

St. John's College High School

Parent-Student Handbook

2020 - 2021



This Parent-Student Handbook provides general information regarding rules and regulations, policies and procedures of St. John's College High School. This Handbook is not intended to be a contract and St. John's College reserves the right to revise, supplement, or rescind any or all policies or portions of this Handbook, or to add any policies to this Handbook, from time to time, as it deems appropriate in its sole and absolute discretion.



The logo of St. John's College shows wolves (lobos) resting on a pot (olla) hanging on a chain. This image is from the family crest of St. Ignatius of Loyola, founder of the Society of Jesus. The pot represents the tradition of great generosity of the Loyola family, who after feeding family, retainers and soldiers, had enough for the wolves to feed on the leftovers. Lobo-y-olla is a play on the family name Loyola.

Next to the crest are five bars which represent the five categories which describe the high expectations for both learners and teachers at Jesuit schools, namely:

The Profile of the Graduate at Graduation

1. Open to Growth
2. Religious
3. Intellectually Competent
4. Loving
5. Committed to Justice

The Profile of the Ignatian Educator

1. Animates the Ignatian Vision
2. Models Ignatian Pedagogy
3. Cares for the Individual
4. Discerns Ways of Teaching and Learning
5. Builds Community and Fosters Collaboration

The entire image is contained within a corona, which signifies the rays of the sun, representing the important role that Jesuit tradition and mission play in the apostolate of education.

The three parts of the logo - the crest, the bars, and the corona - recall the Holy Trinity, the vision which shaped the spirituality of St. Ignatius of Loyola.

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Table of Contents

PATRON -----	- 8 -
THE JESUITS -----	9 -
THE JESUIT TRADITION -----	8 -
HISTORY OF ST. JOHN'S COLLEGE -----	9 -
MISSION STATEMENT -----	11 -
BOARD OF TRUSTEES -----	11 -
PRESIDENT -----	11 -
HEADMASTER -----	11 -
EDUCATIONAL AIMS -----	11 -
ACADEMIC AFFAIRS-----	13 -
 MAKING THE MOST OF THE SJC EDUCATION -----	13 -
 PARENTAL SUPPORT -----	13 -
 HOMEROOMS -----	14 -
 DAILY SCHEDULE-----	14 -
 PROGRAMS OF STUDY -----	14 -
 GRADING SYSTEM-----	15 -

ACADEMIC HONESTY -----	- 16 -
EXAMINATIONS -----	- 17 -
MAKE-UP TESTS AND QUIZZES -----	- 17 -
GRADE VERIFICATION-----	- 18 -
REPORTS -----	- 18 -
ACADEMIC HONORS -----	- 19 -
PROMOTION -----	- 19 -
ACADEMIC PROBATION -----	- 19 -
REPEATING -----	- 20 -
GRADUATION REQUIREMENTS -----	20 -
DIPLOMAS -----	- 21 -
COMMENCEMENT -----	- 22 -
SUMMER SCHOOL-----	- 22 -
SUMMER SCHOOL REGISTRATION -----	- 22 -
 COLLEGE REGULATIONS-----	- 23 -
ALCOHOL, DRUGS AND TOBACCO -----	- 23 -
ATTENDANCE AND PUNCTUALITY -----	- 24 -
BICYCLES-----	- 25 -
CELL PHONES-----	- 25 -
CHANGE OF ADDRESS AND TELEPHONE NUMBER-----	- 26 -
CHANGE OF GUARDIAN -----	- 26 -
CHAPEL -----	- 26 -
CLASSROOM BEHAVIOR EXPECTATIONS-----	- 26 -
COMPUTER CODE OF CONDUCT -----	- 27 -

GANGS AND GANG-RELATED ACTIVITIES -----	- 28 -
BODY ART-----	- 28 -
HARASSMENT -----	- 28 -
HOMEROOM RESPONSIBILITY-----	- 29 -
ILLNESS -----	- 29 -
LIBRARY REGULATIONS -----	- 30 -
LEAVING CAMPUS DURING THE SCHOOL DAY -----	- 30 -
LISTENING AND RECORDING DEVICES-----	- 31 -
MESSAGES AND DELIVERIES FOR STUDENTS-----	- 31 -
OBScenity, PROFANITY AND VULGARITY-----	- 31 -
PATERNITY POLICY -----	- 31 -
PORNOGRAPHY-----	- 32 -
RAINY DAY POLICY -----	- 32 -
RESPECT FOR COLLEGE FACILITIES-----	- 32 -
SECURITY -----	- 32 -
STUDENT IDENTIFICATION CARD -----	- 33 -
SUMMER SCHOOL REGULATIONS-----	- 34 -
THEFT-----	- 34 -
TIENDA RULES-----	- 34 -
UNIFORM/DRESS CODE/GROOMING-----	- 35 -
USE OF COLLEGE NAME AND LOGO-----	- 36 -
VEHICULAR ACCESS TO CAMPUS -----	- 36 -
WEAPONS AND FIREARMS -----	- 37 -
DISCIPLINE -----	- 38 -

CLASSROOM DISCIPLINE-----	- 38 -
CONDUCT -----	- 38 -
SERIOUS MISCONDUCT-----	- 38 -
THE DEMERIT CARD AND JUG -----	- 39 -
DISCIPLINARY PROBATION-----	- 40 -
SUSPENSION -----	- 40 -
EXPULSION-----	- 41 -
DISCIPLINARY PROCEDURES FOR SERIOUS MISCONDUCT -----	- 42 -
STUDENT SERVICES AND RESOURCES-----	- 43 -
ATHLETICS -----	- 43 -
CAMPUS MINISTRY-----	- 43 -
COLLEGE BOOKSTORE-----	- 43 -
COLLEGE LIBRARY-----	- 43 -
COMMUNITY SERVICE-----	- 44 -
COUNSELING -----	- 44 -
PATRIOTISM-----	- 45 -
PREFECTURE -----	- 45 -
RELIGIOUS EXERCISES -----	- 45 -
STUDENT COUNCIL-----	- 46 -
STUDENT OF THE YEAR -----	- 46 -
STUDENT PUBLICATIONS -----	- 47 -
FINANCIAL INFORMATION -----	- 48 -
TUITION AND FEES -----	- 48 -
FINANCIAL AID -----	- 48 -

FUNDRAISING -----	- 49 -
STATEMENT OF STUDENT RIGHTS -----	- 50 -
Covid 19 Learning Plan -----	51
ADMINISTRATIVE AND STAFF DIRECTORY -----	56-
OFFICE OF THE PRESIDENT -----	56 -
HIGH SCHOOL ADMINISTRATION-----	56 -
RESOURCE CENTRES -----	57 -
FACULTY -----	58 -
APPENDIX I-----	- 51 -
SCHEDULES-----	- 59 -
APPENDIX II-----	- 62 -
ACADEMIC PROGRAM CHARTS WITH CREDITS PER SUBJECT- 62 - 62- 63	
APPENDIX III -----	- 64 -
PREFECTURE SYSTEM -----	- 64 -
PREFECTURE CONTRACT -----	- 64 -
ST. JOHN'S COLLEGE SONG-----	- 67 -

PATRON

The Patron of St. John's College is St. John Berchmans, who was born in Flanders, Belgium in 1599. The oldest of five children, he grew up in an atmosphere of political turmoil caused by a religious war between the Catholic and Protestant sections of the Netherlands. In 1615, at the age of seventeen, he entered the Society of Jesus, but after only five years of religious life he died after a brief illness. During his life he was known for his diligence and piety, and his stress on perfection even in small things.

John Berchmans was declared Blessed in 1865, and was canonized in 1888. His statues represent him with hands clasped, holding his crucifix, his book of rules, and his rosary. He is known as the patron saint of altar boys.

Guided by his motto of 'Do what you do wholeheartedly', St. John's College aspires to develop young men and women of character who strive to imitate St. John Berchmans in trying to do ordinary things extraordinarily well.

THE JESUITS

The Jesuit order, called the Society of Jesus, was founded in 1540 by a group of ten alumni from the University of Paris, all Roman Catholic priests with graduate degrees, among them a Basque from Spain named Ignatius of Loyola. These men met as students, became "friends of the Lord", and decided to take vows of chastity and poverty and go to the Holy Land and live in imitation of Christ. Since war between the Christians and the Muslims made passage to Jerusalem impossible, however, the group of priest-scholars decided to place themselves at the disposal of the Pope for whatever he would want them to do.

The Jesuits originally started schools to train young men who wanted to become Jesuit priests, but almost from the start these schools started to admit other students whose parents wanted them to be educated by the Jesuits. The first Jesuit College established primarily for lay students was founded in 1547 in Messina, Sicily. By 1640, a hundred years after the Jesuits were founded, there were more than 300 Jesuit schools operating in Europe, in India, in Africa, and in parts of the New World. By 1773, the year the Jesuits were suppressed by Pope Clement XIV, there were 620 schools and colleges, 15 universities, and 176 seminaries sponsored by the Jesuits. Today there are more than 900 Jesuit educational institutions serving more than a million students in 70 countries throughout the world.

THE JESUIT TRADITION

St. John's College is a Belizean, Catholic, Jesuit institution that follows the 474 year-old tradition of St. Ignatius and the Jesuits. This tradition provides a balanced Christian education for its students by seeking to develop their spiritual, intellectual, social and physical capabilities. In the spirit of this tradition, St. John's College challenges each student to understand the origin and purpose for which he is created, and to grow to become a mature person who will contribute his talents and skills for the welfare of his fellow human beings.

HISTORY OF ST. JOHN'S COLLEGE

ST. JOHN'S COLLEGE grew out of a select school for boys which a British Jesuit, the Reverend Cassian Gillett, S.J., opened in Belize City in 1887. The small foundation grew steadily, and before the school was ten years old, it became necessary to erect a new building near Holy Redeemer Cathedral. The new building was opened on February 3, 1896, and the name of the school was changed to St. John Berchmans College.

The College attracted an ever-increasing number of students from the outlying districts of British Honduras and from the neighboring republics, and it was not long before the Jesuits in charge of the school realized that they would have to move to more spacious quarters. Accordingly, a new College was built at Loyola Park, and classes were begun there on July 18, 1917. Fourteen years later, on September 10, 1931 the College was completely destroyed by a hurricane and tidal wave.

A few weeks after the destruction of Loyola Park, classes restarted in Belize City, again in a building adjoining Holy Redeemer Cathedral. There were 30 boys on the roll. By July 1952 the number had increased to 300, and it was necessary to move again. The Rev. John Knopp, S.J., Jesuit Superior at the time, chose a site on the north side of Belize City and named it Landivar after the Central American poet and scholar Rafael Landivar, S.J. On November 26, 1952, the first classroom buildings were blessed; shortly afterwards the Jesuit Community moved to Landivar.

Since then a modern campus has emerged from what was formerly a swampy site. The Fordyce Memorial Chapel is one of the most beautiful chapels in the country; the Gymnasium is one of the most spacious. Modern, well-equipped science laboratories provide excellent facilities for the study of the natural sciences. There are also up-to-date library facilities and modern computer labs. A Belize National Art Centre was established in 2001, and the Belizean Studies Resource Centre later that same year. The College thus grows with the nation and makes it possible for students to keep abreast of the world's educational progress.

MISSION STATEMENT

The primary purpose of St. John's College is to aid personal growth through education. St. John's College is a community of persons, students, administrators, faculty and staff, all brothers and sisters before God. Each member of this community should show concern for the others' personal development, encouraging, stimulating, guiding and supporting one another so that each utilizes his/her talents and realizes his/her destiny as a free, creative, self-disciplined and responsible human being.

While every member of the community is important, the primary emphasis, as in all schools, is on the development of the students. St. John's College is privileged to share with the parents and guardians the task of helping Belizeans attain a healthy maturity as integrated persons, Christian in their values and their vision of reality. Within the scope of its resources, it hopes to provide learning experiences which will encourage each person to develop, in an integrated way, all his/her faculties and talents - for his/her own self-worth and to be of greater service to his/her family, the Diocese of Belize City and Belmopan, the Christian community at large, Belize and the world. The College fulfills its purpose by means appropriate to a school: personal witness, teaching and research, by the discovery, preservation and communication of knowledge and truth.

St. John's College affirms its commitment to the vision and values of the Roman Catholic Church and of the Society of Jesus, by whose members it was founded. It affirms its dedication to the people of Belize, and strives to encourage a deeper understanding of and respect for their history and culture. And finally, it strives to broaden our vision and concern to include all our brothers and sisters around the world, especially those who are poor and struggling to find that freedom in Christ which alone can bring peace to the human heart.

Note: The Preamble to the By-Laws of St. John's College constitutes the Mission Statement of St. John's College. The By-Laws, including the Preamble, have been approved by the Board of Trustees of St. John's College.

BOARD OF TRUSTEES

The Board of Trustees is entrusted with the mission of St. John's College; it is the oversight and policy-setting body for the College. Trustees have the responsibility and the authority for the operation of the College and the conduct of all of its affairs, including both educational and financial matters and the policies under which the College operates. The Board is not involved in the day-to-day operations or affairs of the College.

The Board appoints the President, who is the chief executive officer of the College.

PRESIDENT

The President is the chief executive and administrative officer of St. John's College and is responsible to the Board of Trustees for the articulation and promulgation of the mission of the school, especially its distinctively Jesuit character; the formulation of basic educational policy based on this mission; coordinating and evaluating the execution of this policy in the various divisions of the school; and developing long range plans for the school. The President exercises the general management, control, and direction of the educational activities, pastoral activities, business affairs and other activities of the school. The President is the chief financial officer of the school and executes all authorized business transactions.

The President heads a senior leadership team comprising two division heads and administrators responsible for the overall administration of the College

HEADMASTER

The Headmaster serves as the chief academic, administrative, and student services officer of the High School. Responsible for implementing policies as directed by the President and as set by the Board of Trustees, the Headmaster leads the day-to-day operations and budgeting and planning; establishes procedures; supervises the registration of students; supervises preparation of academic and disciplinary reports; and supervises the faculty of the High School.

EDUCATIONAL AIMS

The aims of St. John's College in education are:

- The harmonious development of the student's faculties: his intellect, so that he thinks clearly; his will, so that he remains utterly true to his highest ideals; and his body, so that he will know its strengths and limitations and care for it intelligently.
- The development of students who understand gospel values and try to live them, who have a relationship with God, and who have a sense of service to others based on their religious convictions.
- The development of citizens who have knowledge of their country's heritage of freedom, who are loyal to the national ideals of their country and who will participate actively in their government as voters or as officials.

- The development of students who have a genuine appreciation for things cultural; who are competent in the art of expression - written, spoken, dramatized and sung; who are capable of leadership, both religious and civic.

To achieve the above, St. John's College follows the Jesuit system of education in the Roman Catholic tradition, a vision of education that probes the meaning of human life and is concerned with the total formation of each student as an individual personally loved by God.

In sum, St. John's College strives to develop "Men for Others", men distinguished by their competence, compassion, conscience and commitment. Our ideal is the well-rounded person who is intellectually competent, open to growth, religious, loving and committed to doing justice in generous service to others.

ACADEMIC AFFAIRS

MAKING THE MOST OF THE SJC EDUCATION

An SJC education is not just about getting a diploma; it is also about developing attitudes that will prepare a boy to become a self-confident, self-respecting man of noble ideals who will be an asset to his society.

The main activity of the school is to develop young men to become morally, spiritually, academically and socially competent individuals. When you come to SJC you have proven your academic ability through your performance in primary school. However, quite often boys who did well in primary school have difficulties in high school. Often the lack of effective study skills is the problem. To get the most out of your studies, make sure you develop the following habits:

- a) Carefully note down assignments. It is advisable to have a small notebook in which each day's assignments are noted down. Begin doing assignments at the earliest possible time so that they will be completed when due.
- b) Keep corrected assignments, quizzes, and tests in a folder and review them regularly to ensure you learn anything you may have missed before.
- c) Spend at least two hours after school every day reading, doing homework, and reviewing past work. More time will be necessary before exams.

PARENTAL SUPPORT

Parents and guardians, you can also help by showing an interest in your son's schoolwork and by encouraging him to work to his potential. Let him see that you consider what he is doing important. Monitor your son's progress by asking to see his assignment book from time to time. Help him to spend at least two hours every day on study and reading at home.

As parents and guardians, you have an important responsibility of ensuring that your son consistently attends school and arrives on time. You may check with the Student Services Office to verify your son's attendance and punctuality record. You may also keep track of your son's behavior in school by checking his demerit card at least once a week. Notice why he is getting demerits – for homework, tardiness, manners, and other reasons. Find out from him what the underlying problem may be. Share any concerns with the school by visiting the homeroom teacher or the Student Services Office.

Communicating regularly with your son's teachers is an effective way of finding out what achievements you can help your son to celebrate and also of addressing problems early before they become less manageable. You can meet with your son's teachers at any time during the semester. All teachers remain after school until 4:00 p.m. on Mondays to accommodate visits from parents. Appointments may also be made to see teachers after classes on other days of the week.

HOMEROOMS

All first form homerooms are the same at St. John's College High School. Students are assigned to homerooms randomly. 1A, 1B, 1C, 1D, 1E, 1F, 1G and 1H do not represent advanced placement or ability grouping. Second form homerooms are similarly assigned at random. Third form and fourth form homeroom placements are dependent on the various programs of study chosen by the students.

DAILY SCHEDULE

Please note regular on a regular school time, students should report to the campus by 7:40 a.m. and be in their homerooms at their desks by 7:50 a.m. At the beginning of each school day there is a homeroom period during which homeroom teachers conduct homeroom business or discuss topics such as intramural sports, study habits, and careers.

Regular class sessions in the morning begin at 8:10 a.m. and end at 12:10 p.m. and the afternoon session begins at 12:55 p.m. and ends at 3:12 p.m. There is one break in the morning from 10:25 a.m. until 10:40 a.m. The lunch break is from 12:10 p.m. to 12:50 p.m. The Examen (2 minutes) takes place from 12:55 p.m. to 12:57 p.m. daily. Class periods are ordinarily 45 minutes long. Tutorials are offered from 3:15 p.m. to 4:00 p.m. in specific subject areas as deemed necessary.

To accommodate special events, the school may abbreviate classes. Please see Appendix I for daily schedules.

PROGRAMS OF STUDY

The programs of study at St. John's College High School are formative - that is, they are intended to train the students to develop critical thinking skills as well as research skills during the course of their studies.

All students in first form take the same program of studies. The same is true for second form. However, in both third and fourth form, students take programs of studies in accordance with the concentration option that they choose.

All students in first form take the following courses:

English	Religion	Spanish
Literature	Mathematics	Integrated Science
Belizean Studies	Info. Technology	Performing Arts
Life Skills	Physical Education	Music

All students in second form take the following courses:

English	Visual Arts/Music	Religion
Literature	Belizean History	Spanish
Info. Technology/Robotics	Mathematics	Life Skills
Integrated Science	Physical Education	Technical Drawing

At the end of second form, students, in consultation with their parents and teachers, choose one of three different combinations of courses for concentration in either **Science, Arts and Science, or Business**.

There is a common core of courses in third and fourth form. This core includes English, Information Technology, Literature, Mathematics, Physical Education, Religion, and Spanish.

Students in third and fourth forms take the following courses, depending on their concentration:

- **SCIENCE CONCENTRATION:** core courses plus,
Option A - Biology, Chemistry, Physics
- **ARTS AND SCIENCE CONCENTRATION:** core courses plus,
Option A – Biology, Chemistry, Economics
OR
Option B – Physics, Chemistry, Technical Drawing
- **BUSINESS CONCENTRATION:** core courses plus,
Option A - Principles of Accounts, Principles of Business,
Integrated Science

Students in third and fourth form take Visual Arts or Caribbean History as part of the program of studies for their area of concentration as an elective.

At the end of four years, all students at St. John's College High School are prepared to sit the Caribbean Secondary Education Certificate exams (CSEC) set by the Caribbean Examination Council (CXC).

Appendix II sets out the course of studies for each year with credits per subject.

GRADING SYSTEM

Students are expected to work for the highest marks commensurate with their abilities. Students who work to their full potential often receive more opportunities for academic advancement.

The college uses a letter grading system with quality point equivalents. The letter grades, their quality point equivalents, their percentage equivalents, and their qualitative descriptions are as follows:

A+ (4.50) = 95% - 100%	Excellent. Signifies the highest level of achievement in the subject and indicates an exceptional competence and consistent ability in comprehension and interpretation.
A (4.00) = 90% - 94%	

B+ (3.50) = 85% – 89%	Very Good. Signifies a consistently high level of achievement in the subject and an outstanding fulfillment of course requirements in a manner that approaches the excellence of an A grade.
B (3.00) = 80% – 84%	Good. Signifies a consistently high level of achievement and indicates that the course requirements have been fulfilled in a proficient and above average manner.
C+ (2.50) = 75% – 79%	Satisfactory. Signifies an acceptable degree of understanding and constant achievement.
C (2.00) = 70% – 74%	Pass. Signifies a minimum passing grade.
D+ (1.50) = 65% - 69% D (1.00) = 60% – 64% F (0.00) = 0 – 59%	Failure. Signifies a performance below the expectations of the teacher and school. Several of the basic objectives of the course were unachieved.

ACADEMIC HONESTY

Honest behavior is expected of all students at St. John's College. Honesty is a value that holds each person to tell the truth and to defend the truth. Honesty supports intellectual growth and creates a fair learning environment. The well-being of the entire school community depends on each student accepting responsibility for honest personal conduct. Academic dishonesty denies the value of education, damages the character of the individual student, and undermines the integrity of our school community. Academic dishonesty includes, but is not limited to, any act or attempted act of misrepresentation, deception, or lack of integrity with respect to any academic exercise.

Copying and plagiarism are both forms of academic dishonesty which mean using another person's words or work and passing them off as one's own. Both are not allowed. In instances of copying or plagiarism, the following procedures will apply:

1. Any teacher who observes copying/plagiarism will confiscate all such work involved and will submit the document(s) to the teacher(s) concerned.
2. Teacher(s) will award no credit for copied or plagiarized work, and give the student 5 demerits for such behavior.
3. If there are two or more incidents of copying or plagiarism, the Assistant Headmaster for Academic Affairs will have a conference with the student and his parents. Continued violation of academic honesty will lead to a review by the Headmaster with the parents to discuss the student's continued attendance at SJC High School.

Cheating means obstructing or subverting rules of any assignment or assessment. Cheating on any assessment or assignment is not tolerated. The following procedures will apply in instances of cheating:

1. Students caught cheating on an exam will be removed from the examination room immediately and will be referred to the Assistant Dean of Academic affairs and subsequently to the Headmaster.
2. When a proven instance of cheating occurs, in the case of a quiz, the student(s) will receive an **F** (0) on the quiz and 3 demerits; in a test, the student will receive an **F** (0) and 5 demerits; and, in a final semester exam, the student will receive an **F** (0) on the exam and 10 demerits.
3. If the student repeatedly engages in cheating, there will be a conference with the Headmaster and parents to discuss the student's continued attendance at SJC High School.

EXAMINATIONS

Examinations are held at the end of each semester. Semester examinations must be taken at the scheduled time. No semester exams will be administered prior to the scheduled date and time of the exam.

If a student is more than 15 minutes late for an exam, it is at the discretion of the Headmaster or Assistant Headmaster for Academic Affairs to permit the student to take the exam.

Failure to make up an exam may result in an (**F**) for that exam based on a review of the student's absence by the high school administration. It is the student's responsibility to make arrangements with the Assistant Headmaster for Academic Affairs to make up any missed exam(s).

No make-up exams will be given unless the absence was the result of exceptional circumstances, such as a serious accident, illness or a death in the family. The student must present validation of the exceptional circumstances from an appropriate third party, such as a police report, a note from the student's doctor, or a funeral notice.

MAKE-UP TESTS AND QUIZZES

When a student is absent from school for a particular day, it is his responsibility to get the information he missed for that day. If a student misses a test or quiz on a day when he is absent, he must follow these guidelines for make-up:

1. The teacher will record a temporary grade of "zero" when a student misses a test or quiz.
2. When the student returns to school after being absent, he must make arrangements with his teachers within five (5) instructional days to make up missed tests or quizzes.
3. Each teacher will set a date for the make-up test or quiz and inform the student of the date.

4. The student will not be allowed to take the same test or quiz that was given on the day he was absent; however, the re-written test or quiz will test the same topics tested in the test he missed.
5. Make-up tests and quizzes will be supervised by each teacher whose assessment was missed.
6. Make-up tests and quizzes may be administered at the end of the school day or during the lunch break if it is convenient to all parties concerned.
7. If the student does not take the make-up test or quiz as arranged, the initial grade of "zero" will remain as the permanent grade.

If a student fails to show up for scheduled make-up tests or quizzes, the following procedure will be followed:

- a) The teacher will document and keep on file the student's non-attendance.
- b) The teacher will immediately file a written report of the non-attendance with the Assistant Headmaster for Academic Affairs.
- c) The Assistant Headmaster for Academic Affairs will notify the parents/guardian of the student's failure to comply.

GRADE VERIFICATION

Grade verification takes place a few days before report cards are issued at the end of each semester and affords each student the opportunity to examine his grades in each subject and to query any grade that may be in question. The following guidelines apply to Grade Verification Day:

1. Grade verification day is a regular school day both for students and teachers.
2. Attendance is mandatory.
3. Students must be dressed in uniform.
4. Each teacher is allotted time to discuss with each student his performance on the final exam as well as verification of final grades.
5. The student may discuss with each teacher any queries he may have about his grades.
6. Students must sign to acknowledge acceptance of final grades.

REPORTS

At the mid-point and end of each semester, parents are expected to pick up report cards that provide a scholastic and disciplinary progress of their sons. If report cards are not picked up promptly, students will be given a letter asking parents to pick up the report cards within a stated time period.

The administration reserves the right to release a report card to a student under special circumstances. When circumstances require it, other reports will be sent home.

For the student who is failing, the parent is required to pick up the report card.

Parents and guardians are invited to consult, at point in the academic year, with teachers and school authorities the progress of their sons. Parents are encouraged to make an appointment through the office to meet with the teacher(s) and/or school authorities.

ACADEMIC HONORS

Each academic year, St. John's College recognizes the outstanding performance of its students by issuing an award of merit and placing on honor roll all those students who earn a Grade Point Average (GPA) of 3.50 or above for the academic year. Additionally, the students with the first and second highest grades in individual subjects are awarded honor cards for those subjects if they attain a minimum of a **B+**. Awards are presented to students at an Honors Assembly at the beginning of the academic year.

At graduation, the student with the highest cumulative GPA at the end of four years at SJC High School is named Valedictorian and the second highest, Salutatorian. Transfer students are not eligible for these two honors.

PROMOTION

In order for a student to qualify for promotion/graduation he must meet the following requirements:

1. a minimum GPA of 2.00 for the academic year
2. a pass in English Language for the year
3. not have failed 15 or more credit hours for the academic year
4. minimum year's attendance of 90% of official school days (162 of 180 school days)
5. ^^{pass} two of three concentration options each year in both third and fourth forms; the same concentration option cannot be failed two years consecutively.

^^ Students in third form who do not meet this requirement must confer with the Assistant Headmaster for Academic Affairs to review their concentration options.

NOTE: Requirements for promotion are aligned with the requirements for graduation stated at the time of enrolment. Failure to meet these requirements may result in a student not being promoted.

ACADEMIC PROBATION

Students' records are reviewed each semester to ensure satisfactory academic progress. Each student must earn a grade point average (GPA) of 2.00 or more each academic year. Students whose GPAs is 2.00 or who fail between 12 and 14 credit hours will be placed on academic probation and will be required to take mandatory tutorials. A student who is in danger of failing will be placed on academic probation, either at the end of the first semester or at the end of the year if he is to be promoted, but has weak grades.

Students on academic probation are ineligible to serve as class officers of the student council or as prefects or to participate in inter-school competitions. Upon being placed on academic probation, the student and his parent(s) must sign an academic probation contract in the presence of the Headmaster or the Assistant Headmaster for Academic Affairs.

Students who are on academic probation and who have not attained a minimum GPA of 2.00 (**C**) at the end of the probation period may be asked to withdraw from SJC.

REPEATING

Repeating an academic year at SJC is **not** automatic. Students may be allowed to repeat only if the following conditions exist at the end of the academic year:

1. Grades
 - a. The student has not failed 18 or more credits
 - b. The student has a minimum GPA of 1.50 (**D+**)
2. Attendance
 - a. The student has not been absent for more than 18 days.
3. Recommendations:
 - a. Subject teachers offer valid recommendations as to why the student should be allowed to repeat.

Students who are allowed to repeat must sign, along with his parent/guardian, a repeater's contract in the presence of the Headmaster or the Assistant Headmaster for Academic Affairs. No student will be allowed to repeat the same form more than once.

GRADUATION REQUIREMENTS

Students who successfully complete graduation requirements will be awarded a Saint John's College High School diploma. Eligibility for graduation is determined by the graduation requirements published by the college in the year the student first entered first form or transferred in to St. John's College High School unless the College gives written notice otherwise.

Students are required to meet the following criteria in order to be eligible for graduation:

- Complete a minimum of 124 credits in the required classes.
- Obtain a minimum GPA of 2.00 in fourth form.
- Not fail more than 14 credit hours for the academic year in fourth form.
- Successfully complete one semester of community service in third form.
- Successfully complete the elective course of: Visual Arts and History.
- Successfully complete the core courses of:

1.	English:	Four (4) years
2.	Math:	Three (3) years
3.	Spanish:	Three (3) years

4.	Information Technology:	Three (3) years
5.	History:	One (1) year at the lower secondary level
6.	Religion:	Three (3) years
7.	Literature:	Three (3) years

- Successfully complete the specific course requirements for concentration options of either:
 1. Science – Option A**
 - i. Biology
 - ii. Chemistry
 - iii. Physics
 2. Arts & Science – Option A**
 - i. Biology
 - ii. Chemistry
 - iii. Economics
 3. Arts & Science – Option B**
 - i. Physics
 - ii. Chemistry
 - iii. Technical Drawing

 4. Business – Option A **
 - i. Principles of Accounts
 - ii. Principles of Business
 - iii. Integrated Science

** **Of the three subjects within a concentration, two must be passed each year. It is required that each of the three subjects within a concentration be passed at least one year within the two-year course.**

DIPLOMAS

The High School Diploma represents satisfactory completion of the prescribed program of studies and is generally awarded during commencement ceremonies.

Students who have not completed graduation requirements will not be allowed to participate in commencement ceremonies and will receive their diplomas upon completion of these requirements.

The school reserves the right to withhold diplomas for non-payment of fees.

Permanent records of grades are kept in the college offices to substantiate the diplomas. All records are kept and held in strict confidence.

COMMENCEMENT

Commencement ceremonies for the High School are held at the end of each academic year. Students who have met graduation requirements are expected to participate in commencement ceremonies and are required to attend graduation practices in order to be eligible to participate in the commencement ceremonies. Students who have not completed graduation requirements are not eligible to participate in commencement ceremonies.

The school reserves the right based on disciplinary matters to bar a student from participating in commencement ceremonies.

SUMMER SCHOOL

St. John's College High School, in an effort to provide students with as many opportunities as possible to complete their requirements for promotion and graduation, offers courses during the summer. Summer school is not part of the regular school year and students in summer school are required to complete the equivalent of a semester's worth of work over a period of four weeks.

Summer school is offered to students for subjects in which they earn a yearly average of **D+** in order to assist them to meet promotion or graduation requirements. Students can only take summer classes for the same subject once in the duration of his studies at SJC. Students receiving a **C** in any core subject are also encouraged to do summer school to improve their chances of success in the higher forms.

Grades earned by students who do summer school courses for enrichment will not be used to replace existing grades earned on the report card.

Summer school is a service offered by St. John's College and the school reserves the right to discontinue any summer school program at any time and to cancel any summer school class in which there is insufficient enrolment.

SUMMER SCHOOL REGISTRATION

Summer school is separate from the regular school year and involves a separate registration. Summer school takes place during the second half of June after report cards have been issued. Students may, and are encouraged to, sign up for classes prior to this day; however, they will not be placed on class lists until they register. All students registering for summer school must report to the office to receive a registration number which must be presented to the bank in order to make payment. Payments must be made at **Atlantic or Belize Bank**, and students must provide proof of payment before being admitted to classes. Fees for summer school are non-refundable.

COLLEGE REGULATIONS

St. John's College offers rules and regulations for the benefit of students to help them succeed in their studies and to help them form in themselves the character of truly Christian gentlemen. To accomplish the aforementioned, this the cooperation of students and parents is absolutely necessary. Students and parents are expected to know the college rules and regulations, and are expected to follow these rules and regulations.

The registration of a student at St. John's College is a contract on his part and on the part of his parents or guardians that he will comply with all rules of the school. The school reserves the right to dismiss, at any time, any student whose conduct is contrary to the standards set by the school.

ALCOHOL, DRUGS AND TOBACCO

Drug, alcohol and tobacco are insidious in nature. Therefore, the following guidelines are provided to help students maintain healthy lifestyles and develop responsible habits:

- Students are not allowed to bring any form of alcohol, illegal drugs, or controlled substances on campus or to any school function, whether on- or off-campus.
- Students are prohibited from actual or attempted purchasing, consuming, selling, supplying or possessing intoxicating beverages, illegal drugs, or controlled substances on- or off-campus.
- No student is allowed to use tobacco or vape (electronic cigarette) on or off campus.
- No alcohol or tobacco will be served at any SJC function (including the senior's prom).
- No student is allowed to be under the influence of alcohol, illegal drugs, or controlled substances on campus or at any SJC function.
- Students are not allowed to go to clubs, bars, casinos, discotheques or any public places of entertainment where alcohol is served, regardless of age.

Violation of any of these rules is punishable by suspension or expulsion. Students may be subject to expulsion for refusing to submit to a school-requested alcohol breath analyzing test or to a school-mandated laboratory substance screening. The student and his family will pay for all such tests/screenings.

Any SJC parent hosting a private function is responsible for providing a drug- and alcohol-free and safe environment for all students in attendance.

The following disciplinary action will be taken if a student is found guilty of drinking or being under the influence of alcohol:

- FIRST OFFENSE - up to 10-day working suspension and 25 demerits;

- **SECOND OFFENSE** - exclusion from school until an expulsion hearing takes place.

Within our Catholic and Jesuit educational context of responsible care of young people, St. John's College provides counseling opportunities for students with chemical dependencies. However, the institution must, for the sake of its students, insist that students obey the law.

Students who voluntarily seek help from school authorities for substance abuse before being found to be using or possessing such substances by the school or the law will not have full disciplinary action brought against them. However, should the student continue to use or possess controlled substances, maximum disciplinary action will be taken by the school, and addiction will not be considered an excuse for violating the rules.

ATTENDANCE AND PUNCTUALITY

Regular and punctual attendance at school is the primary responsibility of the student and parent. Students who are absent from school jeopardize their academic standing and their ability to integrate into the social and spiritual fabric of the high school community. While parents have the right to take their sons out of school, the school retains the right to impose consequences for excessive absences or tardiness.

Punctuality and regular attendance is expected. After being absent or late for 5 sessions (for reasons other than illness documented by a doctor), the student is required to bring a parent or guardian for a conference with the Assistant Headmaster for Student Services or the Headmaster.

Any student who comes late or has been absent from any session (morning or afternoon) MUST bring to the office a written excuse from his parents or guardians so that he can get an admission slip. Failure to do so may result in receiving demerits, being placed on jug or being kept out of class until the parent comes in to explain the lateness or absence. Truancy or skipping classes is punishable by an automatic suspension.

Absences may be excused by the Assistant Headmaster for Student Services with verifiable proof of reasons including, but not limited to the following:

- a) hospitalization for an extreme medical condition,
- b) communicable disease quarantine,
- c) death in the immediate family, and/or
- d) participation in off-campus school-sponsored activities.

The Ministry of Education requires that students be in school at least 90 percent of the academic year for him to be eligible for promotion or graduation. The school year consists of 180 days or 360 sessions, and students are expected to attend all sessions and to be on time. Thus, a student must not be absent for more than 18 school days in the academic year to remain eligible for promotion or graduation.

To support the regular and punctual attendance of students and to ensure student safety, parents/guardians are expected to:

- schedule family vacations during school vacation periods;
- schedule dental and medical appointments after 3:07 p.m., on Saturdays or school holidays;
- call the high school office at 223-3733 before 8:00 a.m. to report the absence of their son; this assures the school that the parents know the whereabouts of their son; however, this does not constitute an excused absence. Failure by the parent to report a student's absence will result in the student receiving a demerit and serving a jug when he returns to school;
- send a note legitimately signed by the parent/guardian or some other responsible adult authorized to do so to the main office upon the student's return to school. The note MUST be presented before 7:55 a.m. on the day the student returns to school. Repeated failure to report a valid reason for a student's absence places at risk the student's continued attendance at St. John's College High School;
- emphasize to their sons that skipping a class period or dodging a quiz or test counts toward a student's total absence.

To ensure punctuality to school, to each class, and as well as proper documentation of attendance, students are expected to:

1. Move toward their classrooms as soon as the bell rings (2 minutes before each class period), and enter when directed by the teacher.
2. Be sitting silently at their desks when the second bell rings. Even if no teacher has directed them to enter the classroom; students should keep silent after the second bell, no matter where they are.
3. Bring to the office a written excuse from parents or guardians and get an admit slip before going to class if they come late or have been absent either in the morning or in the afternoon.
4. Leave the campus by 5:00 p.m. or as soon as a school function ends.

BICYCLES

Bicycles must be kept locked in the bike shed; unlocked bicycles will be impounded and a fine of \$5.00 will be charged to release them upon presentation of proper identification. Bicycles are not to be ridden on the walkways, on verandahs, or inside the gym. Loitering in the bike shed is not permitted.

CELL PHONES

If parents/guardians feel that there is a real need for their son/ward to bring a cell phone to school, then the parent/guardian must write a letter in which they state the purpose for the cell phone to be brought to school. Only a legitimate purpose will be honored. The letter must be addressed to the Headmaster.

Only students whose requests by parents/guardians have been approved will be allowed to bring their cell phones to school.

Approved cell phones must be deposited with any of the administrative assistants upon arrival at school every day. This must be done before 7:55 a.m. The cell phones will be safeguarded until the end of the school day. The cell phones must be SIGNED IN and SIGNED OUT with the administrative assistants.

No cell phones are allowed in the classrooms, labs, gym, other school buildings, or in the possession of students during the course of the school day; if found the phones will be confiscated.

Confiscated cell phones will be taken to the office of the Assistant Headmaster for Discipline and the following penalties will be imposed:

- a. For the 1st offence - the school keeps the cell phone for TEN school days.
- b. For the 2nd offence - the school keeps the cell phone for the REST of the semester.
- c. For the 3rd offence - the school keeps the phone for the rest of the school year and the student is not allowed to bring another cell phone on campus for the duration of his enrollment.

CHANGE OF ADDRESS AND TELEPHONE NUMBER

Change of a student's address and/or telephone number must be reported to the high school office immediately by the parent or legal guardian.

CHANGE OF GUARDIAN

All students under the age of 18 years must have a parent or legal guardian who can sign documents or vouch for them during registration, parent-teacher conferences or emergencies. Where legal guardianship changes due to divorce, home situations, or other reasons, the school must receive proper documentation from the new guardian. Unless and until proper documentation is received, the high school is entitled to assume, without liability, that there has been no change of guardianship.

CHAPEL

Masses and assemblies are held in Fordyce Memorial Chapel. Students are expected to show the devotion due our Creator and Lord by taking an active part in the prayers and singing. Conversing and playing is not allowed in the Chapel. Students are expected to sit up straight in the pews, not slouching or putting their arms on the back of the pews.

CLASSROOM BEHAVIOR EXPECTATIONS

Students are expected to conduct themselves in class in a manner which actively demonstrates their interest in learning and in being a part of the SJC community. The following rules are provided to help students conform their conduct to these expectations. Students must:

1. be silent as they enter the classroom, and sit in their assigned seats unless the teacher tells them to move;

2. speak in class only when given permission by the teacher; raise hands to get teacher's attention and refrain from making noise to get teacher's attention.
3. sit in their chairs with both feet on the ground, facing the front of the classroom; refrain from tilting the chairs or turning to face the back;
4. keep the classroom, school buildings, and school grounds clean; not chew gum in class or take food into the classroom; cooperate willingly when told by teacher to pick up the trash;
5. not have chalk in their possession except when given permission to write on the blackboard; never have liquid paper or wipe-out at school.
6. have the necessary textbooks and equipment from the first day of school; borrowing is not allowed;
7. be respectful at all times to teachers and fellow students;
8. report immediately to the Assistant Headmaster for Discipline if sent out of class by a teacher for a behavior problem and not return to any classes until given permission to do so by the Assistant Headmaster for Discipline;
9. not enter or stay inside any classroom during breaks or outside of class times unless a teacher is supervising.

COMPUTER CODE OF CONDUCT

St. John's College believes in the appropriate use of information resources and opportunities for learning. Each student shall be held accountable for his actions and activity within the scope of computer use on campus. Unacceptable uses of the network, hardware or software will result in the suspension or revocation of computer privileges. Examples of unacceptable use are:

- using computers for an illegal activity, including the violation of copyright or other intellectual property or contracts;
- using school computers for financial or commercial gain;
- degrading or otherwise disrupting equipment or system performance;
- vandalizing the data of another student;
- wastefully using finite resources, e.g. paper;
- gaining unauthorized access to resources or entities;
- invading the privacy of individuals;
- using another student's account;
- posting anonymous messages;
- accessing the Internet to view or otherwise use pornographic and other materials which promote violence and illicit behavior.

Students who violate these conditions are subject to suspension. Repeated violations may result in expulsion.

St. John's College reserves the right to scan any storage devices possessed by a student such as flash drives, external hard drives, compact disks, etc. for any viruses or unauthorized data.

GANGS AND GANG-RELATED ACTIVITIES

A gang can be any group of students and/or non-students which has an identifiable name or identifying sign or symbol or whose members individually or collectively engage in or have engaged in a pattern of behavior which is threatening, delinquent or criminal.

Gang-related activity can be intimidating to students, faculty and staff. It is disruptive to the educational process. Any student found guilty of any of the following actions deemed detrimental to the common good of the school will face disciplinary action:

1. membership in a gang;
2. association with known gang members;
3. wearing attire and paraphernalia consistent with gang dress – red or blue caps, red or blue handkerchiefs, red or blue tennis shoes, red or blue laces, tattoos;
4. soliciting the help or services of persons on- or off-campus associated with gangs to intimidate or harm any other student or faculty and staff member;
5. financing or supporting known gang members;
6. displaying or using gang indicia such as colors, hand signals, jewelry, hair styles, slogans, signs, secret greetings, slurs, code words or gang symbols in tattoos and graffiti.

BODY ART

Students enrolled at SJC are prohibited from exhibiting tattoos which are provocative, revealing, profane, vulgar, offensive, obscene, discriminatory, racist or disruptive or gang related. Students who do not abide by the Body Art policy will be subject to disciplinary action which may include suspension or expulsion. Students who have a tattoo must register the tattoo with the Assistant Headmaster for Discipline at the beginning of the academic year.

HARASSMENT

St. John's College is a Jesuit High School that prepares a diverse group of talented young men for leadership and service to society. The administration, faculty, staff, parents, and board cooperate to affect positively the students' personal and academic development and to promote their Christian concern for others by teaching respect for self and others and the love of God. The college strives to develop within each student a passion for both social justice and charity. Further, it represents the highest acknowledgement of a person's innate and inestimable value as created by God and in God's image.

Thus, the language that we use to speak to and about one another MUST reflect and develop the abovementioned fundamental attitudes. We are called to love one another; we must tolerate and accept one another. When violations of this mandate of love are expressed openly in any language or behavior that specifically denies these rights, these expressions are particularly reprehensible.

Harassment runs contrary to the mission and philosophy of the college. Harassment occurs when an individual is subjected to treatment or to a school environment that is hostile or intimidating because of the individual's race, ethnicity, creed, color, national origin, physical abilities, gender, socio-economic status, or sexual orientation. Harassment can occur any time during school-related activities. It includes, but is not limited to any of the following behaviors:

- a. Verbal Harassment - derogatory comments and jokes as well as threatening words spoken to another person;
- b. Physical Harassment – unwanted physical touching, contact, assault, deliberate impeding or blocking movements, as well as any intimidating interference with normal work or movement;
- c. Visual Harassment – derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, and gestures;
- d. Sexual Harassment – unwelcome sexual advances, requests for sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature;
- e. Cyber Harassment – negative text messaging, posting of pictures without permission on the internet, defamation of character on the internet.

St. John's College will treat all allegations of harassment seriously. Any student engaged in any form of harassment will be subject to disciplinary action. A student who is repeatedly found guilty of harassing others may face expulsion from the college.

HOMEROOM RESPONSIBILITY

The homeroom is the centre of student life. Homeroom teachers serve as advisors to their homeroom students. The students play on their homeroom teams in intramural competitions and often plan homeroom events. It is the responsibility of every student in a homeroom to keep his homeroom clean. Consequently, each student is assigned to sweep, mop, pick up garbage, and perform other tasks so as to achieve this goal. It must be noted that students will be held accountable if they damage school property in the homeroom and elsewhere and parents will be charged for damage incurred by their sons.

ILLNESS

Parents are responsible for keeping their son away from school if he is suffering from any contagious disease or complaint deemed by medical authorities likely to be injurious to the health of other students in the school. After an absence due to such disease or complaint, the parent or guardian must submit a certificate from a doctor that the student is fit to return to school.

LIBRARY REGULATIONS

The following regulations guide the proper use of the library:

- The library is a place for study and research. The library is used for doing preparatory course work, assignments, preparing for tests and exams, engaging in reflection by means of articles in magazines and periodicals, and other quiet study activities. Silence must be observed without exception.
- All students have library access and privileges and are expected to use the available resources conscientiously. Students may be denied access to the library and library resources by the Librarian in those instances in which there is repeated non-compliance with library regulations.
- Each student's school ID enables him to borrow books from the library.
- Students are not permitted to take bags into the library at any time; bags must be kept on the bag racks at the library entrance.
- Encyclopedias, dictionaries, magazines and special materials which do not have check-out cards cannot be taken out at any time; these resources must be used in the library only.
- All circulating books may be taken out for a period of 28 days; students wishing to hold books beyond this time must return books to the Librarian so that they can be renewed. Books will be considered overdue the day following the date due as marked on the card inside each book.
- Students must return all books checked out in their names to a Librarian in the college library.
- Students will be charged a fine of \$0.25 per day including holidays and weekends, for overdue books. Students owing fines cannot check out books, and will not be able to receive report cards, transcripts or register for a new semester until all fines are paid and book(s) returned.
- Students will be charged for lost or damaged books at the purchasing cost of books plus an additional \$10.00 processing fee.
- Students are not permitted to eat or drink in the library at any time

LEAVING CAMPUS DURING THE SCHOOL DAY

A student must have permission from the Assistant Headmaster for Student Services to leave the campus during the school day. Permission will not be given without a dated, written request from the parent or guardian presented to the Assistant Headmaster for Student Services before 8:00 a.m. on the day the time away is requested. The note must include a reason for the time away, a phone number to verify the request and the name of the doctor or dentist, if applicable. Under no circumstances may students dismiss themselves from school for an appointment or because they feel ill. In case of illness, students are to report to the office of the Assistant Headmaster for Student Services.

LISTENING AND RECORDING DEVICES

CD players, MP3 and MP4 players, tape players, radios, or any other listening or recording devices are prohibited on campus. Students are not to bring these items to school except, in the case of tape players or radios only, when they are needed for a class activity or presentation and the teacher has obtained the authorization of the Assistant Headmaster for Student Services for the student to bring the tape player or radio to class.

Students who bring tape players or radios to school for an authorized class activity must leave these devices at the main office until they are needed for the particular class period. These devices must be returned to the main office at the end of the class period for which they are used.

Any CD player, MP3 or MP4 player, I-Pod, I-Pad or Tablet, unauthorized tape player or radio found in a student's possession will be confiscated and taken to the office of the Assistant Headmaster for Discipline and the following penalties will be imposed:

- a. For the 1st offence - the school keeps the device for TEN school days.
- b. For the 2nd offence - the school keeps the device for the REST of the semester.
- c. For the 3rd offence - the school keeps the device for the rest of the school year and the student is not allowed to bring another listening or recording device on campus for the duration of his enrollment.

MESSAGES AND DELIVERIES FOR STUDENTS

No calls or messages will be delivered to any student during school hours, except in cases of emergency. All packages and messages must be delivered to the high school office where they will be picked up by the student. All students will be required to open their packages in the presence of office personnel.

OBSCENITY, PROFANITY AND VULGARITY

Students may not engage in obscene writing, speaking, gesturing; act in contempt of sacred or holy things; use irreverent or coarse language; and/or use vulgar gestures. Consequences for violation will range from a warning to expulsion; however, depending on the gravity of the offence, students may be suspended on the first offence.

PATERNITY POLICY

SJC firmly believes that the responsibility of siring a child should take place within marriage, and, as a Catholic institution, is strictly against pre-marital sex. In keeping with these beliefs, SJC also recognizes the need for young men to be properly educated to assume the responsibilities of eventual parenthood.

In full awareness of the reality of today's society, the school also realizes that mistakes may be made. Any SJC student, therefore, who is responsible for fathering a child will be expected to provide adequate financial as well as emotional support to the child. Once the student has assured the Headmaster that he has made proper provisions for the maintenance of the child, and once he proves that his academic responsibilities will not compromise his parental responsibilities and that he can maintain good academic standing at SJC, he will be allowed to stay in school. Failure to meet these requirements may result in expulsion from school.

PORNOGRAPHY

Pornography includes, but is not limited to, books, photographs, magazines or music which are sexually explicit and depict the human body or sexual conduct in a manner that is not acceptable for school purposes. Students may not distribute, share or display images of themselves or others in pornographic acts or be in possession of any materials deemed pornographic by a school officer. Consequences for violation may range from a warning to expulsion; however, depending on the gravity of the offence, students may be suspended on the first offence.

RAINY DAY POLICY

When there is a heavy rain, students are expected to report to classes no later than 15 minutes after the rain stops. SJC expects students to assume that there will be classes except when otherwise informed.

The college will make every effort to inform students of cancellation of classes via radio should the need arise.

RESPECT FOR COLLEGE FACILITIES

The following regulations help students to respect and protect school facilities:

- 1) Walking on the grass in the quadrangle or lawn areas is not allowed.
- 2) The Teachers' Lounge and Study Center are off limits to students.
- 3) Students must not damage, break, mark, or deface in any way school property or the property of others. Students who do not observe this regulation will be subject to disciplinary action and charges for damage done.
- 4) Running or playing games on the verandas of the classroom buildings and the walkways are not allowed.
- 5) Basketballs and other athletic equipment are not allowed in the classrooms.

SECURITY

SJC cannot escape the problems of the community. Students should exercise reasonable caution when coming to and leaving from school and also while at school. The security the school provides cannot replace everyone's responsibility to be sensible and careful.

Students should not bring unnecessary valuables to school; any valuables that must be brought to school should be left at the office. Textbooks should have the owner's

name clearly marked and it is the responsibility of the student to adequately secure his property. Bicycles must be securely locked. CD PLAYERS, IPODS, MP3 AND MP4 PLAYERS, LAPTOPS, ELECTRONIC GAMES AND OTHER GADGETS SHOULD NOT BE BROUGHT ON CAMPUS. If cell phones must be brought, they must be left with the Administrative Assistant before 7:55 a.m.

St. John's College will take no responsibility for items lost or stolen on campus. The school tries to protect the property of students, but is in no way responsible for loss, damage, or disappearance of any student's personal effects.

The following measures are taken to improve security on campus:

1. Class officers and teachers ensure that classrooms are properly secured for whatever time the class will not be used, such as break time. This means that windows should be closed, side doors bolted properly and front door locked.
2. During class time, students are not allowed to leave the classroom without authorized passes or signed notes from the class teacher or a member of the school administration.
3. Teachers will not leave classes unsupervised. If a teacher passes by a class that is unsupervised, he or she will send someone to inform the Assistant Headmaster for Academic Affairs and will remain with the class until a substitute has been sent.
4. When classes are in session, students are not allowed to communicate with each other as they pass from one class to the other.
5. Teachers do not allow students to keep classroom keys in their possession. Keys are kept at the office when not in use. Under special circumstances, class officers may be allowed to have keys temporarily, but these are to be returned to the homeroom teacher immediately after use.
6. Only class officers and teachers are allowed to return to a secured classroom for forgotten items or any other reason.
7. Students are not allowed to borrow or lend textbooks during classes. Teachers periodically conduct book checks to ensure students have their own textbooks in the classroom and report any irregularities to the Assistant Headmaster for Discipline immediately.
8. Students are expected to wear the SJC ID visibly displayed at all times on campus.
9. Vehicles brought onto campus are subject to search and inspection if there is reasonable cause to suspect that evidence of a violation of the school rules or the law will be revealed by the search.

STUDENT IDENTIFICATION CARD

Each student is expected to wear his SJC student ID card around his neck using an SJC lanyard. The ID must be worn continuously during the day so that students can be easily identified by faculty, staff, administration, and security personnel. Students not wearing the ID cards as required will not be allowed to access campus facilities, including the College Library, the Bookstore, and the Finance Office.

Students who come to school without their ID cards will not be admitted to campus. Students who must go home to get their ID cards will be marked as late when they return and will be held completely responsible for all missed work, projects, and assessments; furthermore, they will be placed on jug and face other disciplinary actions.

SUMMER SCHOOL REGULATIONS

Regular school policies concerning tardiness, absence, and behavior apply during summer classes; that is, students must bring a note for absence or tardiness and get an admit slip from the office to present to the class teacher.

Demerit cards are used during the summer. If a student is reported to the office for misconduct on three or more occasions, or for not turning in assignments, he may be asked to withdraw from summer classes.

Students are not required to wear uniform to summer classes; however, appropriate attire is expected. Earrings, beach shorts, muscle shirts, slippers and the like are not allowed.

THEFT

When a student reports a theft, the following procedure will be followed:

1. The classroom teacher shall immediately instruct that all students remain seated at their own places.
2. The teacher shall instruct a class officer to inform the Assistant Headmaster for Discipline or other member of administration of the alleged stolen item.
3. The Assistant Headmaster for Discipline or a member of Administration will report with a team of teachers to the class where the item has been reported lost and, if necessary, a search will be conducted.
4. If the item alleged to be stolen is not found, the student who lost the item will proceed to make a written report of the matter to the Assistant Headmaster for Discipline as quickly as possible.
5. The Assistant Headmaster for Discipline will notify appropriate parents/guardians of the incident, and, if necessary, the police will be called for assistance.
6. Any student found guilty of theft or handling stolen goods will be subject to disciplinary action in accordance with the school rules.

TIENDA RULES

The tienda is the school cafeteria which provides exclusive food, beverage, and snack services for all students, principally during the lunch period and during break. Bringing food to the campus is not allowed at any time after the homeroom period.

To ensure all students enjoy equal access to the tienda, the following rules must be observed:

1. There are four lines: 1st Form, 2nd Form, 3rd & 4th Form; do not approach the counter at all unless you have stood in the line.

2. Even if you have put in an order beforehand, stand in the line to collect the order. Do not come to the counter to collect food someone else has bought for you: stand in line for yourself.
3. Unless you are in line, sit quietly on one of the benches.
4. Do not call out orders or try to get others to buy for you.
5. Obey any orders of the tienda prefect.

UNIFORM/DRESS CODE/GROOMING

The student uniform at SJC High School consists of navy blue dress pants, worn at the waist, and a white short-sleeved shirt. The shirt must be tucked inside the pants and kept buttoned up to the collar. Socks and plain black belt are considered a part of the uniform. Plain black shoes or plain black tennis shoes must be worn.

Students are encouraged to obtain enough uniforms since it is mandatory that they always be in uniform. A note from parents is required on the rare occasion when the student comes to school not dressed in the school uniform.

In the event that a student is allowed to come to school out of uniform, he must meet the following dress code: a dress shirt with a collar is required; shirts with offensive or inappropriate messages are not allowed. Trousers should be clean and of reasonable style and, like the uniform, must be worn at the waist. Torn and tattered trousers are not allowed.

An SJC student must not walk the streets nor come to school with his pants sagging. An SJC boy must wear his uniform proudly on and off campus, and he must look well groomed at all times. Image is of utmost importance to an SJC student; therefore, he is expected to comply when told to adjust his pants or any part of his uniform.

Following Ministry of Health and Ministry of Education protocols, during PE all students must wear the SJC PE uniform. The PE uniform consist of an SJC shirt, an SJC short pants, and an appropriate tennis shoes.

Hair must be clean and well groomed. The length/height of the hair must be no more than one inch. The forehead must be clearly visible. The hair must not cover the upper lobe of the ears and must be at least one inch above the shirt collar. Lines or designs, uneven patches of hair, ponytails, unnatural color, shaved letters or any type of symbols in the hair or scalp are not allowed. The face is to be clean shaven. Sideburns must not extend below the ear.

The college will consider exceptions to the hair grooming rule provided there is clear evidence that any claim for such consideration is founded on authentic religious beliefs or practices. In this case, a formal application from parents/guardians MUST be made to the Assistant Headmaster for Discipline. The decision of the Assistant Headmaster for Discipline will be final.

A student who has been warned about long hair, unacceptable hair style, such as, but not limited to, the “bed look”, fades, mohawks, and tapes or unshaven face will be given a letter requiring his parent/guardian to come to school for a conference. The student will not be allowed to return to school until he satisfactorily addresses the offence(s).

Jewelry is not to be worn. Hats and caps are not to be worn on campus during school hours. Sandals and slippers may be worn only in special medical cases, and with the permission of the Assistant Headmaster for Discipline. Fingernails should be cut low and kept clean.

The appearance of students must be appropriate to the academic environment being fostered at SJC. Any student who is not in conformity with the standards for dress or grooming on any given day may be sent home and not be allowed back to school until after a parent conference with the Assistant Headmaster for Discipline and rectification of the lapse. While away from school, the student will be held responsible for missed class sessions and assignments.

Failure to comply with the regulations for dress and grooming will result in demerits or jugs, parent consultations, and, for repeated offences, disciplinary action up to and including suspension.

USE OF COLLEGE NAME AND LOGO

No individual student or student organization may use the name or logo of St. John’s College in any print or electronic or other communication medium to express any views or promote any activity or function on- or off-campus without the written authorization of the Headmaster.

VEHICULAR ACCESS TO CAMPUS

The safety and wellbeing of everyone who accesses the college campus while driving, walking or riding is of paramount concern to the college administration; to this end, vehicular access to campus is regulated as follows:

- Registered students who wish to drive their vehicles on campus must purchase a Campus Access sticker from the Office of the President. The sticker is to be visibly displayed on the right hand side of the windshield of the student’s vehicle. This sticker is not for the vehicle of a parent, guardian, taxi driver or friend who drops off or picks up the student.
- Vehicles which do not display a campus access sticker are not allowed on campus Monday to Friday during the periods 7:30 a.m. to 8:00 a.m., 11:30 a.m. to 1:00 p.m., and 3:00 p.m. to 3:45 p.m.
- Parents, guardians, taxi drivers or friends who drop off and pick up students during these periods must do so off campus along Princess Margaret Drive.
- Parents and guardians may drive their vehicles onto the campus at times other than these periods by checking in with the security guards at the campus entrances.
- Any student who willingly gives his campus access sticker to be used on another vehicle in order to fraudulently deceive the security personnel at

any of the entrance points of the campus shall be reported to the Assistant Headmaster for Discipline for disciplinary action. Additionally, the vehicle in which the sticker was found to be fraudulently displayed will be placed on a list of vehicles banned from accessing the campus during the normal course of the work day (8:00 a.m. to 9:00 p.m.) for the remainder of the semester.

WEAPONS AND FIREARMS

Because firearms (guns, bullets) and other weapons are dangerous and threaten the lives of our students, staff and faculty, they are never to be brought to school or be in any student's possession.

A weapon is defined as:

- a) a firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm;
- b) any pellet gun, BB gun, or other device, whether operational or not, designed to propel projectiles by using spring action or compressed air or other means;
- c) any object, device, instrument, material, or substance, whether animate or inanimate, which could be used to inflict bodily injury, including, but not limited to, knives of any kind, slingshots, bludgeons, and brass knuckles of any kind.

Any weapon offence – either using, possessing, trafficking, aiding and abetting, or by association – will merit a disciplinary response from the school, up to and including expulsion, and a report of the matter to the police.

DISCIPLINE

By enrolling at St. John's College High School, students and their parents agree to familiarize themselves and comply with the disciplinary standards of the school. The disciplinary standards of St. John's College are intended to provide the environment necessary for the serious pursuit of academic excellence and the development of positive life values. Observance of the disciplinary standards does put demand on students' self-control, but such self-control is necessary for there to be a just balance between freedom and responsibility.

A student is considered, at all times and places, to be a member of the St. John's College High School community. As such, each student must be conscious, at all times, of his actions and decisions and their reflection on him as an SJC student.

CLASSROOM DISCIPLINE

Classroom discipline is the responsibility of each teacher. The student must comply with the teacher's assigned corrective measures. Not complying with these measures will be considered a breach of school discipline and will be treated accordingly. Similar compliance with teachers' directives is expected everywhere on campus and whenever students represent SJC in public.

CONDUCT

The ordinary norms of politeness, as part of the educational system, are rigidly insisted upon at St. John's College. Respect towards all members of the faculty and staff, gentlemanly conduct towards companions, and proper demeanor in public are all expected of SJC students. This means that civil speech, appropriate deportment and respect for the convenience and property of others are all normal conduct expected of SJC students. St. John's College asserts its right to bring disciplinary action against any student who manifests boorish conduct annoying to people of good taste.

While the conduct outside of school of the young men who attend SJC is the primary responsibility of the parents, SJC students are responsible for their actions both on- and off-campus. Any breach of school policies or illegal behavior may result in disciplinary action. SJC will not compromise its good standing in the community; thus students' conduct off-campus is just as important as their behavior on campus.

St. John's College will cooperate fully with the police concerning any violation of the law by its students.

SERIOUS MISCONDUCT

Serious misconduct includes, but is not limited to, the following:

- Possession or use of any illegal drug or chemical substance
- Membership in or association with a gang
- Possession or use of any weapon or firearm

- Engaging in criminal activity
- Engaging in conduct at school or during any school-related activity (retreat, field day, parades, etc.) or out of school that compromises the reputation of St. John's College or jeopardizes the safety of others.
- Stealing (including being in possession of stolen goods)

THE DEMERIT CARD AND JUG

The ordinary method of discipline at SJC High School is the demerit card. At the beginning of every school year each boy is given a card with 25 numbers on it. If he violates any of the college rules, one or more of these numbers will be marked. Teachers mark demerits by crossing off one or more numbers (or the letter "J"), marking the reason for the demerit (using the code shown at the bottom of the demerit card) and placing their initials below each demerit marked.

Jug or detention is served every time a student receives 5 demerits. If he cannot or refuses to present his demerit card to a member of staff or faculty his card is marked at the nearest "J".

Jug:

1. is served on the day indicated on the letter sent out to parents/guardians;
2. is normally served at school after dismissal until about 5:00 p.m.;
3. takes priority over any other activity;
4. may only be rescheduled for medical/dental appointments or for reasons of personal/family emergency, but the student **must** present a signed note from the parent/guardian to the Assistant Headmaster for Discipline requesting that the jug be rescheduled and explaining the reason;
5. may not be skipped; failure to report to jug without a written excuse/permission from the Assistant Headmaster for Discipline will result in an additional jug, 2 demerits, and a conference with parents.

Repeated unexcused absence from jug will result in suspension.

A student who receives 25 demerits in one semester will be suspended for 5 school days and placed on disciplinary probation for the rest of the year. During suspension, he is to do all assigned homework tasks, and is to spend the school hours working on campus. If during his years at SJC High School, a student fills two demerit cards, he may be expelled. A student who receives 25 or more demerits for the year may be placed on disciplinary probation the following year and must sign a probationary contract along with his parent in the presence of the Assistant Headmaster for Discipline. Students repeating and students on disciplinary probation will receive a special demerit card with 15 numbers only.

A student must have his demerit card on himself at all times in school. At no time should he be in possession of more than ONE demerit card. If a student loses or damages his demerit card, he must get it replaced by the Assistant Headmaster for Discipline and pay the replacement charge of \$10.00. If the student cannot produce the damaged card, or if the number of demerits marked on the card cannot be seen,

the Assistant Headmaster for Discipline may mark off all demerits up to the last 'J' that was not previously marked.

One demerit may be given for such offenses as: no homework, talking in class, inattentiveness, failure to have needed books or equipment, tardiness, disobedience, lack of neatness, throwing trash in the classroom or on the grounds, lack of proper uniform, eating in class. Two demerits may be given for such offenses as dishonesty, bad manners, or copying homework.

Cheating on a test, defacing school property, stealing, fighting, serious disrespect to a teacher and "cutting classes" may be punishable by demerits, jugs, suspension or expulsion.

DISCIPLINARY PROBATION

A student who receives 25 or more demerits during a semester or by the end of the school year will serve a suspension for 5 school days and will be placed on disciplinary probation. This means that during the period of disciplinary probation he will receive a card with only 15 numbers for the rest of the year. He will not be eligible to serve as a class officer or prefect or member of the Student Council and will not be allowed to participate in inter-school competitions. If the student accumulates 15 demerits during the period of probation, he may be asked to withdraw from school.

SUSPENSION

Suspension is the removal of a student from classes and all school-related activities for a specified period of time. A suspension runs from 2 to 10 school days. Reasons for suspension include, but are not limited to the following:

1. Filling a demerit card in one semester
2. Filling a second demerit card with 15 demerits
3. Cheating
4. Defacing school property
5. Stealing
6. Fighting, bullying or harassing
7. Possession of obscene or pornographic material
8. Use or possession of alcohol, tobacco or any other illegal drugs or weapons/ firearms
9. Truancy
10. Serious objectionable behavior on or off campus

Generally, when a student is placed on suspension, the following procedures are followed:

1. The student's parent/guardian is notified in writing of the reasons for and the dates for the suspension to be served. This notification takes place at least two instructional days before the suspension is to begin.
2. During his suspension, the student reports daily to the Assistant Headmaster for Discipline promptly at the start of the school day for assigned tasks to be completed on campus.

3. While on suspension, the student is also responsible for obtaining all his class notes and turning in all assignments and projects. Upon completion of suspension, the student may request make-up of major assessments from the Assistant Headmaster for Academic Affairs.
4. A student on suspension is placed on disciplinary probation as soon as the suspension is completed. The student, along with his parents/guardians, must sign a Disciplinary Probation Contract. He will be given a final demerit card with 15 numbers. If the student fills the final demerit card, he may face expulsion from St. John's College.

In those cases where there are substantial grounds to believe that it is in the best interests of other students and generally of the school, a student may be suspended with immediate effect and excluded from campus while the school investigates an accusation against him involving:

- sexual abuse or harassment
- any form of harassment, abuse or intimidation
- possession of illegal or dangerous weapons
- possession and/or use of illicit drugs
- possession of pornographic materials or
- possession of any unlawful or subversive materials at school.

Where a student has been suspended from school pending the investigation of any of the above accusations against him, the student and his parent(s) or guardian(s) shall be immediately notified in writing of the accusation against him and the student shall, within ten school days, be given the opportunity to defend himself against the accusations.

EXPULSION

A student may be expelled from SJC if he is unwilling or unable to meet the disciplinary requirements of the College. The following shall be grounds for expulsion:

- Engaging in serious misconduct
- Failing to comply with the terms of a probationary agreement
- Serving two suspensions in one academic year
- Engaging in any action deemed detrimental to the common good of the school.

A student who has been expelled from St. John's College High School may submit a written appeal to the President of the College within ten school days of written notice of expulsion. The appeal must clearly state the grounds upon which the appeal is based. If such appeal is dismissed, the student will not be allowed to return to St. John's College High School.

Any expulsion, without exception, requires the approval of the President.

DISCIPLINARY PROCEDURES FOR SERIOUS MISCONDUCT

The following steps are taken in every case of serious misconduct referred to the Assistant Headmaster for Discipline:

- 1) Each student involved or alleged to be involved fills out, in the presence of the Assistant Headmaster for Discipline, an Incident Report form in which he documents the incident which occurred. The report is signed and dated by the student.
- 2) The parents/guardians of each student involved in the incident are called in, informed of the incident, and asked to read, sign, and date the Incident Report completed by their son.
- 3) The Assistant Headmaster for Discipline signs and dates each Incident Report to acknowledge receipt.
- 4) The Assistant Headmaster for Discipline reviews the incident reports and, based on the review, may also interview the students involved and gather information from witnesses.
- 5) The Assistant Headmaster for Discipline reviews the findings and makes a determination for disciplinary action or corrective measures up to and including suspension.
- 6) If the Assistant Headmaster for Discipline recommends expulsion, final approval for the expulsion must be granted by the Headmaster.
- 7) Once the Assistant Headmaster for Discipline has made a determination on the disciplinary action or corrective measure, the Assistant Headmaster for Discipline formally writes to the students involved in the incident, their parents, and the Headmaster to inform them of the actions that will be taken.
- 8) The Assistant Headmaster for Discipline maintains files of all incident reports and actions taken.

STUDENT SERVICES AND RESOURCES

The primary activity in any school is the intellectual training of the student. But for the complete formation of any human being, the intellectual development must smoothly fuse with the moral, cultural, emotional, social and physical development. Consequently, various services and resources and co-curricular and extracurricular activities are provided at St. John's College to give each student the opportunity to develop as a whole human person.

ATHLETICS

The school's intra-mural athletic program affords needed relaxation, physical exercise and wholesome companionship. A wide variety of sports facilities are provided, and all students are encouraged to take part in the various intra-mural games. **All classes are required to show up for their respective games.** Five major sports offer interested students the opportunity to participate at every level: softball, football, volleyball, basketball and track and field.

In addition, teams composed of the best athletes in the school represent St. John's in public events. **Only those students, however, with satisfactory academic and disciplinary standing are eligible to represent the College in inter-secondary school athletic competitions.**

CAMPUS MINISTRY

Campus Ministry at St. John's College serves the spiritual needs of students through worship, study, pastoral and other activities which are both Catholic and ecumenical. An essential focus of Campus Ministry at the High School is the retreat program. During retreats students reflect upon and discuss the significance of the Creator and the many gifts with which they are endowed. They are also challenged to see the need for God in their lives as they change and grow. In each of the four forms there is a retreat which aims to achieve these objectives.

Occasionally, opportunities are created for students to prepare for and receive the sacraments of Reconciliation, Confirmation, the Eucharist and, when necessary, Baptism. These along with liturgical celebrations, reflections and spiritual counseling provide varied opportunities to worship as a community. Parents and friends are often invited to the campus to share in these activities.

COLLEGE BOOKSTORE

Located in Raszkowski Hall, the College Bookstore sells textbooks, classroom supplies and college souvenirs. Photocopying service is also available. The bookstore is open from 7:30 a.m. to 5:00 p.m. on regular class days.

COLLEGE LIBRARY

All SJC High School students have access to the College Library which is located on the upper floor of Raszkowski Hall. The library holdings consist of numerous

periodicals, encyclopedias, magazines, books, and other reference material. A photocopier is available in the library.

COMMUNITY SERVICE

In addition to the academic disciplines of the school, a community service project is required which each student must complete satisfactorily in order to graduate. Service to others, reflected upon and discussed with peers, is one way of helping a student to realize his call to make a positive contribution to the society in which he lives. This project is administered through the Campus Ministry Office.

Students must complete a total of 24 hours community service, normally in Third Form. Ordinarily, they spend two hours weekly helping in community outreach programs, such as providing food to the hungry, visiting the sick and the lonely, helping the elderly and the handicapped, tutoring students and so on. Along with this, they must attend reflection sessions, keep a journal and write a paper discussing some of the major social issues connected with the work they are doing.

COUNSELING

St. John's College has a Counseling Office which provides services to St. John's College students in the High School. The mission of the Counseling Office is to ensure the development of the whole person emotionally, socially and psycho-educationally. It also provides students with wellness and counseling services aimed at maximizing personal growth and development. These services include a wide variety of preventive, curative, psycho-educational, and crisis management activities in a safe and comfortable environment for all students.

Any student of St. John's College may access the counseling either by making an appointment or by dropping in. Students may also be referred by teachers, administrators and/or parents. Referral forms are available at the High school Office or at the Counseling Office.

Since a good therapeutic relationship in counseling depends upon a trusting relationship between student and counselor, the Counselor is committed to ensuring that information resulting from counseling contacts is held in strictest confidence. No information is released without the student's permission, except in situations which legally or ethically require that confidentiality be breached. Examples of these situations are: knowledge of ongoing abuse or neglect of a minor or elderly person; serious risk of suicide or harm to other individuals; and subpoena of information.

Counseling is done in a safe, comfortable and private environment. Students and parents are invited to contact the Counselor for further information. Email: counselor1@sjc.edu.bz.

PATRIOTISM

St. John's College strives to instill love of country throughout the curriculum. Other expressions of patriotism are the weekly singing of the National Anthem, the praying of the National Prayer, and our annual mass for the nation in September.

St. John's College High School, along with other local secondary schools, is normally asked to parade in Belize City on the 21st September holiday. All students are expected to participate. Exemptions are not readily granted. Students who anticipate they will not be able to march for some serious reason (such as physical disability or religious objections) must apply to the Assistant Headmaster for Student Services for an exemption no later than the first Monday in September. Supporting documents (such as a medical certificate or letter from a religious leader) may be required. Students unable to march will normally be required to assist in some other way, such as serving refreshments to those who have marched.

In the event of a school parade, students who participate in the parade are required to be dressed in school uniform and can wear only an SJC cap.

PREFECTURE

St. John's College builds leadership and service through student participation in the management and discipline of the school. Student leaders known as Prefects are recommended by their teachers and approved by the administration to lead certain initiatives on campus. Prefects play an important role in making St. John's College a safe and positive school. Students occupying these special positions must be dedicated to improving campus life, while at the same time attending to special student issues as they arise.

Student prefects are expected to model the values of the community, and are held to a higher behavioral standard than the rest of the student body. By working closely with the faculty and administration, acting as intermediaries, organizing school activities, and leading by example, prefects help to set the tone for the school. Prefects are primarily responsible for cultivating an environment of respect and consideration for others, enhancing the relationships between faculty and students, and the general well-being of the student body. Prefects are expected to respect St. John's College policies and rules as outlined in this Parent-Student Handbook.

The Prefecture System is detailed in Appendix III.

RELIGIOUS EXERCISES

St. John's College is a Roman Catholic school operating in the educational tradition of the Society of Jesus -- the Jesuits. That means that we believe the education we provide is incomplete if it fails to make the students aware of the teachings and challenges of Jesus Christ, as they are understood by the Catholic Church. As a result, our curriculum includes religion courses and our school calendar includes retreats and religious services.

At the same time, we are aware that a number of non-Catholics and non-Christians have chosen to attend St. John's College. These students take the same religion classes and attend the same religious exercises as their Catholic schoolmates. However, it must be stressed that SJC respects the right of its students to have their own religious convictions and will not attempt to coerce students to abandon those convictions.

STUDENT COUNCIL

The Student Council is composed of representatives elected from each class. The executive officers of the Council are elected annually in late second semester by the student body. Thus, the student body is unified through the Student Council which promotes practice in democratic procedures and sponsors various projects for the good of the school.

STUDENT OF THE YEAR

The Student of the Year is a tradition in Jesuit schools worldwide. The Student of the Year Award is presented each year at graduation to an outstanding student in each of the four forms who meets the following criteria:

- A STUDENT who works to the best of his ability in all his subjects, and achieves satisfactory mastery of them; who has set for himself some educational goals and shows some eagerness to learn. He is therefore consistent and faithful in doing assignments, and is attentive and cooperative in class.
- A STUDENT who participates in school activities according to his interests and talents, who enjoys life and is capable of showing enthusiasm, yet manifests good judgment, self-discipline and self-restraint. He accepts himself and his limitations, recognizes his good qualities, and shows appreciation of his own human value. He is dissatisfied with mediocrity and strives for excellence.
- A STUDENT who recognizes the need for God in his life, is faithful to the practice of his faith, has high moral principles and consistently tries to make moral choices.
- A STUDENT who is capable of accepting and loving others as they are, and of respecting them without prejudice, who recognizes his own needs and his own dependence on others, is sensitive to others' needs as well and is compassionate and generous in finding ways to alleviate those needs both alone and in cooperation with others.
- A STUDENT whose high ideals and goals motivate his attitudes and his actions on campus, at home, and in the community so that he is seen to be a person whose presence in this world reflects the love of God for mankind.

STUDENT PUBLICATIONS

The students of St. John's College High School are responsible for two publications. They publish a yearbook which is called the *Mangrove* and a newspaper called *Campus News*. Under the supervision of moderators students take photographs, write articles, prepare layout and perform other activities connected with publishing. *Campus News* is an on-line publication which can be found on the school's website.

FINANCIAL INFORMATION

St. John's College charges tuition and fees to defray the cost of educating students; these tuition and fees alone do not cover the entire cost of educating a student at St. John's College. The difference is made up through support of donors, fundraising, and investments.

TUITION AND FEES

Tuition for all Belizean nationals (except when repeating a year) is paid by the Government of Belize. For non-Belizeans and repeaters the tuition is \$600.00 per year. Tuition must be paid in advance; failure to pay requires suitable arrangements with the College Finance Office.

The schedule of fees is subject to change. All school fees must be paid in advance. The schedule of fees may be obtained from the High School office or from the College's Finance Office.

Students with unpaid tuition or fees may be refused admittance into class.

FINANCIAL AID

In the provision of financial aid to students, St. John's College is guided by the belief that the responsibility of financing an education rests primarily with the student and his family. Appreciating, however, that the cost of education is beyond the reach of some students and their families, St. John's College is committed to assisting students and families who demonstrate a measurable level of financial need, but who are also willing to assume as much responsibility for tuition and fees as they are able.

The purpose of the college financial aid program, therefore, is to supplement the student or family contributions, not to replace them. Because financial aid funds, which come entirely from the generosity of individuals who support the mission of the College, are limited, the college seeks to distribute these funds in the fairest way possible.

Financial aid to students will include any combination of tuition, fees, and books. Generally, no student will receive 100% financial aid coverage in any of these areas.

Students in the high school who benefit from financial aid are expected to maintain at a minimum an average of a **C+** every semester.

Applications for financial aid are available at the high school office, while arrangements for tuition deferment plans may be made with the College Accountant in the College Finance Office.

FUNDRAISING

Government grants, tuition and fees are the main sources of income for the school, but they do not enable the school to meet all its expenses. Without further income, St. John's College cannot provide all the programs essential for its mission such as the campus ministry and community service programs, nor can it maintain the sporting fields and other facilities available to the students and community; nor can it provide for the further training and development of its faculty; nor can it offer financial assistance to its students. Additional income is necessary for all these activities. Thus, fundraising is a necessary part of its operations.

The annual student fundraising efforts include a triathlon, a banquet, and a raffle. For the triathlon, students are asked to solicit funds from sponsors. With regard to the banquet and raffle, each student is asked to make a contribution to the school's funds either by making a direct donation or by selling banquet tickets and raffle books. These fundraising activities directly involve students, and all are expected to cooperate with these activities.

From time to time a class or group may undertake other fundraising activities for specific purposes or causes. These activities must have the prior approval of the Headmaster. Participation in these activities is voluntary.

STATEMENT OF STUDENT RIGHTS

St. John's College exists for the academic, moral, religious and personal growth of its students. Their welfare is the primary motive of the entire school community. The student can best be challenged to understand and respond to his obligations in the context of respect for his legitimate rights. St. John's College believes that:

1. Each student has a right to his good reputation. His reputation and confidences are privileged. Nothing to his disadvantage, known or presumed, will be disclosed to anyone. No confidential information will be released without the student's written permission, except in situations which legally or ethically require that confidentiality be breached.
2. Each student has a right to his privacy. For example, his academic standing, disciplinary status, financial background and other private matters are his and his parents' concerns. Such items of information are the concern only of school personnel with a clear need to know, and are not for general information.
3. Each student has a right to his education. The student's enrollment is taken as a commitment to learn. Similarly, the school's acceptance of the student comprises a commitment to educate. The discipline of education challenges not only the students, then, but the administration and faculty as well. The student deserves professional instruction.
4. Each student has a right to a system of discipline which is mature and consistent. The student deserves respect and a mature example of what discipline entails. The staff recognizes this by setting clear and reasonable disciplinary expectations, and by applying them fairly and with concern for the needs of the individual student.

Covid 19 Learning Plan

A. ACADEMIC REQUIREMENTS

- All students will attend classes face-to-face as scheduled.
- ***Parents are asked to monitor their son's academic progress from the onset of the academic year.***
- All students will be provided with an SJC email address which will be used as the official means of communication with parents and students.
- The SJC email address will be used to access Google Classroom. Students must log in to Google Classroom once the codes are provided by the subject teachers. Google Classroom will be used simultaneously with the face-to-face classes.
- ***Should the Ministry of Education closes schools, SJC will proceed with online Google Classroom as scheduled. All classes will be conducted in a synchronous mode.***
- During Physical Education practical classes, students must maintain a physical distancing requirement of six feet, and may not be required to wear masks.
- No contact sports will be offered during Physical Education classes this academic year. Additionally, no intramurals will be allowed at school.
- Students will not be allowed to use the gym after school unless authorized by school personnel.
- For any concerns, parents/guardians are asked to contact teachers via school email or make an appointment to meet with administration.

B. ACCESS TO CAMPUS

- High school students must be dropped off and picked up at main gates; only students with disabilities will be allowed to be dropped off and picked up on campus.

- The campus will be restricted to the general public, except on rainy days and in the case of an emergency.
****For details see attached document on campus gate access guidelines.*

C. ATTIRE

- Students must report to school in uniform and MUST always wear a mask. Students are encouraged to use an SJC mask, but a solid navy blue or black mask may be optional. The mask:
 - must be close fitted, but comfortable against the side of the face,
 - it must be properly worn,
 - it must cover the nose and the mouth,
 - it must allow for proper breathing without restrictions.

Appropriate use of face masks is critical in minimizing risks to others nearby.

D. Schedules

- In order to be consistent with the Ministry of Education and Ministry of Health's covid 19 health response, St. John's College has designed two schedules to protect students, faculty, and families. See Schedules in Appendix A.

E. CLASSROOMS

- All classrooms and facilities have been and checked and approved by the Ministry of Education as they meet all health requirements.
- Classrooms are all arranged to meet physical distance requirements.
- All classrooms have labels to ensure seating arrangement remains within physical distance requirements.
- All classrooms will be sanitized daily.
- All labs have been equipped with dividers to avoid physical contact.
- All classrooms have posters indicating health tips and protocols.

F. CAFETERIA GUIDELINES

- Students must bring their lunch or pre-order food from the cafeteria; lunches cannot be dropped off during class time.
- Students must pre-order lunch every morning in their homerooms; ordered lunch will be delivered to the homerooms, and students must stay within a designated eating area.
- Students must maintain six feet physical distance at all times (in lines and seated).
- Students must not sit facing each other.
- In eating areas, students must remove mask until ready to eat and should put it on immediately after finishing their meal.

G. CASHLESS INITIATIVE

Due to the current pandemic, we want our students to have, as much as possible, direct contact with money; hence, SJC is partnering with the Belize Bank to equip the school with point of sale machines, and each student with a debit card. A subsequent letter should follow with details of this initiative.

H. PERSONAL HYGIENE KIT

Hand washing stations equipped with soap and paper towels are at the entrance and beside each building. Students must wash their hands at the wash stations before entering to class.

All students **MUST** bring their personal hygiene kit to school. This kit comprises of the following:

- hand sanitizer
- liquid/ bar soap
- tissue
- wipes or cloth (to clean their personal seating area)

Cleaning personnel will be stationed at the restrooms to sanitize on a regular basis. Classrooms and general areas will also be sanitized on a regular basis.

Optional – students may bring desk dividers. Desk dividers cannot be more than two feet high and should be clear and transparent on all three sides.

I. HEALTH AND SAFETY GUIDANCE

Students must be free of any symptoms potentially related to COVID-19 before coming to school. These symptoms include the following:

- cough
- shortness of breath or difficulty breathing
- fever
- chills
- repeated shaking with chills
- runny nose or new sinus congestion
- muscle pain
- headache
- sore throat
- gastro-intestinal problems
- fatigue
- new loss of taste or smell

A student showing any of these symptoms must stay home and the school must be informed of the absence immediately. However, if a student starts to show flu symptoms at school, he will be placed in an isolation room, and parents will be contacted to pick up their son immediately. The school and / or parents will notify Ministry of Health of the situation. Please note that the COVID -19 hotlines for the Ministry of Health are 615 7973 / 223 2722.

J. PHYSICAL DISTANCING

Keeping space between students and others is one of the best ways to avoid being exposed to the COVID-19 virus and to slow its spread. It is important for students to stay away from others when possible, even if they do not have any symptoms.

Physical distancing is important for everyone, especially to help protect people who are at risk of getting ill. Therefore, students must adhere to the following physical distancing protocols while in campus:

- Stay at least 6 feet from other persons whenever possible
- Do not gather in groups
- Stay out of crowded places and avoid large gatherings
- No handshake greetings, students should engage in non-contact methods of greetings.
- No breaks during the day except for lunch
- Use designated areas and maintain at least 6 feet separation for lunch.

K. MENTAL AND EMOTIONAL WELLBEING

Students will be offered emotional support during this stressful period. The school counsellor will make appointments to see students in person or via telephone during these times.

ADMINISTRATIVE AND STAFF DIRECTORY

OFFICE OF THE PRESIDENT

President

Mrs. Mirtha A. Peralta
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Email: president@sjc.edu.bz

Accountant

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Director of Operations

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Human Resource

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Email: hr@sjc.edu.bz

HIGH SCHOOL ADMINISTRATION

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Assistant Headmaster for Student Services & Discipline

Dr. Sol Yam
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High School Office
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Administrative Assistants

Ms. Treniece Flowers
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High School Office
Email: adminassistant2@hs.sjc.edu.bz

Ms. Aissa Luna
Phone: 223 – 3733, ext. 105
High School Office
Email: adminassistant1@hs.sjc.edu.bz

RESOURCE CENTRES

Bookstore

Phone: 223-3732, ext. 156
Email: bookstore@sjc.edu.bz

Office: Raszkowski Hall

College Library

Phone: 223-3732, ext. 103
Email: librarian@sjc.edu.bz

Office: Raszkowski Hall

Director of Information Technology

Phone: 223-3732, ext. 192
Email: itdirector@sjc.edu.bz

Office: Melhado Hall

Music Centre

Office: Music Center

Art Centre

Phone: 223-3733, ext. 143
Email: artcentre@sjc.edu.bz

Office: Art Centre

Sports Director

Phone: 223-3733, ext. 119
Email: egarnett@hs.sjc.edu.bz

Office: Gymnasium

Counselor

Phone: 223-3733, ext. 145
Email: counselor1@sjc.edu.bz

Office: Jacoby Hall

Campus Ministry

Phone: 223-3733, ext. 108
Email: campusministry@hs.sjc.edu.bz

Office: Campus Ministry

Faculty

Phone: 223-3733

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Mr. Christopher Villanueva	Info. Technology	140	cvillanueva@hs.sjc.edu.bz
Ms. Edna Waite	Religion / Eco.	271	ewaite@hs.sjc.edu.bz
Ms. Joy Williams	English	271	jwilliams@hs.sjc.edu.bz
Mr. Faron Young	English/PA	271	fyoung@hs.sjc.edu.bz

APPENDIX I

SCHEDULES

St. John's College uses a five-day block schedule.

TABLE A – FIRST & SECOND FORM

MONDAY, WEDNESDAY, FRIDAY		TUESDAY & THURSDAY	
7:45 a.m.	1 st buzzer	8:30 a.m.	1 st buzzer
7:50 a.m. - 8:10 a.m.	Homeroom	8:35 a.m. - 8:55 a.m.	Homeroom
8:10 a.m. - 8:55 a.m.	1 st Period	8:55 a.m. - 9:40 a.m.	1 st Period
8:55 a.m. - 9:40 a.m.	2 nd Period	9:40 a.m. - 10:25 a.m.	2 nd Period
9:40 a.m. - 10:25 a.m.	3 rd Period	10:25 a.m. - 11:10 a.m.	3 rd Period
10:25 a.m. - 11:10 a.m.	4 th Period	11:10 a.m. - 11:55 a.m.	4 th Period
11:10 a.m. - 11:55 a.m.	5 th Period	11:55 a.m. - 12:40 p.m.	5 th Period
11:55 a.m. - 12:40 p.m.	LUNCH	12:40 p.m. - 1:25 p.m.	LUNCH
12:40 p.m. - 1:25 p.m.	6 th Period	1:25 p.m. - 2:10 p.m.	6 th Period
1:25 p.m. - 2:10 p.m.	7 th Period	2:10 p.m. - 2:55 p.m.	7 th Period
2:10 p.m. - 2:55 p.m.	8 th Period	2:55 p.m. - 3:40 p.m.	8 th Period

ARRIVAL: No student will be allowed on campus before 7:15 a.m. Students must arrive no earlier than 15 minutes before start time and, upon arrival, students must report to their homerooms.

DISMISSAL: Students must leave immediately after dismissal. Students will no longer be allowed to stay on campus after classes.

TABLE B THIRD AND FOURTH FORM

MONDAY, WEDNESDAY, FRIDAY		TUESDAY & THURSDAY	
8:30 a.m.	1 st buzzer	7:45 a.m.	1 st buzzer
8:35 a.m. - 8:55 a.m.	Homeroom	7:50 a.m. - 8:10 a.m.	Homeroom
8:55 a.m. - 9:40 a.m.	1 st Period	8:10 a.m. - 8:55 a.m.	1 st Period
9:40 a.m. - 10:25 a.m.	2 nd Period	8:55 a.m. - 9:40 a.m.	2 nd Period
10:25 a.m. - 11:10 a.m.	3 rd Period	9:40 a.m. - 10:25 a.m.	3 rd Period
11:10 a.m. - 11:55 a.m.	4 th Period	10:25 a.m. - 11:10 a.m.	4 th Period
11:55 a.m. - 12:40 p.m.	5 th Period	11:10 a.m. - 11:55 a.m.	5 th Period
12:40 p.m. - 1:25 p.m.	LUNCH	11:55 a.m. - 12:40 p.m.	LUNCH
1:25 p.m. - 2:10 p.m.	6 th Period	12:40 p.m. - 1:25 p.m.	6 th Period
2:10 p.m. - 2:55 p.m.	7 th Period	1:25 p.m. - 2:10 p.m.	7 th Period
2:55 p.m. - 3:40 p.m.	8 th Period	2:10 p.m. - 2:55 p.m.	8 th Period

**TABLE C
SCHEDEULE FOR SPECIAL EVENTS – 1st and 2nd Form**

Time	30-minute Period
7:45 a.m.	1 st Bell
7:50 a.m. - 8:10 a.m.	Homeroom Period
8:10 a.m. - 8:40 a.m.	1 st period
8:40 a.m. - 9:10 a.m.	2 nd period
9:10 a.m. - 9:40 a.m.	3 rd period
9:40 a.m. - 10:10 a.m.	4 th period
10:10 a.m. - 10:25 a.m.	Break
10:25 a.m. - 10:55 a.m.	5 th period
10:55 a.m. - 11:25 a.m.	6 th period
11:25 a.m. - 11:55 a.m.	7 th Period
11:55 a.m. - 12:25 p.m.	8 th Period

TABLE D
SCHEDULE FOR SPECIAL EVENTS – 3rd and 4th Form

Time	30-minute Period
8:15 a.m.	1 st Bell
8:20 a.m. - 8:40 a.m.	Homeroom Period
8:40 a.m. - 9:10 a.m.	1 st period
9:10 a.m. - 9: 40 a.m.	2 nd period
9:40 a.m. - 10:10 a.m.	3 rd period
10:10 a.m. - 10:40 a.m.	4 th period
10:40 a.m. - 10:55 a.m.	Break
10:55 a.m. - 11:25 a.m.	5 th period
11:25 a.m. - 11:55 a.m.	6 th period
11:55 a.m. - 12:15 p.m.	7 th Period
12:25 p.m. - 1:00 p.m.	8 th Period

APPENDIX II

ACADEMIC PROGRAM CHARTS WITH CREDITS PER SUBJECT

TABLE A
First and Second Forms.

SUBJECT	FORM I CREDIT	FORM II CREDIT
Belizean Studies	4	4
English	5	5
Information Technology	4	X
Information Technology/Robotics	X	4
Integrated Science	4	4
Life Skills	2	1
Literature	3	3
Mathematics	5	5
Music	2	2
Performing Arts	1	X
Physical Education	2	2
Religion	3	3
Spanish	3	3
Technical Drawing	X	2
Visual Arts/Music	X	2

TABLE B**Third and Fourth Forms**

(Students remain in programs for both years)

FORM III AND FORM IV CREDIT				
CORE:	Sci A	Sci B	A&S	Bu A
Religion	3	3	3	3
English	5	5	5	5
Literature	3	3	3	3
Spanish	3	3	3	3
Mathematics	5	5	5	5
Information Technology	3	3	3	3
Physical Education	1	1	1	1
Service Project	0	0	0	0
ELECTIVE OPTIONS:				
History	3	3	3	3
Visual Arts	3	3	X	3
MAJOR OPTIONS:				
Biology	4	4	X	X
Chemistry	5	5	X	X
Economics	X	4	X	X
Integrated Science	X	X	X	4
Physics	4	X	4	X
Principles of Accounts	X	X	X	5
Principles of Business	X	X	X	4
Technical Drawing	X	X	3	X

APPENDIX III

ST. JOHN'S COLLEGE PREFECTURE SYSTEM

Duties and Responsibilities of Prefects

a. **Lunch**

Prefects may be put in charge of making sure that all students observe school rules in the tienda and lunch area, such as making sure the students keep the eating areas clean at all times and that noise is at a reasonable level during lunch break. Prefects also help with the issuing and monitoring of board games during lunch break.

b. **Assembly**

Prefects may be asked to help settle classes whenever the school is in assembly, either on campus or elsewhere. This includes helping to line up students, helping to keep students quiet and any other duties assigned by teachers or administrators.

c. **Recess**

Prefects may help supervise during recess break in much the same way they help for lunch break.

d. **Supervision of Jugs**

Under special circumstances, prefects may help supervise jugs at the request of the Assistant Headmaster for Discipline or jug master.

Characteristics of Prefects

Prefects should have good disciplinary and academic records (GPA of 2.50 or above) and should also demonstrate:

- Maturity
- Sensitivity to the needs of others
- Punctuality
- Good communication skills
- Integrity
- Confidence
- Effective listening skills
- Initiative
- Respect for others

Privileges of Prefects

Prefects will be eligible for the following privileges at St. John's College:

- Lunch line waiver: Prefects do not have to wait in line to purchase lunch if they are on duty.
- Wearing of prefect badge: The prefect badge identifies the prefect as a student with special status and responsibilities on the campus.

- Prefect award and recognition: Prefects may be given special awards at the end of the year and may be recognized during special ceremonies for exemplary leadership.
- Recommendation upon graduation: Prefects will be given a recommendation upon graduation from St. John's College.

Head Prefect

A Head Prefect will be named from among all the prefects. The Head Prefect makes sure all other prefects do their duties.

Procedure for Becoming a Prefect

1. Teachers or members of staff may recommend students from Third or Fourth Form for prefecture by submitting a recommendation form to the Assistant Headmaster for Discipline; students in Second Form may also be considered in special circumstances. Recommended students are invited by the Assistant Headmaster for Discipline to file a prefecture application.
2. After consultation with the Prefecture Committee, the Assistant Headmaster for Discipline will advise prefecture applicants if their application is successful.
3. Successful candidates will then sign a Prefecture Contract and start the first phase of the Prefecture, during which the candidate's performance is evaluated for a period of four weeks. Candidates may wear a prefect badge at this time.
4. Upon successful completion of the evaluation period, the candidates are sworn in as prefects and become eligible for all privileges and responsibilities as described in the Prefecture Contract.
5. If any prefect violates his Prefecture Contract, or breaks school rules or the laws of the country, he will be asked to withdraw from the Prefecture.

PREFECTURE CONTRACT

I, _____, do solemnly swear that I will obey and uphold the policies of St. John's College. I am aware of the duties of being a prefect and will maintain the highest possible scholastic and citizenship standards. I am aware of the College's philosophy and its mission and will set for all my peers an example of leadership as service. I will also, to the best of my abilities, uphold my duties of being a Prefect as described in this St. John's College Prefecture Contract.

I promise to observe the following:

- a. I promise that I will cooperate with teachers and administrators in all things pertaining to the school.
- b. I promise that, insofar as I can, I will live up to the ideals of St. John's College and try to influence my fellow students to do the same.
- c. I promise that I shall not seek the prefecture privileges solely for the purpose of personal gain.
- d. I promise that I shall seek to fulfill the duties and responsibilities of being a prefect as set out in the document "St. John's College Prefecture" to the best of my ability.
- e. I accept the condition that, if it is determined by the college administration that I am not living up to these promises, the Prefecture will be withdrawn.
- f. A Prefect is the model of good discipline among our student body and if I accumulate five demerits, the Prefecture will be withdrawn.

Signatures:

Student _____

Parent or Guardian _____

Assistant Headmaster or Discipline _____

Date _____

ST. JOHN'S COLLEGE SONG

Dear St. John forever round you,
Cling our hearts since first we found you,
And our song shall e'er resound you,

Everywhere we roam.

Ever shines your star the clearest,
And of feelings that are nearest,
Surely those are always dearest,
Of our College home.

Swell the rising chorus,

In her praise who for us.

With Truth and Right,

As well as Might,

Lit up the path before us.

Let our voices loudly flinging

Cheer on cheer with accents ringing

Rend the heavens with our singing.

Hail the white and blue.

Now in cherished memory of you,

Wisdom ever smiles above you.

Truth and Goodness bid us love you.

Nothing else your due.

In the field may victory ever

Crown with Glory your endeavor

And defeat disgrace you never.

Bravo, white and blue.