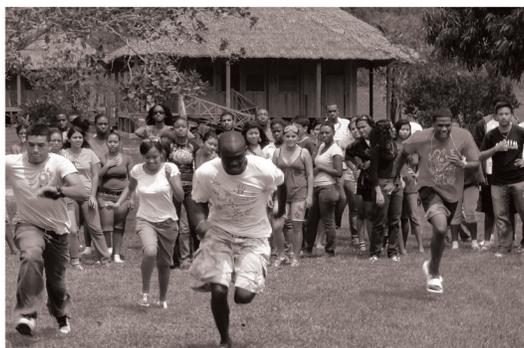




ST. JOHN'S COLLEGE

Men and Women For Others

Junior College Student Handbook 2011





St. John's College Junior College

Student Handbook
2011 – 2012



This Student Handbook provides general information regarding rules and regulations and procedures of St. John's College. While every effort is made to ensure that the information in this Student Handbook is accurate at the time of publication, all policies, schedules, and other information are subject to change and do not constitute an irrevocable contract between any student and St. John's College.

It is the personal responsibility of each student to acquire an active knowledge of all pertinent procedures and regulations set forth in this handbook.

This handbook can be found in its entirety on the College website at www.sjc.edu.bz.

Upon publication of this Student Handbook, all previous issues are revoked.



STUDENT SERVICES OFFICE

MISSION - “incorporating identity, participation, integration, and student wellness through a Jesuit community of learners”

What is the Student Services Office? - It is a combination of both student services and student development. The Student Services Office plans events and provides programs that offer students physical, cultural, spiritual, and social development. It also provides services and programs that allow students to practice positive values within a healthy College environment. Student services and student development, when properly designed to correspond with SJC’s mission, reinforce and extend the College’s influence beyond the classroom.

Because they are considered an extension of the classroom, with emphasis on the formulation of complementary goals that support the academic mission of the College, student activities have great potential in meeting the fundamental aspirations of students of becoming informed and formed through student life programs outside the classroom and play an essential role in augmenting the value of a student’s education.

The Student Services Office, located in Zinkle Hall, is an integral part of the overall educational program of St. John’s College Junior College. The primary goal of the Student Services Office is to personalize and broaden the educational experience of the student community by working with students, faculty and staff to create an atmosphere that promotes personal, social, cultural, athletic and spiritual development. In the execution of student life programs, student leaders and departmental faculty members serve as valuable resource persons.

Student Services Objectives:

- Encourage and promote intellectual stimulation through discussions of political, social, economic and other current issues;
- Provide opportunities for broad integration among the student body and the school community, with attention to the diversity among the student body and the need for variety;
- Stimulate the development of leisure time use through purposeful recreational, social, cultural and student activities, with emphasis on principles of leadership, team-building, school spirit, unity, collective involvement, fairness and discipline;
- Promote physical fitness, with attention to competitive and other team sports;
- Provide opportunities for the involvement of both full-time and part-time students in school-sponsored activities;
- Orient new students to the life of the College, including both academic and non-academic aspects;
- Provide appropriate information to the student body and the school community on matters of plural interests, with attention to specific needs of students, including health, safety, student welfare and other such issues;
- Provide appropriate directions for the creation of a campus atmosphere conducive to the students’ academic, personal and social development.

SCHOOL 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.



MESSAGE FROM THE STUDENT SERVICES OFFICE

Dear Student,

SJC Junior College is committed to fostering a positive and supportive environment for all our students. Students are expected to be knowledgeable about the history, be supportive of the mission, and to behave in a manner that is consistent with the policies and procedures of the college. In addition to the Academic Bulletin, this Student Handbook provides information which can assist both new and returning students, and at the same time help students to develop to their full potential while here at SJC. We wish all students well, and hope that their collegiate experience is an unforgettable one!

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I. ABOUT SJC

HISTORY OF SJC

St. John's College was established by the Society of Jesus in the year 1887 in Belize City. In 1922 the College was moved to an area outside the city known as Loyola Park. The 1931 hurricane destroyed the College and once again it was brought back to the heart of Belize City on the Holy Redeemer compound. There it remained for twenty years. In the late months of 1952, a new site and new buildings formed a new St. John's College about one mile to the north of the city. Today this site is known as Landivar, named after the Guatemalan Jesuit poet and scholar, Rafael Landivar.

Early in 1952, a two-year program of post-secondary education called Sixth Form, in the British tradition, was inaugurated. The Sixth Form program prepared students for the Advanced Level Examinations set by Cambridge University. Three students made up the first class of the Sixth Form, which was under the direction of Fr. Robert Raszkowski, S.J. The program grew slowly during the first ten-year period. The Sixth Form used the same classrooms and library as the secondary school. During this period, St. John's College Sixth Form was granted the status of an advanced-level (A-Level) school by Cambridge University.

The Sixth Form program at St. John's changed dramatically in the 1960s. The secondary schools in the various districts now had graduates ready for advanced level work. The Sixth Form program at St. Catherine Academy was merged with that of St. John's College. Yearly enrollments grew, and the Sixth Form was moved across the campus to a nearby classroom building and a new science laboratory and began to develop its own library.

In the mid-1960s, in an effort to provide wider opportunities for further education for graduates of the Sixth Form, St. John's College broadened the program of studies so that it met the requirements of the Associate Degree awarded by junior and community colleges in the United States and in 1969 became a member of the American Association of Junior Colleges. In effect this enabled graduates of St. John's College Sixth Form to enter both Commonwealth institutions which require Cambridge University Advanced Level certificates and United States universities as transfer students into the third year of the Bachelor's Degree programs.

In 1996 the Board of Trustees of St. John's College voted to change the name of St. John's College Sixth Form to St. John's College Junior College in recognition of the fact that a tertiary institution had developed which exceeded its "Sixth Form" origins. In 2004, St. John's College made the decision to phase out the Cambridge Advanced Level Exams and introduce the Caribbean Advanced Proficiency Exams (CAPE) offered by the Caribbean Examinations Council (CXC). The switch provided students with a smoother transition from high school studies, which is based on CXC syllabi, and also provided them with a more regionally relevant curriculum.

The addition of three new buildings in the 1980s and 1990s significantly expanded campus facilities: the Science building, constructed in 1981, was shared with the High School for 26 years until the High School built its own science labs in 2007; Raszkowski Hall, built in 1991, houses seven classrooms, the College Library, the College Bookstore, the Office of the Registrar, the Belizean Studies Resource Center, and the College Counseling Centre; and Weber Hall, constructed in 1992, is home to eight classrooms, Paige's Cafe, the LIMEX Office and the Junior College computer labs. In 2001, the Belize Center for Art Education and Cultural Understanding was added and became home to the arts program of the high school and junior college. In addition the Center also offers community outreach programs and also now houses the Office of Advancement and Alumni Relations. Planning for a new science facility and administrative block is underway.

In August of 1990 St. John's College Junior College established an Evening Studies Program somewhat similar to an earlier effort in the 1970s. The Evening Studies program provided working adults with the opportunity to pursue studies leading to an Associate Degree. In 2006 the School of Professional Studies, incorporating the Evening Studies program, was founded. In 2008 the "day program" of the Junior College was formally organized into the School of Liberal Arts of the Junior College. In 2011 the Junior College was once more administratively and academically organized into a single entity serving both traditional students and working adults.

THE JESUITS

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 in the Lord", and decided to dedicate themselves to the greater glory of God and the good of their fellow human beings. At first they intended to do this by going to the Holy Land to work there as Jesus had, but since a war made passage to Jerusalem impossible, the group of priest-scholars decided to place themselves at the service of the Pope.

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.

PATRON



The Patron of St. John's College is St. John Berchmans, who was born in 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. 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. 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. Every year the College holds a school-wide community service day in honor of St. John Berchmans.

SJC 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.

JUNIOR COLLEGE MISSION STATEMENT

St. John's College Junior College is a Belizean, Catholic, tertiary institution in the Jesuit Tradition. Through its commitment to God, academic excellence, humanity and service, St. John's College Junior College aims to foster an atmosphere of respect, growth, and spiritual awareness that will promote the development of multifaceted individuals who love and care for themselves and others, their environment and their community. St. John's College Junior College offers to traditional and non-traditional students an education that challenges the intellect and fosters the development of men and women in the service of others.

SJC ETHOS STATEMENT

Choosing to come to St. John's College means making a choice to join a distinctive community. As a Jesuit and Catholic institution, St. John's College places special emphasis on the dignity and worth of every person and the love of truth. Membership in this community carries with it high expectations regarding the ways in which each person will act both within and beyond the institution and its facilities. All members of the College community are expected to honor the following commitments in all their actions:

- A commitment to the highest standards of honesty and personal integrity both inside and outside of the classroom.
- A commitment to treat others in a respectful manner, regardless of differences such as race, ethnicity, socio-economic standing, religion, gender, or sexual orientation.
- A commitment to open discourse and the free exchange of ideas.
- A commitment to mutual care and responsibility in all relationships.
- A commitment to an active concern for the safety, security, and well-being of each individual and of communal and College property.
- A commitment to serve society through education, the encouraging of faith, and the promotion of justice in order to achieve the common good.

INSTITUTIONAL STUDENT LEARNING OUTCOMES

"We are a Community of Learners"

All academic and co-curricular programs of St. John's College Junior College are designed, implemented and assessed to foster the development of the following knowledge, skills and values in students:

- **Speaking and Writing Skills** - Graduates will use appropriate verbal, visual, nonverbal, written, symbolic, graphical and numeric forms to convey critical and creative thinking in academic, work, family and community settings, for expository, narrative and persuasive purposes.
- **Quantitative Skills** - Graduates will use concepts of quantity and space and associated reasoning methods to interpret, analyze and explain issues in quantitative terms.
- **Comprehension Skills** - Graduates will attend to, receive, interpret and respond appropriately to verbal, visual, nonverbal, written, symbolic, graphical and numeric forms in academic, work, family and community settings for literal, inferential, insightful and critical comprehension.
- **Critical Thinking and Problem Solving** - graduates will use comprehension and quantitative skills in new situations to analyze problems, conceptualize theses, develop arguments, gather and weigh evidence, derive conclusions and

solutions and evaluate consequences.

- **Information and Technological Literacy** - Graduates will access and process information from multiple sources using appropriate information technology applications. Graduates will demonstrate the computer skills necessary to achieve professional, educational, and personal objectives in a dynamic, technologically progressing society.
- **Personal and Interpersonal Skills** - Graduates will exhibit sense of purpose, lifelong learning, integrity, diligence, perseverance, teamwork, and respect for diverse peoples and cultures. Graduates will apply self-assessment, reflection and improvement strategies to their physical, emotional, intellectual, social and physical well-being.
- **Aesthetic Sensitivity** - Graduates will produce, respond to, value and enjoy forms of artistic expression.
- **Spiritual Integrity** - Graduates will search for truth, have a clear sense of their own spiritual values, and evaluate the significance of faith traditions and spiritual formation in decisions. Graduates will possess high ideals and goals that motivate their actions so that they are seen to be persons whose presence in this world reflects the love of God for mankind.
- **Ethics** - Graduates will demonstrate the ability to make ethical and moral decisions and will be able to articulate and practice right conduct and understand the impact of their behavior on others. Graduates will be able to act in accordance with the principles of honesty, fairness, objectivity, responsibility, respect, and compassion and apply these values to decision-making.
- **Citizenship, Leadership and Commitment to Justice** - Graduates will demonstrate responsibilities of living in community with others and the natural environment. Graduates will be informed, ethical participants in the wider community, Belize, the region and the world. Graduates will be positive change agents both alone and in cooperation with others towards creating a more just world.
- **Disciplinary Grounding** - Graduates will demonstrate a solid grounding in discipline-specific knowledge with understanding, skills and habits of mind in their chosen fields of study.

II. ORGANIZATION AND ADMINISTRATION

The governing body of St. John's College is its Board of Trustees which is charged with setting policy and direction for the College. The Office of the President is the central administrative arm of the College and provides guidance and services to support the three academic divisions in carrying out the broad mission and objectives of the College. The following is a list of offices, centers and personnel of all three academic divisions of St. John's College.

OFFICE OF THE PRESIDENT

Telephone: 223-3732

Website: www.sjc.edu.bz

President: Mr. Jorge Espat

Responsibility: The Chief Executive Officer of St. John's College; leadership and management of the entire College, including the High School, Junior College, and Extension Divisions

Email: president@sjc.edu.bz Office: Melhado Hall

Accountant: Mr. Amado Olivera

Responsibility: financial management of the College and its divisions

Email: accountant@sjc.edu.bz Office: Melhado Hall

Director of Advancement and Alumni Relations: Mr. David Espat

Responsibility: alumni and advancement projects, alumni association, College development planning

Email: advancement@sjc.edu.bz Office: Art Centre

College Librarian: Ms. Josephine Mendoza

Assistant Librarians: Ms. Linda McFadzean; Ms. Genillie Bradley

Responsibility: information services to support divisional curricula and student professional and personal development needs; promotion of climate which embraces learning

E-mail: librarian@sjc.edu.bz Office: Raszkowski Hall

JUNIOR COLLEGE

Telephone: 223-3731

Website: <http://www.jc.sjc.edu.bz>

Email: info@jc.sjc.edu.bz

Offices: Yorke & Zinkle Halls

Office of the Dean

Dean: Mrs. Neulin Villanueva

Responsibility: leadership, development and management of the division.

Email: dean@jc.sjc.edu.bz

Academic Affairs Office

Associate Dean for Academic Affairs: Mr. John Newport

Responsibility: curriculum development, academic planning, academic probation, faculty appraisal

Email: academicaffairs@jc.sjc.edu.bz

LIMEX Program

Coordinator: Sr. Maggie Cooper, SCN

Responsibility: program coordination and promotion

Email: mcooper@jc.sjc.edu.bz

Registrar: Mrs. Desiree Bryant

Associate Registrar: Ms. Daphne Ferrera

Academic Records Assistant: Ms. Delsie Valdez

Responsibility: Junior College - custody of student academic records, scheduling of courses, instructional space assignments, student registration for classes, collection and maintenance of grade information, student performance monitoring, issuing of official transcripts, graduation clearance, maintenance and management of academic records, production of diplomas; High School and Extension – production of diplomas

E-mail: registrar@sjc.edu.bz

Office: Raszkowski Hall

Director of Information Technology: Mr. Doyle Williams

Information Technology Technicians: Mr. Jason Panting, Mr. Imer Rosado

Responsibility: maintenance of computer systems, labs, planning and organizing IT training for all three divisions.

Email: itdirector@sjc.edu.bz

Office: Weber Hall

Belizean Studies Resource Center

Director: Mrs. Zaira Estrada

Responsibility: promoting a culture of scholarly inquiry across the College; providing historically accurate, constantly updated information resources on Belize; publishing the Journal of Belizean Studies

E-mail: belizeanstudies@sjc.edu.bz

Office: Raszkowski Hall

Campus Ministry Office

Director: Mrs. Lucy Zuniga

Campus Ministers: Fr. Noel Alamilla, SJ; Ms. Beatrice Robateau; Fr. William Snyders, SJ, Mr. Jaret Ornelas, Mr. John Le, SJ

Responsibility: direct ministry, community service, service learning, social justice education, liturgical celebrations and services, prayer and faith development activities, student leadership training and development

E-mail: campusministry@sjc.edu.bz

Offices: Zinkle Hall, Fordyce Chapel

Counseling Center

Director: Mrs. Tina Cuellar-Augustus

Counselor: Ms. Shakeera Arnold

Responsibility: individual and group counselling services to students, support to student development and academic success, wellness education

E-Mail: counselling@sjc.edu.bz

Office: Raszkowski Hall

Student Services Office

Associate Dean for Student Services: Ms. Consuelo Godfrey

Student Life Coordinator: Mr. Evan Dalton

Athletics Coordinator: Mr. David Lacey

Responsibility: Junior College - recruitment, student support and development, discipline, student emergencies, student government, community service programs, enrollment, admissions, student life, athletics; entire College – social outreach

Email: studentaffairs@jc.sjc.edu.bz

Office: Zinkle Hall

HIGH SCHOOL

Telephone: 223-3733

Website: <http://www.hs.sjc.edu.bz>

Offices: High School Administration Building

Headmaster: Ms. Yolanda Gongora

Responsibility: leadership, development and management of the division

Email: headmaster@hs.sjc.edu.bz

Assistant Headmaster for Student Services: Ms. Melissa Andrade

Responsibility: recruitment, student support and development, discipline, student emergencies, student government, student life, athletics

Email: studentaffairs@hs.sjc.edu.bz

Assistant Headmaster for Academic Affairs: Ms. Sol Yam

Responsibility: admissions, academic planning, curriculum, faculty appraisal

Email: academicaffairs@hs.sjc.edu.bz

Centre for Art Education and Cultural Understanding

Director: Mr. Kirkland Smith

Responsibility: engaging students and the public in attaining a deeper appreciation of Belize's art and culture

E-mail: artcentre@sjc.edu.bz

Office: Art Centre

EXTENSION

Telephone: 223-7399

Website: <http://www.ext.sjc.edu.bz>

Offices: Stochl Hall (Regent & King Streets)

Academic Coordinator: Mr. Roman Magaña

Responsibility: leadership, development and management of the division; recruitment, student support and development, discipline, student emergencies, student leadership, enrollment, admissions, student life, academic planning, curriculum, faculty appraisal

Email: academicaffairs@ext.sjc.edu.bz



III. GENERAL POLICIES AND PROCEDURES

Introduction:

St. John's College Junior College seeks to safeguard the rights of each student as well as instill in each student an understanding of and appreciation for responsible action. Each student, by virtue of his/her enrollment at St. John's College Junior College, is entitled to certain rights and must accept the responsibilities accompanying these rights. In order for the student body to function in an atmosphere where the rights of its members are respected and the spirit of community is nurtured, each student must also accept responsibility for his or her actions.

Student Rights:

Each student at St. John's College Junior College shall have the following rights:

- the right to respect at all times of his/her integrity, personal reputation and property; the right to study, socialize and function in an atmosphere of mutual respect;
- the right to an education hallmarked by professional instruction for the transmission of knowledge, the discovery of truth, and the development of the intellectual, social and spiritual capabilities;
- the right to exercise freedom of discussion, inquiry and expression as a means of developing habits of critical thinking and a means for enhancing capacities for critical judgment;
- the right to appropriate opportunities and conditions of learning in all aspects of student life, including opportunities for leadership among the student body;
- the right to be treated with equal favor, to privacy - especially in the conduct of service requiring the use of information by school personnel - and the right to a system of discipline with a focus on the individual needs of students.

SJCJC - Student Conduct Code:

Introduction

The Student Conduct Code seeks to encourage students to contribute to the creation of a climate that builds a sense of individual responsibility and self-discipline. It aims to provide guidelines for student behavior in order that all members of the student body can exercise self-control and discretion in their daily school lives and yet be afforded freedom of expression and activity. In educating for responsible behavior, disciplinary proceedings play an important role, although the College's primary emphasis in the service to students is on guidance, counseling, advising and example; students are expected to behave in a manner which promotes the educational purposes of the College.

Any act which violates any stated student right or any tenet of this code of conduct will merit a disciplinary response. Any act that results in the violation of national laws for which a student may be detained by the police will prompt appropriate administrative investigations. In the event that there arises ambiguity or need for clarification, such interpretation or clarification will be determined at the discretion of the Dean or the Associate Dean for Student Services.

Purpose:

In order for the student body to function in an atmosphere where the rights of its members are respected and the spirit of community is nurtured, the Student Conduct Code is established for the preservation of these rights which are central to the College's mission.

Jurisdiction:

This code applies to on-campus and off-campus conduct of all students and registered student organizations in direct connection with:

- Academic discourse requirements or any credit-bearing experiences such as field trips, internships, seminars, forums, lectures or student teaching.
- Any activity in support of pursuit of a degree such as research at another institution or a professional practice assignment.
- Any activity sponsored, conducted or authorized by the College or by registered student organizations.

Students are subject to Belize law and violations of those laws may also constitute violations of the code of conduct. In such cases the College may proceed with College disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for violations of the code even if such criminal proceeding is not yet resolved or is resolved in the student's favor.

Prohibited Acts:

The following actions demonstrate a lack of respect and will not be condoned by the Junior College.

Lack of Respect for Academic Integrity:

Students who are academically dishonest or behave in an academically unethical manner will be subject to penalties related to violation of academic integrity. For more information about types of academic dishonesty, procedures and student appeal process please refer to the current Academic Bulletin or visit the Office of Academic Affairs in Yorke Hall.

Lack of Respect for the Safety of Others:

1. Actions that could result in harm to the physical or emotional well-being of others;
2. Acts of physical assault, intimidation, or bullying;
3. Any form of harassment or pranks, including actions that could result in physical or emotional harm, ridicule, embarrassment for others, hysteria, common panic, or alarm;
4. Discriminatory statements, implied, expressed or circulated through verbal, written or electronic means which injure the reputation of others and cause persons to be regarded with feelings of hatred and/or contempt;
5. Reckless driving, speeding, or car surfing on or off campus, including, but not limited to: campus grounds, campus roads, campus parking lots, public parks, public feeder roads, major highways and public streets;
6. Riding bicycles on verandahs and on walkways;
7. Sexual harassment, defined as unwelcome verbal or physical conduct of a sexual nature including, but not limited to, the deliberate making of unsolicited gestures or comments, unwelcome sexual advances or requests for sexual favors or the deliberate display of offensively sexually graphic material which is not necessary for institutional purposes.
8. Abusive behavior, which may include but is not limited to: swearing, verbal or physical threats to any member of faculty, administration, student body, or staff of the College.

Lack of Respect for College Community:

1. Smoking on campus;
2. Actual or attempted consumption or sale of alcohol on campus;
3. Unauthorized entry to College premises, facilities or properties;
4. Vandalism, such as destruction to property and/or equipment of the school and of individuals, defacing of furniture, marking of walls, and littering;
5. Violation of the student dress code;
6. Unauthorized use of the school logo or name or campus facilities;
7. Intentionally using authorized student identification for fraudulent purposes, including but not limited to furnishing ID card to a third party;
8. Loud playing of radios/IPODS/Cell Phones/MP3/MP4 players/laptops/portable DVD or CD players on campus except when authorized to do so;
9. Loitering outside of lecture halls and in hallways, making loud noises while classes are in session;
10. Inappropriate display of affection on campus such as kissing, heavy petting, sexual intercourse, sexual contact;

11. The use of cell phones and listening and recording devices in class for the purposes of answering or making calls; sending, receiving, or reading text messages; viewing images or any other purpose deemed inappropriate in a classroom setting;
12. Displaying or distributing on campus sexually explicit material which may include but is not limited to photos, videos, words, signs, digital images, animated depictions;
13. Being on campus or at College-sponsored events under the influence of alcohol, illegal drugs, or medication in non-therapeutic doses;
14. Loitering in the parking lots, in and around parked vehicles.
15. Abusive language offensive to the dignity of persons, including vulgar or obscene language;

Lack of Respect for Community Authority:

1. Actual or attempted use, possession, sale, supply or purchase of illicit drugs or controlled substances;
2. Actual or attempted use or possession of prohibited or dangerous weapons;
3. Participation or involvement in criminal acts of violence, theft, or destruction of property;
4. Sexual abuse;
5. Possession of pornographic materials;
6. Possession of any unlawful or subversive materials.

Disciplinary Procedures and Appeal:

St. John's College is committed to maintaining an atmosphere of mutual respect and safety. All violations of the Student Conduct Code and College policy must be reported to the Associate Dean for Student Services who keeps such reports of incidents on file for the duration of the student's enrollment at the College.

In situations that may involve violation of Belize law, the Associate Dean for Student Services or the Dean will notify the police.

Whenever it has been determined that a student has violated the Student Conduct Code or College policy, any one or a combination of the following penalties may be imposed by the Associate Dean for Student Services or the Dean. The penalty to be imposed is determined by the severity of the violation and previous history of student misconduct.

- **Admonition** - An oral statement to the offender that he or she has violated the Student Conduct Code or College policy. Documentation of the admonition is kept in the Student Services Office.
- **Warning** – A written notice to the offender that continuation or repetition of the misconduct, within a period of time stated in the warning, may be cause for more serious disciplinary action.
- **Disciplinary Probation** – Exclusion from participation in privileges for a specified period of time as set forth in the notice of probation and conditions for more serious disciplinary action in the event of further violations of the Student Conduct Code or College policy.
- **Suspension** – Exclusion from classes and other privileges or activities for a specified period of time as set forth in the notice of suspension.
- **Expulsion** – Termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the notice of expulsion.

Procedures for Addressing Violations:

1. When any violation of the Student Conduct Code has been reported to the Student Services Office, the Associate Dean for Student Services first documents the violation, writing down the time, date, place, and description of the act, and then collects evidence and pertinent details for the files.
2. The Associate Dean for Student Services then meets with the student as soon after the incident as possible. In the meeting, the Associate Dean a.) informs the student of the accusation, b.) reviews the evidence with the student, and c.) allows the student to present evidence or comment on the evidence that has been presented. In cases where substantial grounds exist to accuse a student of use of illicit drugs or alcohol, the Associate Dean may require the student to undergo an alcohol breath analyzing test or a laboratory substance screening, at the student's expense. Refusal to submit to such test or screening may be grounds for immediate suspension or dismissal.
3. After the meeting with the Associate Dean, the student is given up to two instructional days in which to respond to the evidence presented or to present evidence in his or her favor.
4. The Associate Dean then determines, based upon a preponderance of evidence (which may include the student admitting to committing a violation of the Student Conduct Code), whether or not a violation of the Student Conduct Code has taken place.
5. The Associate Dean then informs the student in writing of the determination and the penalty. The student, in writing, acknowledges receipt of the communication.

Appeal Procedures:

A student may choose to appeal decision of the Associate Dean for Student Services. The steps in the appeal process are:

1. The student files a written appeal to the Dean within five (5) working days of the date of receipt of the written notice of the determination and penalty. The appeal should clearly state the grounds upon which the appeal is based.
2. Within five (5) working days of receiving the written appeal, the Dean reviews the evidence and reaches a determination. Three determinations are possible: 1) uphold initial determination and penalty; 2) dismiss initial determination and penalty, or 3) uphold initial determination and impose new penalty.
3. The Dean informs the student in writing of the determination. The student, in writing, acknowledges receipt of the communication.
4. The student may appeal the Dean's determination to the President. The student must file a petition for review with the President within five (5) working days of the date of receipt of written notification of the decision of the Dean. The President reviews the written records and issues a written decision. The President's decision is final.

Petition for Review:

A petition for review is a formal written request from a student to the President of St. John's College that the response to an appeal be reviewed. A petition for review will be considered only when one or more of the following three conditions exist:

- There is new and significant evidence which was not available for the appeal and which may further clarify and support the defense of the student.
- There is clear reason to believe that the penalty imposed is inconsistent with the seriousness of the violation.

There is substantial credible evidence that the consideration of the appeal was not fair or impartial, or that the established process was not followed.

The petition for review must be submitted in writing within the timeframe specified in the Student Handbook and must state the grounds or reasons for review. A copy of the written decision of which review is requested must accompany the petition.

SJCJC STUDENT DRESS CODE:

St. John's College Junior College strives to be a community of courtesy, considerateness and respect. Students should dress professionally, showing both self-respect and good sense. While the following explicit guidelines are provided the Associate Dean for Student Services reserves the right to forbid any other attire the school deems inappropriate.

1. Dresses, skirts, and trousers must fall below the knee;
2. Shirts, blouses, and dresses must have sleeves. Strapped, strapless, halter top, low-cut, tank tops, and undershirts used as outer-wear are not allowed;
3. Tops should be long enough to cover belly and lower back even when seated;
4. Sagging and excessively baggy trousers are not allowed;
5. Underwear should not be visible;
6. Obscenities or depictions of drugs, hate, or violence on clothing or jewelry are not allowed;
7. Appropriate outdoor footwear should be worn at all times.

CAMPUS FACILITIES AND USAGE POLICIES

St. John's College is situated on a spacious twenty-acre campus on the northern coastline of Belize City. The campus is shared by the High School and Junior College divisions of the College. The use of several of its facilities is shared by students in these divisions.

St. John's College considers the physical environment an important dimension of its work of providing quality educational services to students and an important consideration in the plan for the community life of the College.

Students wishing to use College facilities must seek approval from the Associate Dean for Student Services. Students will be held financially responsible for any damage to property or equipment which results from its usage.

Eating and Drinking in the following facilities has been prohibited in order to maintain sanitary upkeep of these areas:

- The College Library
- Classroom Lecture areas (Raszkowski Hall, Weber Hall)
- The Center for Student Involvement (Student Center – Zinkle Hall)
- Computer Labs
- The Art Center

CAMPUS SECURITY POLICY

All members of the College community are required to wear SJC identification cards in plain view at all times while on campus. Security booths are located at the two main entrances to the campus, one at the High School entrance and one near the Marion Jones Stadium.

The security and safety of students on campus is the responsibility of all members of the College community. The College administration encourages all students to assume responsibility for looking after each other. Students are expected to comply with the following:

- immediately report any observation of strangers on campus to the nearest source of help, including the security guard, faculty members, other students, or the Student Services Office;
- bicycles are to be kept securely locked in the bike racks at all times; any bicycle found parked on a walkway, verandah, classroom, or corridor will be impounded; students are to provide secure locks to ensure safety and security of their bikes.
- for the safety of pedestrians, bicycle riding is prohibited on walkways or verandahs;
- vehicles must be locked at all times; items will not be replaced by the College if stolen or damaged;
- any incident of mugging, robbery or violence should be reported to the security guard and the Student Services Office immediately so that the law enforcement authorities can be appropriately notified.

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.

CAMPUS ACCESS POLICY

Registered students who wish to drive their vehicles with unrestricted access to campus during the normal course of the school day 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 following periods: 7:30 a.m. - 8:00 a.m./11:30 a.m. - 1:00 p.m./3:00 p.m. - to 3:45 p.m./8:00 p.m. - 9:00 p.m.

Any student who willingly gives his or her 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 will be subject to 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 school day (8:00 a.m. to 9:00 p.m.) for the remainder of the semester or term.

IDENTIFICATION CARDS

All students are required to hold an official SJC photo identification card during the time of their enrollment. The student ID card is non-transferable and should be visibly worn by the student at all times while on campus. This card is required for social events and for use of library and computer lab facilities. All photo IDs are taken at the time of registration and are validated for two years, color coded by program of study or school and distributed through the Student Services Office. ID cards are the property of the College and may be taken away at any time. Students are required to show their ID cards to security personnel, faculty, staff, administrators and student council members upon request.

ILLNESS POLICY

Students who become ill on campus are expected to notify anyone - a faculty or staff member, a student, or a security guard - immediately in the area so that help can be provided. Such incident of illness should be reported to the Student Services Office.

If illness prevents a student from coming to school, he or she must call the Office of the Dean to report. All reports of illness will be kept on file in the Office of the Dean.

Students will be required to present a doctor's certificate to the Dean for absenteeism related to illness that requires more than two days away from school. In those instances in which the duration of time away from school may hinder the student's progress, he/she may be directed to withdraw from school or may be administratively withdrawn. The student may apply for re-admittance.

Any student suffering from any contagious disease or complaint deemed by medical authorities likely to be injurious to the health of other students in the school must stay away from school until a certificate from a doctor is presented verifying that the student is fit to return to school.

POSTING AND DISTRIBUTION OF LITERATURE

Information posted on bulletin boards is provided exclusively for students. Such information includes notices addressed to students through College offices, student organizations, the Student Government, and, periodically, by members of the general student body. Notices require approval by the Student Services Office for their posting. Any student who defaces a sign or tampers with notices will be subject to disciplinary action. Approval must be obtained from the Student Services Office for any flyer to be distributed to the student body. Magazines, newspapers or notices to be posted on College bulletin boards are subject to inspection by the Associate Dean for Student Services.

MATERNITY POLICY

Pregnant students are responsible for reporting their pregnancy to the Dean, the Associate Dean for Student Services, and their teachers, so that discussions about any changes that may be necessary to their academic programs may take place in a timely way.

SALES AND PRIVATE BUSINESS POLICY

No sales or private business on campus by students may be conducted without the approval of the Associate Dean for Student Services. No student may carry on any form of business undertaking on campus without such approval.

SCHOOL TRIP POLICY

Student trips that have specific educational advantage for the students are encouraged by the College. The proper management of trips safeguards the safety and well-being of each student going on a trip while meeting guidelines prescribed by the Ministry of Education. All school trips coordinated by student organizations must be approved by the Associate Dean for Student Services. A trip planned by an individual student or a group of students on their own, without specific communication channeled through the Student Services Office, will not be considered a school trip. In those instances the name of the College must not be used as the College does not assume responsibility in matters connected to such a trip.

Procedures to be followed for school trips include the following:

- Written communication by the trip organizers must be made to the Student Services Office; a determination of the purpose of the trip must be made;
- Written approval must be given by the Associate Dean for Student Services to the trip organizers to proceed with the necessary plans and preparations;
- The trip organizers must demonstrate a willingness to assume various responsibilities, including the following:
 - » organizers must be willing to carry out specific roles of coordinating all aspects of the trip, including supervising students and ensuring adherence to expectations of student conduct;
 - » organizers must obtain from each minor student a permission note legitimately signed by parents or guardians;
 - » organizers must review and submit a checklist outlining major considerations for proper organization of trips.

Forms for school trips may be obtained at the Student Services Office.

SOLICITATION/FUNDRAISING

No solicitation or fundraising may be conducted by students without the approval of the Associate Dean for Student Services (who will seek such approval on the students' behalf through the Office of the President). No student may use the name of St. John's College to solicit financial or other contributions. (Refer to policy on forming student organization/ clubs.)

USE OF SCHOOL 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 Associate Dean for Student Services.

VISITOR POLICY

As a way of safeguarding the general interests of students, with attention to both the safety of students and the integrity of the College community, the College administration has developed the following policy on visitors.

Any visitor wishing to see a student must report to the appropriate security booth to receive a guest pass. Thereafter the visitor must report to the Office of the Dean or Associate Dean for Student Services in order to be put in contact with the student they are intending to visit. The visitor must never go straight to the class or location where the student may be. This policy applies only to the friends or family members of students and not to those persons invited to the College by students and faculty as guest presenters, project facilitators, etc.

Visitors must be escorted by the person they are visiting at all times. It is the responsibility of the students to inform their guests of this policy and to ensure that they comply with it. All visitors on campus are expected to comply with all school policies.

IV. FACILITIES AND RESOURCES

RASZKOWSKI HALL



Named for Fr. Robert Raszkowski, S.J., the first director of the Sixth Form program and a former member of the faculty of St. John's College Junior College, Raszkowski Hall houses seven large classrooms on the first floor and the College Library, College Bookstore, Office of the Registrar, Belizean Studies Resource Centre, and Counseling Centre on the second floor.

WEBER HALL



Named for Fr. Leo Weber, S.J., a former Superior of the Jesuit Community in Belize and former President of the College, Weber Hall serves as the technological link to the information age with its state-of-the-art computer laboratories for the Junior College. The second floor houses the computer laboratories, along with audio-visual rooms, two classrooms and Paige's Cafe. Six large classrooms and the LIMEX Program office occupy the first floor.

YORKE HALL



Named for Ms. Signa Yorke, M.B.E., first Belizean and first woman Dean of St. John's College Sixth Form, Yorke Hall serves as the center of faculty activity, housing the Office of the Dean; Office of Academic Affairs; as well as the Business, Social Sciences, Humanities, and Teacher Education Departments.

MELHADO HALL



Named for Bernard Melhado, a prominent Belizean benefactor of St. John's College, Melhado Hall is home to the Jesuit community of St. John's College and the Office of the Jesuit Superior in Belize. The Office of the President and the College Finance Office are located on the first floor of Melhado Hall. Students wishing to carry on business at the Finance Office can generally do so each day from **8:00 a.m. to 4:00 p.m.**

ZINKLE HALL



Named for Fr. Ronald Zinkle, SJ, the first Dean of St. John's College Sixth Form, Zinkle Hall houses the Center for Student Involvement which serves as the social focal point for all segments of the College community. The Student Services Office and an Office of Campus Ministry are also located in Zinkle Hall.

FORDYCE MEMORIAL CHAPEL



Fordyce Memorial Chapel, named in memory of Samuel Fordyce of St. Louis, Missouri, whose widow provided the funds for its construction, was built in 1956, renovated in 2008, and rededicated in 2009. It is the principal center for prayer and worship on campus. The Chapel is primarily available for worship, fellowship, formation, and religious functions on campus. The Chapel is sacred space so other uses are secondary to these principal ones. Such secondary uses are limited to concerts, lectures, and academic ceremonies that cannot reasonably be accommodated elsewhere.

Whenever the Chapel is used, all parties are asked to respect its sanctified space. Arrangements for the use of the Chapel must be approved by the Campus Ministry Office. An Office of Campus Ministry is housed in the rear of the Chapel.

SCIENCE BUILDING/LABORATORY



The science laboratory serves as the academic headquarters for all aspiring biologists, physicists, and chemists. Lecture rooms, storage rooms and laboratories for physics and chemistry occupy the second floor while lecture rooms, storage rooms and laboratories for the study of biology occupy the first floor. The Natural Science and Mathematics Department is housed on the first floor.

THE ART CENTRE

The Art Centre – the National Centre for Art Education and Cultural Understanding - is a multi-disciplinary space dedicated to the practical development of the visual and performing arts. Courses are offered at the High School, Junior College, certificate, general interest and professional studies level. The Art Centre also has a mandate to provide outreach programs to the community.

THE AUDIO-VISUAL ROOMS

Located next to the computer laboratories on the second floor of Weber Hall, the Audio-Visual Rooms provide two spaces for viewing of television or video tapes as a part of course instruction. In various instances, audio-visual means of information dissemination form an integral part of course instruction. This facility is widely used by students in their planning and preparation of individual or group presentations as a part of their course work. Priority in the use of the audio-visual facility will be assigned to course-related work; the use of this facility for inter-curricular activities will be evaluated based on the suitability of the facility to the purposes of student needs. Students wishing to use the facility in connection with course work must contact the instructor of the course who will reserve the facility for the student; reservations will be made through the Dean's Office.

THE COMPUTER LABORATORIES



The St. John's College Computer Laboratory is located on the second floor of Weber Hall and comprises three labs - a large general use lab which is available to students and faculty throughout the day, a large classroom lab which is used primarily for instruction and a smaller lab which is used for CIS and MIS courses. The information technology network has several LAN-based software applications such as Microsoft Word, Excel, Access, Publisher, and PowerPoint. Connection to the Internet allows access to Internet services such as E-Mail and Net Browsing.

While the computer and network facilities at St. John's College Junior College are available for use to all its students, faculty, and staff, users of these computer resources must adhere to the following guidelines:

- Each user must obtain an authorized account to be used only for educational purposes. Any individual who reveals his or her account number to another is responsible for that person's use of the account.
- Users may not attempt to circumvent system protection facilities. No user should deliberately attempt to degrade system performance or prevent an authorized user access to the computer network or systems.
- Users may not engage in unauthorized duplication, alteration, or destruction of data, programs, or software belonging to others and may not copy material or other intellectual property protected by copyright.
- Users may not use electronic communication programs (such as World Wide Web or electronic mail) to send or store fraudulent, harassing, or obscene messages and or material.
- The accounts of those users who do not adhere to the guidelines above may be suspended or removed permanently.
- St. John's College reserves the right to monitor all data contained in the computer system to protect the integrity of the system and to ensure compliance with regulations.
- 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.

COLLEGE LIBRARY



The SJC College Library is located on the upper floor of Raszkowski Hall and holds numerous periodicals, encyclopedias, magazines, books, and other reference material. The following regulations guide the proper use of the library:

- The Library is a place for private 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; 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 library book has a card which must be checked by the librarian before a book is taken out.
- To ensure that all requests for books are properly processed, students are not permitted to take bags into the library at any time; bags must be kept on the bag rack at the library entrance.
- Books will be considered overdue the day following the "Date Due" as marked on the inside cover of each book.
- 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 books with cards may be taken out for a period of 2 weeks; students wishing to hold books beyond this time must return books so that they can be renewed.
- Students must return all books checked out in their names to the Librarian's Desk.
- Each student is to make sure that the Librarian checks returned books so as to avoid other students borrowing those books while they are still in his/her name, resulting in fines levied against him/her; both the student and the desk attendant have responsibility for exercising care.
- Students will be charged book fines for overdue books at the rate of 25 cents per day per book. Fines must be paid to the Librarian; students owing fines cannot check out books and will not be able to receive report cards or transcripts until fines are paid.
- Students will be charged for lost books at the list price of books plus an additional fee of \$10.00 for processing reorders.
- Students are not permitted to eat or drink in the library at any time; care must be exercised by each person using the library to ensure the availability of a quiet place of study for the entire College community.
- A photocopier for use by the College community is maintained in the Librarian's Office. All requests for photocopying are made with the Librarian.

THE COLLEGE BOOKSTORE



Located in Raszkowski Hall, the College Bookstore maintains supplies of textbooks, classroom supplies and College souvenirs. Printing credit may be purchased in the Bookstore, and photocopying service is also available.

The sales policy of the bookstore is that all purchases of classroom supplies and souvenirs are generally final upon sale; refunds will not normally be given.

THE CENTER FOR STUDENT INVOLVEMENT

The Center for Student Involvement, located in Zinkle Hall, provides all students with space for meaningful recreational activities which meet the following specific objectives:

- promotes unity among all members of the student body;
- creates and cultivates opportunities for self-development and the betterment of the student body as a community;
- builds school pride and spirit that enrich student life.

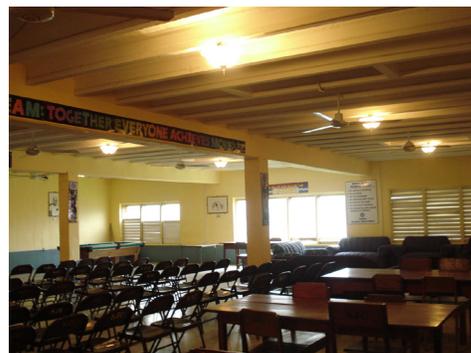
The Student Center provides space for a variety of activities, generally including:

- games of checkers, chess, table tennis
- meetings and discussions by student organizations
- discussions and preparatory work on class projects
- liturgical celebrations
- guest presentations
- assemblies
- student orientation programs
- socials
- faculty luncheons

Occasionally, there are requests for use of the Student Center either by students, faculty or others on weekends for special functions such as sporting tournaments, dinners or parties. Requests for use of the Student Center for student-sponsored activities are made through the Student Services Office, while requests for its use by others are normally handled through the President's Office.

To ensure that the use of the Student Center meets the objectives for which it exists, students are required to comply with the following regulations:

- Students should follow the schedule of activities posted at the Student Services Office concerning times and events hosted in the center from time to time.
- Students are not allowed to consume food and/or drink in the Student Center.



- Students must NOT remove furniture from the Student Center, except in cases approved by the Student Services Office.
- Students playing various games must carry on in an appropriate manner so as to ensure that all students can enjoy equal access to the space and facilities at all times.
- Students engaged in appropriate recreational activities must maintain control over noise level at all times; playing of music is not allowed while classes are in session. At no times must the noise level in the Student Center disrupt the office atmosphere in adjoining Yorke Hall.
- Students must behave in a way respectful of others, especially in their relationships with close friends; self-restraint and modesty are essential principles governing behavior. The Student Center is not a place for obscene language or inappropriate displays of affection such as heavy petting, kissing, intimate displays or other violations of the Student Conduct Code.

These regulations are provided so that the plural interests of students can be promoted while the satisfaction of appropriate standards of expectation can be insured. Disciplinary action will be taken through the Student Services Office if non-compliance with the regulations by students is repeatedly practiced.

LANDIVAR GYMNASIUM



The spacious gymnasium, which is open to the public, is located at the northern end of the campus and houses three basketball courts. It is used mainly for intramural basketball and volleyball tournaments and for graduation ceremonies.

The following guidelines apply to the use of the Landivar Gymnasium:

- All requests for use of the gymnasium, including intramurals, are made to the Athletics Coordinator, who makes the necessary arrangements through the President's Office.
- The gymnasium is a multi-purpose complex and periodically intramural games may have to be postponed because of preparatory and clean-up work related to non-College functions.



V. STUDENT INFORMATION AND SERVICES

St. John's College Junior College aims to provide quality service that considers the good of its students its chief administrative responsibility. Providing students with instant information about all aspects of administrative support enables all students to have equal access to the work of Junior College personnel.

Academic Advising

Contact your faculty advisor, your Academic Department Chair, or the Associate Dean for Academic Affairs. A number of mandatory academic advising sessions are held throughout the year. Be sure to make and keep appointments with your advisor. Failure to keep appointments or attend mandatory advising sessions may result in your name being blocked for registration and reports.

Academic Probation

The Associate Dean for Academic Affairs coordinates the academic probation program. When a student's GPA first falls below 2.00, he/she will automatically be placed on academic probation. Conditions for students on academic probation include reduction in credit load and regular consultations with the Associate Dean for Academic Affairs. A student whose GPA falls below 2.00 for more than one semester or term may be dismissed from the College.

Add/Drop a Course

Contact the Office of the Registrar (OTR). A student may add or drop a course during the drop/add period at the start of the semester or term. To add or drop a course a student must first obtain an add/drop slip from the Office of the Registrar. A member of faculty cannot add a student to his or her class. Visit the OTR offices to learn about policies and procedures which can affect enrollment and graduation.

Changes in address or telephone number

Contact the Office of the Registrar immediately. Each student is responsible for notifying the OTR of changes to ensure that his/her contact information is up to date.

Change of Program

To change your program of study you must obtain a Change of Program Form from the OTR. Permission must then be sought from your Academic Advisor and from the Academic Chair of the program to which you want to gain entrance. Please note that change of program is not automatic. Your request will depend on space availability and a determination of your academic fitness for the proposed program.

Community Service

To register for Community Service or obtain information about places to do community service, obtain community service cards and get information regarding current community service projects, visit the Student Services Office.

Dual Enrollment

If you would like to take a course for credit that is being offered at another tertiary institution, obtain a dual enrollment form from the Office of the Registrar.

Financial Aid

Visit the Student Services Office for more information about financial aid for the Junior College.

Grade Appeal

If you believe that a grade you received is not accurate, contact your teacher. If the problem is not resolved see the procedures for grade appeal in the Academic Bulletin.

Health Emergencies

If you feel sick or notice someone who is ill or injured contact the nearest College personnel. While the Student Services Office has primary responsibility for emergencies, any member of faculty, staff or administration can provide assistance.

Leave of absence

Contact the Dean.

Liturgies, Retreats and Faith Building

Contact the Campus Ministry Office.

Lost and Found

Every month a lost and found item list is posted on the SSO bulletin board located in Zinkle Hall. To claim an item, visit the Student Services Office and present a valid ID.

Please note: St. John's College is not responsible for any items stolen or lost on campus. Full responsibility for unattended items left in classrooms and College facilities lies solely with the owner.

Mail and Deliveries

Visitors are not allowed to disturb classes. If you need something to be delivered to you, contact the Student Services Office to make arrangements.

Payment Plan

Make arrangements at the Finance Office at least two weeks before the date for registration. Refer to the Financial Information section of the Academic Bulletin for details.

Personal Counseling

If you or a fellow student needs assistance visit the Counseling Centre or visit the Student Services Office to find out what SJC's Student Wellness Services can do to help you.

Scholarships for Further Study

For information about scholarships and financial aid for further study, review the information on financial aid and scholarships in the Academic Bulletin or contact your Academic Advisor.

Student Clubs and Organizations

To register for or to start a new club or organization, students must fill out an "Intent to Organize" form; contact the Student Services Office for procedures for forming student organizations and clubs.

Student Wellness

Services and information are provided through the SSO on student wellness events, programs and seminars. Information and help is offered with issues concerning general wellbeing, counseling, sexual awareness and health, HIV/AIDS, alcohol awareness, general health, financial planning and budgeting. Contact the Student Services Office for further information. Confidentiality is kept in all requests.

Transcript Request

Complete the Transcript Request Form and make payment at the Finance Office. Transcripts are picked up from the Office of the Registrar.

Tuition and fees or Statement of Account

Visit the Finance Office.

Verification Letters

For visa and insurance letters, contact the Finance Office for account clearance and pay a fee of \$5.00. The letter is prepared by the Office of the Registrar upon presentation of the receipt. There is no charge for social security letters, which may be requested at the Office of the Registrar.

Withdrawal from a Course

Contact the Registrar. Withdrawal from a course must be done through the proper process and within the specified time period. (See Academic Bulletin for details.) Students who stop attending a course without officially withdrawing will receive an "F" in the course.

Withdrawal from the College

Contact the Dean.

VI - STUDENT LIFE

1. DEPARTMENT SYSTEM:

Student development is the central concern of the College's work of service and forms the basis for the establishment of academic departments and student organizations. The entire student body is divided into five departments – Business; Natural Science and Math; Humanities; Social Sciences; and Teacher Education - each under the direction and supervision of a Department Captain and Co-Captain. Department leadership provides a focused and common service for the organization and promotion of social, cultural and athletic activities. Department members are encouraged to take an active part in all the activities of the department.

- a. **MISSION:** The department is the primary academic and co-curricular framework of St. John's College Junior College. The department is designed to provide learning experiences that lead to personal development including the development of skills, attitudes and habits that promote self-directedness, initiative, competent leadership, effective communication, faithful service, and responsible recreation. Each student belongs to a department. Departments compete for honor, glory and points, in a number of competitions including sports, fundraising, and community service.
- b. **PURPOSE:** The department is intended to serve several purposes consistent with the College mission. The desired outcomes of the department are as follows:
 - **Community Building:** The building and strengthening of ties within the school community among students and between students and faculty; the realization that we all belong to something larger than ourselves from which we derive support and to which we have much to contribute.
 - **Leadership, Organizational, and Interpersonal Skill Development:** An opportunity for students not only to develop leadership, organizational and interpersonal skills but also the skills and values involved in playing support roles of collaborating and sharing in group success; an opportunity to liberate students to dream bigger than themselves and to have a collective base of talents to bring those dreams to fruition.
 - **Competitive Team Sports:** Strengthening physical skills and enhancing values of teamwork, extending one's limits individually and collectively by friendly competition with peers and respect for the opposing team.
 - **Spirit of Service:** Building in students the spirit of service to others recognizing that actions often speak louder than words and that we are called to contribute to improving our world.

2. STUDENT LIFE

The following activities/events are generally organized through the Student Services Office for Junior College students:

- Campus Pride Day
- Cultural Day
- Intramural Games
- Mr. & Miss SJC Pageant
- New Student Orientation
- Student Assemblies
- Student Patriotic March
- Working Professionals Day

STUDENT CLUBS AND ORGANIZATIONS

The work of student leaders and faculty members, in conjunction with the administrative services of the Student Services Office, reflects the value that the Junior College places on the student life program designed to nurture the concept of educational relevance attendant to the varied interests, ideas and experiences of the student body. Student clubs and organizations are expected to have clear goals that are in concord with the College mission and to make a positive contribution to creating a healthy campus climate. All clubs and organizations must comply with the following requirements:

Procedures to Form Clubs:

- A. Recognition of a club/organization implies approval by the College of the stated aims, objectives, policies, and practices of the club/organization.
- B. Definition:
 - Student Club: a student club is formed when students come together to form one group with a common interest. Student clubs can range from entertainment, sports, special interest and hobbies, etc.
 - Student Organization: a group of students who organize themselves to work toward a specific cause or goal. Student organizations can range from special interest, community service, school outreach, volunteerism and activism.
 - Recognized Club/Organization: A group becomes an organization/club when formally recognized by the College. Formal recognition of a club/organization means, that a recognized organization/club:
 - a. may be permitted the use of campus facilities,
 - b. may have access to funds raised by the club/organization through fundraising efforts.
 - c. may use the College's name with prior approval from the Student Services Office.
 - d. has clearly stated goals which are consistent with the mission, goals, and purpose of the College.

- **Active Club/Organization:** To be recognized as an active club/organization a group must adhere to the following at the start of each academic year:
 - a. submit an "intent to form" application at the beginning of the academic year which should include: list of all members with contact information, signature of faculty advisor, and a signed club responsibility disclaimer form;
 - b. submit report of funds collected and spent in the previous year (except for new clubs/organizations);
 - c. the executive body (president, vice president, secretary, treasurer, editor etc.) of the club/organization must be in good academic standing (students who are club or organization executives must have a minimum GPA of 2.00 per semester or term);
 - d. submit calendar of meeting dates to the Student Services Office one week prior to the start of each semester or term.
 - e. submit financial plan and list of events for academic year.

- **Inactive Club/Organization:** Any group which fails to meet the requirements to be recognized as having active status will be deemed inactive and will not be eligible for funding assistance through the Student Services Office; will not be eligible to utilize College facilities; and will not receive other benefits normally accorded to active organizations/clubs. **Active status may be reinstated with approval of the Associate Dean for Student Services. A club which is inactive for more than one academic year will be declared defunct.**

C. Requirements for Recognition:

All groups must submit the following documents in order to be considered for recognition:

- Clear statement of purpose, along with a completed "intent to form" application;
- Signed and completed responsibility disclaimer form;
- Criteria for membership;
- Budget for semester or term;
- Written disclosure of all sources of funds;
- List of officers and members
- Name of a faculty advisor accompanied by his/her written commitment to serve as advisor and to supervise the club/organization.

Procedures:

- Submission of the required documents must be made by September 30 of each academic year.
- The Associate Dean for Student Services declares final approval in writing to the club/organization faculty advisor and president by the second week in October.

D. Conditions for Viability

Recognized organizations/clubs must demonstrate each year that they are viable in order to maintain active status as an active organization. Criteria for viability are:

1. submission of completed club/organization evaluation form at the end of each semester or term;

2. submission of signed minutes of meetings no less than two weeks after each meeting;
3. submission of monthly summary of all funds raised and spent;
4. at the end of each semester or term, submission of calendar of meeting and event dates for upcoming semester or term.

Rights/Responsibilities/Expectations:

All recognized club/organization must adhere and accept the following in order to maintain active status:

- No club/organization may use the College name without the express authorization of the College except to identify institutional affiliation;
- All members of the club/organization must adhere to the Student Conduct Code as stated in the Student Handbook;
- Any club/organization which engages in illegal activities, or violates SJC policies or regulations, on- or off-campus, may have sanctions imposed against it, including withdrawal of College recognition in accord with the above;
- Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of the buildings, grounds, and/or equipment requested; to regulate time and use, and to ensure proper maintenance;
- Preference may be given to programs designed for audiences consisting primarily of members of the College community;
- Off-campus social events sponsored by any registered student club/organization are to be coordinated through the Student Services Office;
- Cost incurred by the College for use of its buildings, grounds, and/or equipment may be charged to the using club/organization;
- Misuse or damage of assigned buildings, grounds, and/or equipment may result in limitations of future use of campus buildings, grounds, and/or equipment by offending clubs/organizations; the club/organization may be charged for such damages;
- The authority to allocate College funds derived from student fees for use by the club/organization rests with the College Accountant for approval;
- Club/organization budgets are approved through the recommendation of the Student Life Coordinator, and final approval is given by the Associate Dean for Student Services.
- Financial accountability is required for all allocated funds, including statement of income and expenses on a semester/term basis.
- A record indicating the financial condition of the club/organization, with supporting documents as necessary, will be submitted on official Student Services forms to the Associate Dean for Student Services at the end of each semester/term.
- All recognized student club/organizations must work with the Student Services Office when contracting services. Club/organization officers may not make verbal or written offers or agreements to contract services.
- Recognized club/organizations must demonstrate each year that they are viable in order to maintain their active status.

Active Clubs and Organizations:

- B.I.O.N.I.C.: An organization of students who are trained by the Counseling Center to assist their peers with various social and personal issues that may arise and to assist the counselors in providing psycho-educational information and workshops about social issues affecting the student body.
- Dance Clubs: Two dance clubs are active on campus. The Tap-a-di-line Dancers perform a wide range of modern and cultural pieces.
- Drama Club: The Drama Club performs skits for variety shows and also puts on its own productions, exposing the talents of the Club's members while conveying positive messages. In addition, the Drama Club is concerned about creating a friendly environment where members will feel free to socialize with everyone else while acting as well as on campus.
- Ecology Club (GECO): Increasing environmental awareness is the main objective of the Ecology Club. This is done by means of guest speakers, educational trips, clean-up campaigns, and work with primary and secondary schools on environmental projects.
- Inter-Varsity Christian Fellowship: The IVCF provides an opportunity for students from various faiths to worship together. The fellowship meets on a regular basis to praise God, share their faith and to provide moral support to each other.
- Literary Club (20 Famous Last Words): The Literary Club allows members an avenue for artistic literary expression as well as a forum for criticism and sharing of the full spectrum of literature. Members meet to share pieces of their own writing or to share the writing of some other writer that they find impressive, stimulating, controversial, and worthy of group discussion. The Literary Club publishes a collection of select work of its members, known as Metamorphosis.
- Newspaper Club (Verbatim): The Newspaper Club provides the school with an informative, educational, interesting, and exciting newspaper known as "Verbatim". This newspaper highlights issues of concern to students as well as entertains and informs.
- Peer Ministers: This is a training program that focuses on social and spiritual growth, as well as leadership and personal responsibility. Peer Ministers perform numerous hours of community service and add to the spiritual dimension of the College through their assistance with the planning of liturgies, retreats and other activities.
- SAVE – Students Against Violence Everywhere: This student organization provides awareness, programs and activities that speak out against any issue of violence in our community. Every year this organization puts together a "Peace March" in which members of the entire student body participate.

- **SJC Red Cross Volunteers:** This organization is made up student volunteers who receive training in First Aid and CPR from the local Red Cross. These students also participate and assist The Belize Red Cross in its community work and development.
- **SSOS – Students who Support Other Students:** This is a student tutorial service in which student volunteers assist the SSO in helping those students who might be facing challenges in the classroom in areas of Writing, Mathematics, Literature and History.
- **Yearbook Club (Pandanus):** The yearbook serves as an exciting account of the year’s activities on/off campus. The Yearbook Club works to produce the SJCJC “Pandanus” which displays campus and academic life. The Yearbook Club seeks the active participation of students, faculty, and staff.

Athletics and Sports

Student athletes are encouraged to contact the Athletics Coordinator in the Student Services Office or the Sports Director of the student government to participate in sports competitions. Various opportunities for participation include:

1. **ATLIB Sports:** Competitions in volleyball, basketball, football and softball among the junior colleges and universities in Belize yearly.
2. **Intramural Sports:** Intramural competitions in volleyball, basketball, football, marathons, other games, and events among the Junior College departments.

Student Government

Student governance invites students to self-directed activities that develop leadership through practice and promote empowerment through service. The Student Government is recognized by St. John’s College as the official organization representing the collective views of the entire student body on all matters of interest. Accordingly, the Student Government, mandated by provisions of a constitution and by-laws, provides the means for a clear and continuous exchange of ideas between the students and the faculty and the College administration. In this way, all students can contribute to the College decision-making and policy-formulating processes on matters of student concern.

The Student Government is constitutionally organized around two major branches, namely the officers elected at large by the student body and student officers elected by department memberships. The Student Government serves the mission of St. John’s College by:

- (a) listening to student concerns;
- (b) representing student concerns to other students, faculty, staff, and administrators;
- (c) coordinating and promoting a diverse program of entertainment and educational activities for the Junior College’s diverse student body.

It is worthy to note that although members of the Student Government are both directly and indirectly involved in service to the school community on behalf of all students, their involvement can only be as good as the commitment demonstrated by each student to the well-being of the entire student body. Thus, the College encourages students to commit themselves to service in action that affirms a vision of life essential to creative student development.

Student Support and Resources

St. John's College provides an array of services and resources to support the full and constructive engagement of students, faculty, and staff in the college community. Designed to support the academic mission of the school, all the student resources focus on enhancing scholarship, promoting wellbeing, encouraging personal as well as professional development, and stimulating intellectual vitality. The programs and services offered by the Belizean Studies Resource Center, the Campus Ministry Office, the College Library, the Counselling Centre, and the Art Centre are integral to and invite involvement in fulfilling the college mission of enhancing personal growth through education.

Belize National Center for Art Education and Cultural Understanding

The Center teaches a cross-section of subjects in the Fine Arts.

The ground floor of the Center has a ceramic and sculpture studio, gallery and a kiln room. The first floor includes the drawing, painting, printmaking, and graphic design studios.

The courses offered at the Art Center are accessible to students from other educational institutions at both the secondary and post-secondary levels. Specific courses are also offered to members of the public.

Belizean Studies Resource Centre

The Belizean Studies Resource Center was established at St. John's College in 2001 to offer three main services to the Belizean community. These are:

- the publication of the Journal of Belizean Studies and other occasional publications which promote a deeper understanding of Belize's historical, socio-cultural, socio-political, and socio-economic issues;
- a resource center for research on Belizean history and culture;
- outreach programs to help the public better understand and appreciate Belizean history.

Campus Ministry

Guided by the Catholic and Ignatian tradition, Campus Ministry serves people of all faith by:

- discovering the spiritual needs of students and faculty both in and outside the classroom
- providing the College community with opportunities for worship, study, pastoral counseling and other faith formation activities both Catholic and ecumenical
- offering direct ministry, community service, service learning, social justice education, liturgical celebrations and services, prayer and faith development activities, and student leadership training and development
- working collaboratively with all College divisions to foster the College's Catholic identity, mission and heritage
- fostering a College atmosphere of inclusion of all faiths through liaison with various religious groups
- encouraging a College atmosphere of nonviolence and global concern by offering retreats, liturgies and other activities in integration with divisional academic programs.

College Library

St. John's College Library promotes learning, teaching and scholarship by providing materials and resources that promote the curriculum of all academic divisions and also by providing reading materials for professional development and personal interests.

The library contains over 11,000 books, reference and circulating, plus local newspapers and periodicals. There is also a continually updated vertical file as well as access to numerous websites and databases. Photocopying and computer printing are also available.

Counselling

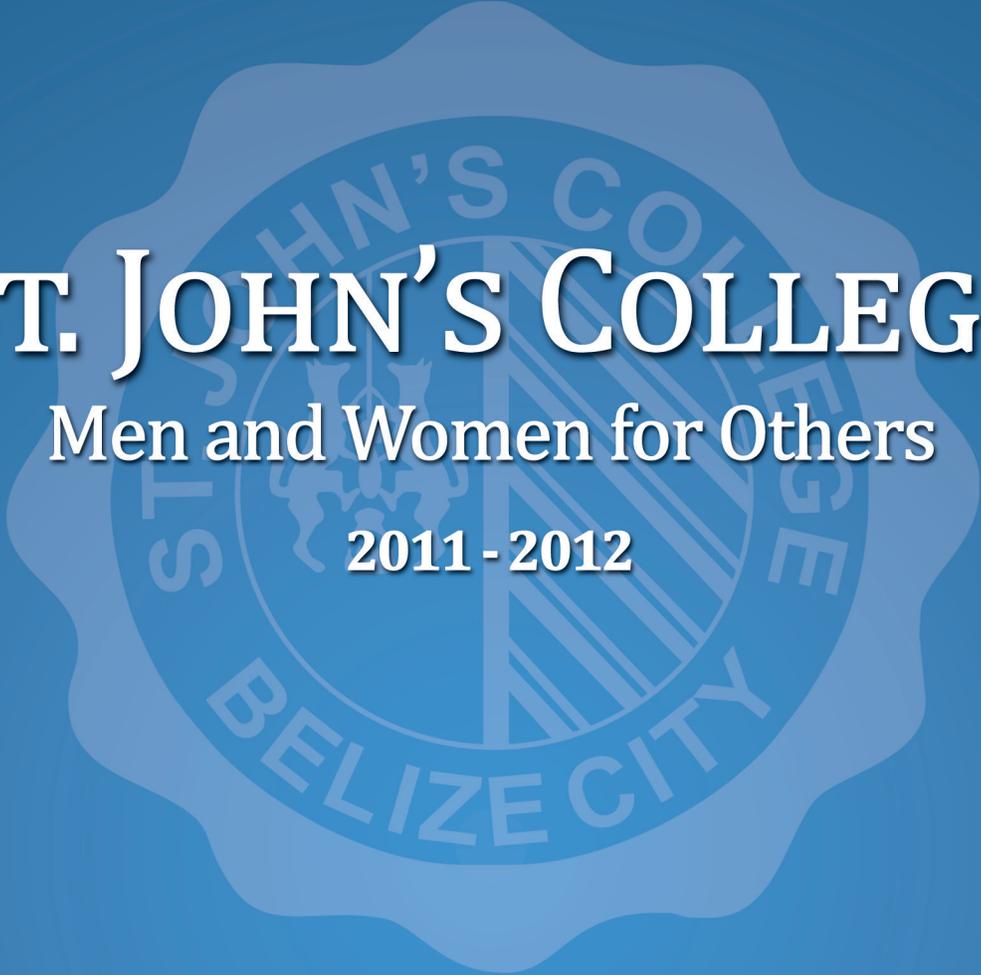
St. John's College has a Counselling Centre which provides services to St. John's College students in all three academic divisions. The mission of the Counseling Centre is to ensure the development of the whole person emotionally, socially and psycho-educationally. It also provides students with wellness 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. The Counseling Centre provides a safe and comfortable environment for all students.

Any student of St. John's College may access the counseling services provided by the Centre, either by making an appointment or dropping in. Students may also be referred by teachers, administrators and/or parents. Referral forms are available from the Dean's Office, the Student Services Office, the Counselling Centre, and online on the Counselling Centre webpage on the College website at www.sjc.edu.bz or may be requested by email at counselling@sjc.edu.bz.

Since a good therapeutic relationship in counseling depends upon a trusting relationship between student and counselor, the Counseling Centre is committed to insuring that information resulting from counseling contacts is held in strict confidence. No information is released without the student's permission, except in situations which legally or ethically require that confidentiality be breached. These include situations such as 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 Counseling Centre for further information.





ST. JOHN'S COLLEGE

Men and Women for Others

2011 - 2012

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