia** is a world in which everything is imperfect and everything goes terribly wrong. Through dystopia, authors express their concerns about issues of humanity and society and warn the people about their weaknesses. Authors use dystopia as a literary technique to discuss the reality and depict issues that might happen in future—the reason that it is often called a critique. On the other hand, utopia is a perfect world exactly opposite to dystopia.

Examples- The Hunger Games, 1984, Brave New World

To **Eulogize** is to praise with eloquent words

**Euphemisms** refer to polite, indirect or mild expressions which replace words and phrases that are considered harsh and impolite or which suggest something unpleasant.

Example: "kick the bucket" is a euphemism that describes the death of a person. Many organizations use the term "downsizing" for the distressing act of "firing" its employees. It may be in the form of abbreviations e.g. B.O. (body odor), W.C. (toilet) etc. Foreign words may be used to replace an impolite expression e.g. faux (fake), or faux pas (foolish error) etc.

A Farce is a literary genre and the type of a comedy that makes the use of highly exaggerated and funny situations aimed at entertaining the audience

**Genre** means the type of art, literature or music characterized by a specific form, content and style. Example: poetry, prose, drama, fiction and non-fiction.



Hyperbole is deliberate overstatement, exaggeration for effect "I'm so hungry I could eat a horse" or "My backpack weighs a ton!"

An **Idiom** refers to a set expression or a phrase comprising two or more words. The phrase is understood as to mean something quite different from what individual words of the phrase would imply.

Example: This phone "cost me an arm and a leg" or Her class was "a piece of cake"

Irony is a figure of speech in which words are used in such a way that their intended meaning is different from the actual meaning of the words. It may also be a situation that may end up in quite a different way than what is generally anticipated. In simple words, it is a difference between the appearance and the reality.

Examples: The name of Britain's biggest dog was "Tiny".

"The Rime of the Ancient Mariner", Coleridge wrote:

"Water, water, everywhere, And all the boards did shrink: Water, water, everywhere, Nor any drop to drink."

Verbal irony saying one thing and implying another Situational Irony is an inconsistency between what is expected and what actually occurs

To **Lampoon** is to ridicule with satire

Example: TV shows SNL, The Daily Show and Colbert lampoon the mannerisms and the antics of politicians, athletes, and celebrities.

A Maxim is a literary device, maxim is a simple and memorable line, quote or rule for taking action and leading a good life. Simply put, it is a thought with moralistic values that intends to motivate individuals. Maxim is, in fact, a type of saying, or a brief statement of a great thought about life, especially a sententious or aphoristic one such as, "He who hesitates is lost." It helps characterizing characters.

A **Motif** is an object or idea that repeats itself throughout a literary work.

A **Palindrome** is defined as a number, a word, a sentence, a symbol or even signs that can be read forward as well as backward or in reserve order with the same effects and meanings. Some words such as civic, radar, level, rotor, and noon or word-unit palindrome, while "Was it a car or a cat I saw?" is an example of one-line palindrome. Numbers also fall in order to create palindromes such as 88, 99, 101, 111, 121, 131, 141, 151, 161, and 171 which can be read backward and forward in the same way.

A **Paradox** is a statement that appears to be self-contradictory but nonetheless be true. It is also used to illustrate an opinion or statement contrary to accepted traditional ideas. A paradox is often used to make a reader think over an idea in innovative way.

**Parallel Structure** is the repetition of words, phrases or sentences that are similar in meaning in a sentence.

Parody is an imitation of a particular writer, artist or a genre, exaggerating it deliberately to produce a comic effect. The humorous effect in parody is achieved by imitating and overstressing noticeable features of a famous piece of literature, as in caricatures, where certain peculiarities of a person are highlighted to achieve a humorous effect. Parody examples are often confused as examples of satire. Although parody can be used to develop satire, it differs from satire to a certain extent. Parody mimics a subject directly to produce a comical effect. Satire, on the other hand, makes fun of a subject without a direct imitation. Moreover, satire aims at correcting shortcomings in society by criticizing them.

Examples of parody shows that blend parody and satire include "The Daily Show" or the "The Colbert Report".



**Pedantic** comes from a French word, pedant, means "to teach or to act as pedagogue." A pedantic is someone who is concerned with precision, formalism, accuracy, minute details in order to make an arrogant and ostentatious show of learning. In "The Big Bang Theory" the pedantic character, Dr. Sheldon Lee Cooper, is a theoretical physicist. Dr. Sheldon Cooper is idiosyncratic, obsessed, displays extreme narcissism and has extensive general knowledge he is always sharing.

Personification is a figure of speech in which inanimate objects are endowed with human characteristics

**Prologue**, is from the Greek term prologos (meaning: before word), is an opening of a story that establishes the setting and gives background details. Generally speaking, the main function of a prologue tells some earlier story and connects it to the main story. Similarly, it is serves as a means to introduce characters of a story and throws light on their roles.

A **Protagonist** is the central character or leading figure in poetry, narrative, novel or any other story. A protagonist may sometimes be called a "hero" by the audience or the reader.

A **Pun** is a play on words in which a humorous effect is produced by using a word that suggests two or more meanings or by exploiting similar sounding words having different meanings.

**Qualify** used as a literary device is to limit, modify or restrict. Many people assume it means to become eligible for something.

**Rhetoric** is a technique of using language effectively and persuasively in spoken or written form. It is an art of discourse, which studies and employs various methods to convince, influence or please an audience.

**Semantics** is one of the important branches of linguistics that deals with interpretation and meaning of the words, sentence structure and symbols, while determining the reading comprehension of the readers how they understand others and their interpretations.

A **Soliloquy** is a popular literary device often used in drama to reveal the innermost thoughts of a character. It is a great technique used to convey the progress of action of the play by means of expressing a character's thoughts about a certain character or past, present or upcoming event while talking to himself without acknowledging the presence of any other person. Although, like soliloquy, a monologue is a speech, the purpose and presentation of both is different. In a monologue, a character usually makes a speech in the presence of other characters, while in a soliloquy, the character or speaker speaks to himself.

Synesthesia refers to a technique adopted by writers to present ideas, characters or places in such a manner that they appeal to more than one senses like hearing, seeing, smell etc. at a given time.

Example: In Dante's The Devine Comedy - In the first canto, the poet tells us about a place called "Inferno". He says, "Back to the region where the sun is silent." Here, Dante binds the sense of sight (sun) with the sense of hearing (silent)

**Syntax** is a set of rules in a language. It dictates how words from different parts of speech are put together in order to convey a complete thought.

**Vignette** is a brief literary sketch in contrast to a saga which is a long epic story.

SOURCE: http://literarydevices.net/

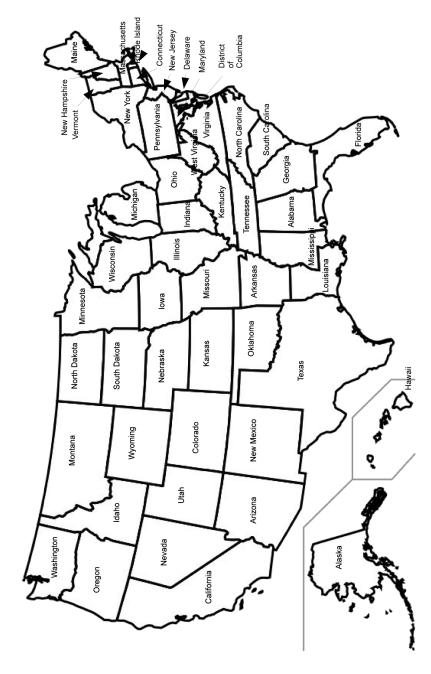
### **CONNECTIVES - WRITING**

### **Transitions & Connectives**

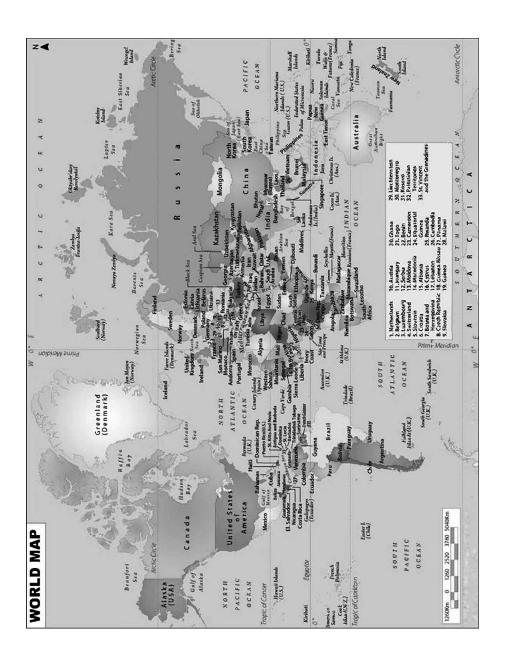
Transitions & Connectives are words and phrases that connect and make logical transitions between sentences, paragraphs, and in sections of a paper.

USAGE	CONNECTIVE WORDS
Support, addition or continuation	and, also, besides, further, furthermore, finally, too, moreover, in addition, then, of equal importance, equally important, another, too, likewise, in a like manner, in the same way
Chronology Time	next, afterward, finally, later, last, lastly, at last, now, subsequently, then, when, soon, thereafter, after a short time, the next week (month, day, etc.), last of all, in the meantime, meanwhile, at the same time, at length, ultimately, presently
Order or sequence	first, second, (etc.), finally, hence, next, then, from here on, to begin with, last of all, after, before, as soon as, in the end, gradually
Space and Place	above, behind, below, beyond, here, there, to the right (left), nearby, opposite, on the other side, in the background, directly ahead, along the wall, as you turn right, at the top, across the hall, at this point, adjacent to
To signal an example	to illustrate, for instance, to be specific, such as, moreover, furthermore, just as important, similarly, in the same way
Results	as a result, hence, so, accordingly, as a consequence, consequently, thus, since, therefore, for this reason, because of this
Emphasizing	Above all, in particular, especially, significantly, notably
Comparison	Equally, likewise, in the same manner (way), as so, similarly
Contrast connectives	but, in contrast, conversely, however, still, nevertheless, nonetheless, yet, and yet, on the other hand, on the contrary, or, in spite of this, actually, in fact, where as
Summarize Conclude	in summary, to sum up, to repeat, briefly, in short, finally, on the whole, therefore, as I have said, in conclusion, as you can see, as noted above, in short

## **United States**



### MAP OF THE WORLD



IMPORTANT WEBSITES/PHONE NUMBERS



NOTES	



NOTES	



Periods	spo	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Time,	Time/Room							
	8:34-9:19am							
8	Room #							
2. 9	9:23-10:08am							
R	Room #							
3. 1	10:12-10:57am							
8	Room #							
4. 1	11:01-11:36am							
R	Room #							
5. 1	11:40-12:15pm							
8	Room #							
6. 1	12:19-12:54pm							
R	Room #							
7. 1	12:58-1:43pm							
8	Room #							
%	1:47-2:30pm							
R	Room #							

### MY SCHEDULE

Pel	Periods	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Tin	Time/Room							
<u> </u>	8:34-9:19am							
	Room #							
2.	9:23-10:08am							
	Room #							
3.								
	Room #							
4.								
	Room #							
5.	11:40-12:15pm							
	Room #							
9								
	Room #							
7.	7. 12:58-1:43pm							
	Room #							
∞ <b>i</b>	1:47-2:30pm							
	Room #							

### **DAILY SCHEDULE**

	M WARNING BELL	
	1	
I LINIODS.		
	2	9:23 a.m 10:08 a.m.
	3	10:12 a.m 10:57 a.m.
	4	11:01 a.m 11:36 a.m.
	5	11:40 a.m 12:15 p.m.
	6	12:19 p.m 12:54 p.m.
	7	12:58 p.m 1:43 p.m.
	8	1:47 p.m 2:30 p.m.

### **EARLY DISMISSAL SCHEDULE**

THIRTY-FIV	/E - MINUTE PERIODS	
HOMEROO!	M	8:15 a.m 8:30 a.m.
PERIODS:	1	8:34 a.m 9:09 a.m.
	2	9:13 a.m 9:48 a.m.
	3	9:52 a.m 10:27 a.m.
	4	. 10:31 a.m 11:06 a.m.
	5	. 11:10 p.m 11:45 a.m.
	6	. 11:49 p.m 12:24 p.m.
	7	12:28 p.m 1:03 p.m.
	8	1:07 p.m 1:42 p.m.

### **DELAYED OPENING SCHEDULE**

THIRTY-FIV	/E - MINUTE PERIODS
HOMEROO!	M9:15 a.m 9:25 a.m.
PERIODS:	1 9:29 a.m 10:04 a.m.
	2 10:08 a.m 10:43 a.m.
	3 10:47 a.m 11:22 a.m.
	4 11:26 a.m 12:01 p.m.
	5 12:05 p.m 12:40 p.m.
	6 12:44 p.m 1:19 p.m.
	7 1:23 p.m 1:55 p.m.
	8 1:59 p.m 2:30 p.m.



# Catch the Train



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