



Student and Parent Handbook

2023-2024 Academic Year

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Welcome to Saint John's Prep!

The Student and Parent Handbook serves as your guide to life at Saint John's Preparatory School. We expect students and parents to read it closely to become familiar with the policies, practices, and expectations of our school. The Handbook was created for the welfare and benefit of our entire school community. Please remember that you represent Saint John's Preparatory School wherever you go.

Whenever possible, we urge students to seek out the wisdom of faculty and staff who have committed their professional lives to your education and the formation of a value system that will sustain you during your time here and in your life after Saint John's Prep.

Key Contact Information

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Phone: (320) 363-3315
 Fax: (320) 363-3322

Website: <http://www.sjprep.net>

Saint John's Campus Map



- | | | |
|---|--|--------------------------------|
| 1. Quadrangle | 20. Art Center | 41. Saint Vincent Court |
| 2. Great Hall, Information Desk | 21. Saint Joseph Hall, Pottery Studio | 42. McKeown Center |
| 3. Abbey Church | 22. Power House | 43. Metten Court Apartments |
| 4. Breuer Wing of Monastery | 23. Physical Plant, Woodworking Shop | 44. Flynntown Apartments |
| 5. Student Beach | 24. Fire Hall | 45. Collegeville Institute |
| 6. Abbey Chapter House | 25. Emmaus Hall | 46. Episcopal House of Prayer |
| 7. Abbey Guesthouse | 26. Saint John's Cemetery | 47. Saint John's Parish Center |
| 8. Saint John's Preparatory School; 8a. Weber Center; 8b. Saint Bede Hall | 27. Lake Sagatagan | |
| 9. Peter Engel Science Center; 9a. New Science Building | 28. Monastic Gardens (Private) | P1 Science Lot #1 |
| 10. Alcuin Library | 29. Wimmer Hall | P2 Science Lot #2 |
| 11. Hill Museum & Manuscript Library | 30. Saint Luke Hall | P3 Prep School Faculty Lot |
| 12. Warner Palaestra; 12a. Donald McNeely Spectrum, McKendrick Hall; 12b. Clemens Stadium | 31. Liturgical Press | P4 Faculty Lot |
| 13. Virgil Michel House | 32. Saint Francis House | P5 Visitor Parking |
| 14. Saint Placid House | 33. Saint Gregory House | P6 Visitor Parking |
| 15. Saint Maur House | 34. Guild Hall | P7 Mary Lot |
| 16. Saint Boniface Hall | 35. Simons Hall | P8 Flagpole Lot |
| 17. Saint Patrick Hall | 36. Sexton Commons, Bookstore | P9 Watab Lot |
| 18. Saint Bernard Hall | 37. Saint Mary Hall | P10 Palaestra Lot |
| 19. Saint Thomas Aquinas Hall | 38. Music Hall and Humphrey Theater | P11 North Palaestra Lot |
| | 39. Saint Benet Hall | P12 Flynntown Lot |
| | 40. Seton Apartments (Earth Sheltered) | P13 Art Center Lot |
| | | P14 Fire Hall Lot |
| | | P15 Power House Lot |
| | | P16 Liturgical Press Lot |
| | | P17 Seminary Lot |

Section I: About Saint John's Prep

History

Founded by the monks of Saint John's Abbey in 1857, Saint John's Preparatory School embodies a long tradition of Benedictine education. Since the sixth century, followers of Saint Benedict have lived the monastic life of worship and work, seeking to integrate a life of spirituality, scholarship, and the formation of a Christian community.

Saint John's Preparatory School is the oldest continuously operating secondary school in Minnesota and has evolved over its long history into one of the finest Catholic secondary schools in America. We enroll more than 275 day and boarding students in a grade 6 to grade 8 Middle School and a grade 9 to grade 12 Upper School. Our students come to us from more than a dozen different nations and from more than two dozen communities in Minnesota, and represent a variety of faiths, traditions, and cultures. Offering a curriculum anchored in the liberal arts and sustained by values of our founding and sponsoring Benedictine community, Saint John's Prep today is recognized as a premier arts and sciences world school in the Catholic Benedictine tradition.

Mission

Saint John's Preparatory School educates our students for a lifetime of learning, leadership, and service in a global society, celebrating our Catholic Benedictine tradition.

Vision

We will provide a premier college preparatory experience, preparing our students to excel academically, grow spiritually, develop socially, and serve compassionately.

Values

Community, Integrity, Excellence, Spiritual Growth

Purpose

We prepare our students for lives of purpose, achievement, and service. We practice and model a culture of excellence and aspiration built on four pillars: a culture of innovation, imagination, and creativity; a culture of values; a culture of community; and a culture of assessment.

Catholic and Benedictine Values

We believe that the divine presence is everywhere. RB 19

An Arts and Sciences World School in the Catholic Benedictine Tradition

Since its founding in 1857, Saint John's Preparatory School has provided exceptional education in the Catholic Benedictine tradition. Prep has continuously dedicated itself to both educational development and personal formation, seeking to prepare our students for lives of purpose, service, and achievement.

The Benedictine values and wisdom tradition that defined our founding continue to animate the soul and practice of Saint John's Prep. We strive to "listen with the ear of the heart," as Saint Benedict directs us in the *Rule*, to the needs of all members of our school community. Benedictine education calls for a lively

interplay between rigorous thinking and the development of practices for a purpose-filled life. Though 1,500 years old, it remains a vital, living tradition.

We prize and prioritize community at Saint John's Prep, the awareness that each of us is not only an individual but also part of God's entire creation. Community formation provides opportunities to embrace difference and provide mutual support. Shaped by our Benedictine values, the educational experience at Prep sets its sights on the transformation of mind and heart. We encourage an active sense of belonging in our school and empathic engagement with the world around us.

Our Benedictine Values

Awareness of God

We seek God not in the abstract but in the ordinary events of each day. We find God in our work, our prayer, and our leisure.

"We believe that the divine presence is everywhere." RB 19

Community Living

We become who we are by our relationships with others. We find strength and purpose in supporting one another.

"Let all things be common to all." RB 33

Hospitality

We offer acceptance, joy, and empathy in welcoming others. We actively strive for peace in our communities.

"Let all ... be received as Christ." RB 53

Justice

We work toward a just order in our immediate environment and in the larger society. We create and sustain a culture of respect, dignity and understanding.

"... that in all things God may be glorified" RB 57

Listening

We listen keenly and sensitively to the voices of all people. We believe that God works in and through all of creation.

"Listen carefully ... with the ear of your heart." RB Prologue

Respect for Persons

We respect all people, honoring each person's unique gifts and abilities. We discover new truths about ourselves and our world by engaging others across difference.

"No one is to pursue what is judged best for oneself, but instead, what is better for someone else." RB 72

Stewardship

We foster a fundamental reverence toward the creation that God has made. We care for the school as well as the earth and the environment.

"[R]egard all the tools and goods of the monastery as the sacred vessels of the altar, aware that nothing is to be neglected." RB 31

Moderation

We honor all of God's creation by living with balance and gratitude. We encourage balance in school work and activities, recreation, prayer and reflection.

"All things are to be done with moderation." RB 48

Community Standards and Expectations

All guests who present themselves are to be welcomed as Christ. Proper honor must be shown to all. RB 53

At Saint John's Prep, we are called to welcome all people and to respect the dignity of each person. We preference a common good in support of community, committing ourselves to the practice of justice. Our values demand deep listening, with both the ear and the heart, to the voices of all those around us, particularly the voices of the suffering and the oppressed. And they teach us to actively strive for peace – with self, with others, and with God. These values and commitments are central to our identity and to our community.

As a world school, we believe that an exceptional education requires an understanding and appreciation of cultural differences and values many voices, perspectives, and experiences. We dedicate ourselves to a learning experience that reflects respect for all people, honors each person's dignity and gifts, and teaches students to discover new truths by engaging others across difference.

We expect our students to be responsible citizens and cooperate in creating and contributing to a school experience that reflects our Benedictine values and commitment to community. In this spirit, we expect all members of the Prep community to demonstrate common courtesies and respect for others. We demonstrate this daily by the following examples:

- We greet each other and say hello to those we see on school grounds or in the hallways
- We pick up trash or garbage lying on the ground
- We express gratitude and respect to those who teach our classes, clean our buildings, serve our food, provide our transportation, and provide other important services we use each day
- We address conflict and disagreement directly with each other by speaking respectfully and listening to the other person's point of view

All members of the Saint John's Prep community—students, faculty, staff, and families—are responsible for creating and sustaining a culture of respect, dignity, and understanding. At Prep, we welcome all as Christ, embracing the unique identity and talents of each person, and preparing our students to develop the cultural agility and moral foundation to lead and thrive in a 21st century world.

Governance and Leadership Structure

Relationship to the Order of Saint Benedict

The Order of Saint Benedict (OSB) is comprised of three Divisions: Saint John's Abbey, Saint John's Preparatory School, and the Liturgical Press. The Board of Directors/Senior Council is the main governing body of the Order of Saint Benedict in consultation with monastic chapter as defined by canon law. Saint John's Preparatory School is governed by a Board of Regents which has delegated authority from the OSB Board of Directors.

Board of Regents

The Order of Saint Benedict has drawn up Statutes through which it established Saint John's Preparatory School, which is operated under the guidance and governance of the Board of Regents (Board). The membership, powers, and functions of the Board are delineated in the Statutes, as well as the powers retained by the corporation and rights and powers reserved to the Abbot of Saint John's Abbey. It specifies the Head of School as the chief executive officer of Saint John's Preparatory School.

The Saint John's Preparatory School Bylaws specify the power and functions delegated to the Board by the Abbey and describe the structure of the school's governance and administration. A current copy of the Statutes, the Saint John's Preparatory School Bylaws, the members of the Board of Regents, and the Regent Committees are available in the Head of School's office.

Head of School and Leadership Team

The Head of School is the chief executive officer of the school. The Head of School appoints an administrative team to carry out the school's programming and achieve its mission. The Principal leads day-to-day operations of all educational and programming endeavors, articulates and regulates conduct and discipline matters, and is the officer to whom the faculty reports. The leadership cabinet includes the Head of School, Principal, Vice President of Advancement, Director of Finance and Facilities, Director of Residential Life, and Director of Admission and Enrollment Management.

Accreditation and Affiliations

Saint John's Prep is accredited by the Independent Schools Association of the Central States (ISACS).

We also are active members of many national and state educational and professional organizations, including the National Catholic Education Association (NCEA), the National Association of Independent Schools (NAIS), The College Board, the Character Collaborative, the Minnesota Independent Schools Forum (MISF), and the Minnesota Association of Independent Schools (MAIS).

Non-Discrimination Policy

Saint John's Prep administers its educational programs, including admission and financial aid, without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, or disability. We are committed to compliance with all applicable anti-discrimination laws and do not unlawfully discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, age, marital status, disability, familial status, status with regard to public assistance, or other legally protected category or characteristic, in their programs and activities.

Partnership with Parents

Saint John's Prep works in partnership with parents in support of our students' education and formation. Parents contribute to the academic and developmental success of their students in a number of important ways:

- Establish schoolwork as a priority at home
- Stay informed about events, activities, and developments at Saint John's Prep
- Ensure students' prompt and consistent attendance
- Communicate respectfully and regularly with faculty and staff
- Support the policies and expectations of the school outlined in this handbook.

Section II: Daily Life at Saint John's Prep

School Day Hours

Saint John's Prep opens to students at 7:30 a.m. Classes end by 3:10 p.m. unless otherwise specified in the calendar. School activities and athletics meet shortly following the conclusion of the school day, following schedules assigned by advisors and coaches. Students not involved in after-school activities must depart the school by 3:30pm. We encourage parents and students to follow published times of student supervision.

The school office is open between 7:15 a.m. and 3:45 p.m. on school days. In the event of emergency or significant difficulty with transportation arrangements, please call the Main Office at 320-363-3315.

School Day Schedule

The school calendar, including the daily schedules and school-day events are posted in *Schoology* and *Connect2Prep*. Students and families can access the athletic calendar at www.prairieconference.org. Athletic and club activities will also be posted in both *Connect2Prep* and *Schoology*.

Families should familiarize themselves with the school's daily and yearly calendar. We will announce and publish calendar changes in *Schoology*, *Connect2Prep*, and the *Principal's Weekly Update*.

Full schedules are posted in Connect2Prep.

8:00 START - 65/8 DAY CYCLE									
DAY	A	B	C	D	E	F	G	H	MINUTES
8:00-9:05	1	6	3	8	5	2	7	4	65
9:10-9:35	COMMUNITY TIME								25
9:40-10:45	2	7	4	1	6	3	8	5	65
10:50-11:55	3	8	5	2	7	4	1	6	65
12:00-12:50	LUNCH								50
12:55-2:00	4	1	6	3	8	5	2	7	65
2:05-3:10	5	2	7	4	1	6	3	8	65

Homeroom and Advisory

All Middle School students are assigned to a homeroom. Upper School students are assigned to a faculty advisory in their 9th grade year which remains through graduation. Upper School advisories meet weekly, supporting the academic and formational programs of the school. Faculty advisors assist students in course planning and selection.

Mass and Prayer Services

As a Catholic Benedictine school, gathering in community for prayer and Mass are central to our student experience. Community prayer services typically are scheduled three times a month, Mass in the Abbey Church once a month. All students are expected to attend community prayer services and Mass.

School Communication

Connect2Prep is the primary student management tool. The school calendar, at-a-glance and daily schedules, Saint John's Prep Policies, Dining Services, Prep Gear, transportation information, etc. can be found in *Connect2Prep*. *Schoology* is the day-to-day classroom communication and student learning tool. It also includes individual school club/activity message postings regarding schedule updates or reminders. In addition, we use *Constant Contact* for group email messages to our parents and alumni.

All notices of club meetings, athletic and social events, and general information about activities will be sent to students via *Schoology*. All student posters, signs, and announcements must be approved by an advisor, teacher, or administrator.

School Cancellation

Saint John's Prep shares an Emergency Alert System with Saint John's University and the College of Saint Benedict to provide emergency notifications and weather-related notifications. The system will automatically send emergency notices to student email accounts. Typically, information about school cancellation will be available by 6:30 a.m. We also will notify parents for early school closures.

When school is cancelled due to bad weather or other unforeseen reasons, students may be required to complete classroom work online. Teachers will use *Schoology* on those days to post student expectations by 8:00 a.m. Teachers will be available for online help during regular school hours. Students are responsible for the day's class work and any other work assigned.

Drop-Off and Pick-Up

Parents and family members should pick-up and drop-off students on Watertower Road in front of the school. To ensure pedestrian safety, and to allow school buses to drop off students in front of the building, drivers should enter Watertower Road from the east (from Prep Road). Traffic on Watertower Road often is congested during morning pick-up and afternoon drop-off times. We ask that drivers not linger in line after having picked up or dropped off their student.

School Bus Information

Families who live within the boundaries of the ISD 742 (St. Cloud) boundaries can choose to ride a school bus. The ISD 742 bus departs from Saint John's Prep on regular school days at approximately 3:25 p.m. The route runs in reverse of the morning route. There is an additional bus for students involved in after-school activities that departs Prep at approximately 5:30 p.m. The activities bus service does not operate on early dismissal days and may not

operate in the event of severe weather. Announcements regarding changes to busing will be made in the event of any changes.

Students riding the bus are expected to be courteous and orderly and to follow all bus rules. Students who see or experience inappropriate behavior on the bus should report it directly to the driver and to the Principal. Student misconduct on the bus is subject to disciplinary consequences at school.

Student Parking Permits

Students with a valid driver's license may have a car on campus but must obtain a parking permit for a personal vehicle from Saint John's Life Safety Services. Students must park in the designated area in the front of the school (marked by signposts). Parking rules and information can be found on the Traffic and Parking Bureau website: <http://www.csbsju.edu/sju-life-safety-services/traffic-and-parking-bureau>. Students may not return to their vehicles until the end of the school day without permission from school staff. Student parking on campus is a privilege that may be revoked for inappropriate behavior or disregard for school or campus policies.

Visitors and Guests

Saint John's Prep values and welcomes family, alumni, and other guests to campus. During the regular school day, all visitors must report to the Main Office and sign-in upon arrival to obtain and wear a Visitor's Pass. Upon departing, visitors must sign out and return the pass in the Main Office.

Safety of the school community is a top priority. Visitors must have legitimate cause to be granted access to the school building and grounds. The school reserves the right to deny school access for visitors who do not have legitimate business or if the activities of the school day are not conducive to allowing guests. Saint John's Prep does not allow social visits by friends or siblings.

Students interested in attending Saint John's Prep are invited to spend a day at the school. All visits must be pre-arranged with Admission staff. Current high school or middle school students who wish to visit must have a parent or guardian call the Admission Office in advance.

Food and Dining

Saint John's Prep does not have a school cafeteria. However, we do have a Snack Bar (operated by Saint John's University) that offers a variety of hot and cold lunch foods for purchase. Students who wish to purchase lunch on campus may open a dining account. Students or parents may deposit funds into such an account in the Main Office or the Student Accounts Office.

Upper School students in good academic and behavioral standing may use the Refectory or Sexton Commons dining halls located on the Saint John's University campus. Middle School students may use only the Prep School Snack Bar. All students are welcome to bring their own lunch to eat in spaces throughout the school.

Saint John's Prep does not receive federal or state aid for meal programs. Consequently, students must pay the full cost of meals and a la carte options. Pricing is posted at the Prep School Snack Bar. Pricing for the Refectory and Sexton Commons can be found at <http://www.csbsju.edu/sju-dining-service>.

Student Photo ID Cards

All Saint John's Prep students receive a machine-readable photo ID card, issued by Saint John's Life Safety Services at no charge upon enrollment. In addition to serving as a photo ID, the Prep ID card uses technologies to permit students to gain access to campus buildings and events and allow you to take advantage of many services, including

meal purchases in the Snack Bar or University Refectory, door access to Saint Michael Hall, books and material checkout at the Alcuin Library, and access to Prep and University athletic and fine arts events. Students must always have their ID cards available during the school day. ID cards are issued *only once* during the student's duration at the Prep School. Student cards expire when a student graduates, is not registered for classes, or leaves during the school year. Life Safety Services will assess a replacement charge of \$25 for lost, stolen or damaged cards. Students must report a lost or stolen ID card to Life Safety Services (ext. 3144).

Personal Belongings on Campus

Students may bring personal items with them into the school building. Students are asked to store items properly in a backpack, athletic bag, purse, or locker. Belongings left unattended in the school building will be collected by school staff and stored in the Main Office. If unclaimed for more than two weeks, the school will donate them to a local non-profit organization.

Student Lockers

Students must maintain their lockers and clean them at the end of the school year. Saint John's Prep and Life Safety Services reserve the right to search student vehicles, lockers, residence hall rooms, possessions, and personal property without prior notice on campus with reasonable suspicion of a breach of safety or violations of the policies in this handbook.

Dress Code

The purpose of a dress code is to provide all students with a comfortable and respectful learning environment. Saint John's Prep expects that student attire be neat, clean, and appropriate for school, including at dances and other school-sponsored functions. The administration reserves the right to determine if a student is dressed appropriately for school. Students inappropriately dressed may be required to change their clothing. Clothing displaying suggestive, profane, or illegal content or symbols is not allowed. Exceptions to the dress code for cultural or religious reasons must be pre-approved by the Principal.

We encourage students to come to school in collared shirts, nice pants/slacks, dresses, or skirts on formal or special days (e.g. Convocation, Mass, special lectures and assemblies, or other days designated by the Principal as "dress-up" days).

Information and Image Release

Prep may release information about student achievements, performances, and participation in activities to media outlets and/or used for promotional reasons. Families may request, in writing, that a student's image or information not be released to the media or used in publications. Requests to withhold images should be sent to the Director of Communications and to the Principal.

Section III: Academic Policies, Expectations, and Programs

Academic Requirements and Expectations

Saint John’s Prep offers a rigorous Middle School and Upper School academic experience that integrates disciplines and supports holistic development of students. The Upper School academic record for Prep students begins with course work in 9th grade. We expect students to take advantage of the educational opportunities provided at Prep to apply themselves the very best they can inside and outside of the classroom. Students must earn the total amount of required credits to graduate from Saint John’s Prep, enrolling for a minimum of five classes each academic term. A complete list of graduation requirements can be found in Appendix A of the Handbook.

Sample Schedule Depicting Fulfillment of Graduation Requirements

Period	Grade 9	Grade 10	Grade 11	Grade 12	Required Credits (Years)
1. English	English 9	American Lit	British Lit	World Lit	4
2. Social Studies	World History I	World History II	American or US History	Law & Gov or World Affairs	4
3. Science	Physics	Chemistry	Biology	Medicinal Chemistry or Astronomy	3
4. Math	Geometry	Algebra II	Pre-Calc	IB Math or Statistics	3
5. World Language	Spanish, German or Chinese	Spanish, German or Chinese	Spanish, German or Chinese	Spanish, German or Chinese	3
6. Fine Arts	Elective	Elective	Elective	Elective	2
7. Theology	Theology I	Theology II	Theology III	Theology IV	2
8. Health & Phys Ed	Health & Phys Ed 9	3 Activities (1 Physical)	2 Activities (1 Physical)	2 Activities (1 Physical)	.5
Interim & Electives	Elective	Elective	Elective	Elective	3.5
TOTAL					25

College Courses

Academically qualified 11th and 12th grade students at Prep may enroll in college courses at the College of Saint Benedict and Saint John’s University. College courses are available to Prep students on a space-available basis. College courses vary by discipline, time, and campus location (SJU or CSB). Students interested in college coursework should contact the Student Services Office for more information.

Grading and Academic Progress

Saint John’s Preparatory School utilizes the following unified scale to award grades:

A	100-93%	C	77-73%
A-	92-90%	C-	72-70%
B+	89-88%	D+	69-68%
B	87-83%	D	67-63%
B-	82-80%	D-	62-60%
C+	79-78%	F	59% and below

Prep uses weighted grades in advanced level courses, which carry a GPA designation based on a 4.5 scale, rather than the standard 4.0 standard for all other courses. Only final semester grades are weighted. Grade-weighted courses are the AP and Honors courses.

Students and parents can view daily grades, quizzes, and test scores on *Schoology*. Progress Reports and unofficial transcripts are available on Connect2Prep. Faculty also communicate academic progress to authorized parents/guardians. Saint John's Prep expects faculty to notify students when a grade falls below a C- in class, identifying missing assignments and suggesting ways to improve academic performance. Parents/guardians will also receive a weekly Parent Digest email from Schoology each Friday afternoon when school is in session that details their child(ren)'s week within the classroom and their activities.

Preliminary grades are issued at the end of grading periods within each semester. Information reported at the end of a grading period describes the progress of students to that point in the semester. Final semester grades are permanent and entered on the student's official school transcript. The cumulative grade point average is based on semester grades earned each academic year.

Communication is critical to engaging families in the academic life of the school. Faculty upload an updated course syllabus to *Schoology* prior to the start of each semester. The syllabus describes course expectations, assignments and major activities, and grading standards.

Students must maintain good academic standing (a minimum cumulative GPA of 2.0) to advance to the next grade level. Prep closely monitors student academic and social progress to support learning and academic progression.

Student Transcripts

A student transcript is an official record containing the academic history of a student while enrolled at Saint John's Preparatory School. The transcript contains the following information:

- Student name (first, middle, and last name)
- Address
- Student date of birth
- Student date of enrollment
- Student date of graduation (or withdrawal)
- Course name, credit, and letter grade earned by semester; a total of eight semesters
- GPA information Note: Disciplinary incidents are not part of the student's official transcript.

Official transcripts must be sent directly from Saint John's Prep. All financial accounts must be settled, including tuition and fees, for a student's official record to be released. Current students are not charged for official transcripts.

Educational Records

The school maintains educational records (e.g. transcripts and grade reports) that contain data on the student's educational experience before and during their enrollment at Saint John's Prep. Custodial parents of minor students and students aged 18 or older have authorized access to the following information:

- Grade reports
- Unofficial transcripts (before graduation) and official transcripts (after graduation)
- Attendance summaries and disciplinary summaries.

In addition, supplementary documents provided to the school by other organizations (e.g. court orders, specialized testing results) may be accessed for viewing or via photocopy. The school may provide original documents upon graduation. Official education record files do not include personal or working notes of school staff. Requests for student records must be made in writing and submitted to Student Accounts with a completed *Educational Records Request* form (available on *Connect2Prep*).

Educational records of students transferring to other schools will be sent directly to the school via U.S. Mail, fax, or e-mail. Pursuant to Minnesota law, official education record files at Saint John's Prep include information about student suspension or dismissal in documents that are transferred to another middle school or secondary school.

Academic Honors

Honor Roll. An Honor Roll at the end of each semester recognizes student academic achievement. The Principal's Honor Roll recognizes students attaining a semester GPA of 3.0 to 3.49. The Head of School Honor Roll recognizes students who earned a semester GPA of 3.5 or higher.

National Honor Society. Juniors and seniors who have earned a cumulative grade point average of 3.5 or higher are eligible for membership consideration in the National Honor Society. In addition to academic achievement, NHS members also must demonstrate leadership, service, and character. NHS-eligible students will receive information about the selection process during the spring term of their sophomore year. Students are selected for membership in the spring.

Graduate Honors. Prep specially recognizes the following academic achievements at Commencement: completion of the Academic Distinctions, Academic Honors, membership in the National Honor Society, and membership in Mu Alpha Theta (the national high school mathematics honor society).

Academic Honesty

Saint John's Prep expects personal integrity and honesty in all forms of academic work. Students are encouraged to engage their intellect and creativity to produce original work that represents their own knowledge, skills, beliefs, and values. Students should pay close attention to correct methods of citing sources in their scholarship and must be proactive when communicating with faculty about their work if they are uncertain about meeting standards of academic integrity.

Examples of academic misconduct include:

- Presenting another person's language, ideas, or works as your own without properly acknowledging the source (referred to as plagiarism). *A work need not be identical to the original to be considered plagiarism.*
- Cheating on a quiz, exam, or assignment by using concealed answers or copying another student's work.
- Copying another student's assignment or allowing them to copy yours.
- Sharing information about a quiz, test, or other assessment.
- Using unauthorized aids on tests or quizzes, such as cheat sheets, programmed calculators, or any other device, electronic or otherwise.
- Employing somebody to do your work or downloading, purchasing, or stealing materials or files without permission.
- Utilizing AI for papers, assignments, presentations, and assessments.

Incidents of academic misconduct are addressed by the classroom teacher. Teachers consult with the Principal and share incidents with parents. Students typically will receive a zero for work deemed academic misconduct, though a violation on a midterm or final exam could result in a failing grade. Repeated or egregious academic misconduct could result in suspension, probation, or expulsion from Saint John's Prep.

Academic Probation

Students must meet the following minimum academic standards to continue their enrollment at Saint John's Prep:

- A grade point average (GPA) of 2.0 or higher each semester
- Grades of C- or better in every course at each grading period
- Satisfactory progress toward graduation
- No incidents of Academic Misconduct

Students not meeting these standards may be placed on academic probation for the following semester. While on academic probation, students must attend a supervised study hall and work with the Student Services staff to address challenges and monitor progress. The student must raise their GPA to 2.0 or higher by the end of the probation semester or risk dismissal from Prep.

Academic and Social Support

Saint John's Prep provides significant academic and social support services for students. Student Services staff coordinate supervised study periods, tutoring, test preparation, homework and study strategies, college guidance and more. Should a student be identified as needing extra academic and/or social support to succeed at Prep, the student, parents/guardians, and the Student Services staff will meet to develop an appropriate accommodation plan. Accommodation plans are implemented at the discretion of the school and require testing or documentation to demonstrate needs and address recommendations made by a specialist or medical professional. Some academic or social support needs may exceed what Saint John's Prep is able to provide. In those cases, Student Services staff will advise parents and students about other options for students.

Aspire to Excellence Program



Saint John's Preparatory School's exclusive program, Aspire2Excellence, allows students to be the architect of their own experience and future. Our distinctive approach to education challenges students to be deeply creative thinkers, intellectual risk-takers, experiential learners, and imaginative problem solvers. Our students have opportunities to develop a personalized learning plan made up of core courses, merits, and distinctions. We provide them with the flexibility and encouragement to discover who they are and what they love.

Melk Program

Prep has participated in an academic exchange with Stiftsgymnasium Melk (Austria) since 1966. Since its inception, the exchange has provided students from Melk and Prep with extraordinary learning and cultural immersion experiences. The program provides Prep students an opportunity to study for a full academic year in Melk. The Melk Program is offered to students beginning in their 10th grade year. Criteria for successful application includes, but are not limited to a minimum GPA, completion of some study in German at Prep, and endorsement of Language Department faculty and the Principal. For further information about the Melk Program, contact the program director, Martina Talic at mtalic@sjprep.net.

Independent Study

Students in good academic standing may pursue advanced academic studies with a coordinating faculty member via an Independent Study. Specific requirements and credits available are determined by the coordinating instructor and the Principal. For more information, contact the Principal or a faculty member in a desired field of study.

Interim

Early in the second semester, Saint John's Prep offers a whole-school Interim week providing students an opportunity to engage in focused learning experiences not typically offered during the semester. Interim courses may include field trips or other off-campus study, international and domestic service trips, topical subjects, and other learning experiences. All students must participate in the Interim program each year.

Field Trips and Retreats

Field trips and retreats are integral to the academic and formation programs at Saint John's Prep. Parental permission to participate in field trips and retreats is granted upon completion of required enrollment forms prior to the start of the academic year. Parents with questions about student participation should contact the Principal or coordinating faculty member. Parents interested in volunteering as chaperones for field trips or retreats should contact the coordinating faculty member.

Study Hall

Study halls provide students with dedicated time to complete homework, study, develop academic skills, receive individual support, and collaborate on academic projects with other students. Study halls are scheduled as classes at Prep and may be added to student schedules to support academic or disciplinary needs.

All Middle School students are enrolled in a study hall. Upper School students with a GPA of 2.5 to 2.99 are assigned one study hall every other day. Students with a GPA of 2.0-2.49 are assigned a daily study hall. Students below a 2.0 GPA are assigned a study hall any open periods they may have during their day, except for lunch. Parents, the Principal or Counseling staff may place a student in one or more daily study halls as needed to serve specific academic or behavioral situations. Students on Academic Probation will be assigned to study hall.

Examination Schedule

National Testing Day	October 18, 2023
Fall semester final classes, including exams	December 20, 2023
Spring semester final classes, including exams	May 22, 2024

Section IV: Attendance

Regular attendance is vital to learning and a critical component of earning course credit. Students must attend all scheduled classes every day.

NOTE: The school may amend attendance policies based on Covid conditions and public health guidance. Students and families will be notified of any changes via Schoology.

Late to School/Class

Saint John's Prep expects students to arrive to school and class on time. Students with a first period open must sign in at the Main Office before 8am. Students who arrive in the morning late to school must sign in at the Main Office and obtain an admittance slip before going to class. An accumulation of three (3) or more "late" arrivals to class is subject to detention before or during school. Any student arriving more than 15 minutes late to class without an excuse is subject to a disciplinary consequence. At the faculty's discretion, students may be required to make up any work resulting from late arrival.

Daily Absence

If a student expects to be absent from in-person instruction, a parent or guardian must notify the Main Office by 7:30 a.m. by phone (320-363-3315) or by email (sjpooffice@sjprep.net). Students may not excuse themselves from school. An unexcused absence is defined as any of the following:

- Removal from class for misbehavior
- Leaving early from class without permission from the teacher
- Missing from class for more than 15 minutes
- Missing class without approval from the Main Office or a teacher

Students must remain on the Saint John's campus throughout the school day. All requests to leave campus must be cleared through the Main Office. If a student must miss school during regular school hours for an appointment, a parent or guardian must call or email the Main Office before the school day begins to indicate the date, time, and expected return time from the appointment. Students must check out at the Main Office before leaving for an appointment and check in if they return prior to the end of the school day. Absences from class without notice or excuse (e.g. skipping class or leaving campus without permission) may carry a disciplinary consequence.

Students must complete all work missed or assigned during a class absence. Students scheduled for an assessment should make arrangements with the teacher before leaving to arrange a make-up or alternate time. Voluntary or unapproved absences during final examinations may result in the forfeit of credit in those exams.

Illness and Appointments

Saint John's Prep requests that, whenever possible, medical appointments be made outside of the school day. If that is not possible, parents should email the Main Office at sjpooffice@sjprep.net with the date and time of the scheduled appointment. Students must check-out from the school in the Main Office before leaving and, if returning prior to end of the school day, check back in before returning to classes. Failure to follow this procedure may result in an unexcused absence.

Extended Absences

If a student must miss school for an extended period, a parent or guardian must report the absence by emailing the Main Office and the Principal at least one week in advance. In addition, prior to the planned absence, the student must complete and submit a *Planned Absence Form* (requiring signatures from the student's teachers) to the Main Office.

Parents of a student with a chronic or acute health condition requiring an extended absence should communicate with school staff (Main Office, Teachers, Counselors, School Nurse, and the Principal), providing detailed and comprehensive documentation regarding the absence. All extended absences related to chronic or acute health conditions or other conditions require appropriate professional documentation.

Excessive Unexcused Absence or Tardiness

School attendance is mandatory in the State of Minnesota. Saint John's Prep follows state and county truancy reporting laws and policies.

If a student is excessively or chronically absent or tardy, parents or guardians and the student must meet with a school counselor and appropriate staff and commit to an *Attendance Agreement*. Failure to meet the terms of the *Attendance Agreement* may result in withdrawal from Saint John's Prep. The school also reserves the right to withhold or adjust credit in cases of excessive absence, including retaining a student in their current grade level. The school reserves the right to require a family to withdraw the student from Saint John's Prep after extended or excessive absences without adequate documentation. Excessive absence is defined as missing five consecutive days of school without medical documentation or missing twenty total days due to undocumented absence in a semester.

Student Medical Leave

Students who experience a protracted physical or mental illness or condition may be placed on a Medical Leave to receive support while away from school and transitional services upon return. Medical Leaves must be approved the Principal. Student Services staff coordinate Medical Leave requirements, communicating with the student, parents, teachers, and medical professionals to provide an accommodation plan for the student.

College Visits

As a college preparatory school, we value campus visits as part of the college selection and acceptance process. We recommend that parents and students schedule college visits during calendar breaks when school is not in session. When that is not possible, parents must contact the Principal at least two work days in advance to request an excused college visit. College visit requests may not exceed a total of ten (10) days in an academic year. Students are responsible for all assessments and work missed or assigned during the absence.

Open Periods

Upper School students may have "open periods" in their schedule, during which no course or other explicit obligation is assigned. These periods are a privilege for students in good academic and behavioral standing and may be used for study at a student's discretion, in dedicated and appropriate locations in the school building. Students may not leave the Saint John's campus during open periods except for approved appointments. Open periods may be suspended or revoked for academic or disciplinary reasons.

Section V: Student Activities

Co-Curricular Philosophy

Co-curricular programs and activities at Saint John's Prep support and reflect the school's mission. They promote the school's values and a variety of skills which enable students to develop their potential in an atmosphere of fun and friendship. Prep provides a wide range of co-curricular opportunities to encourage broad participation for all students.

Co-Curricular Programs and Activities

We encourage all students to participate in at least one co-curricular activity. Saint John's Prep offers the following 10 sports for girls and 10 sports for boys. The goal of the program is to have a variety of offerings which encourages participation while maximizing the competitiveness of the teams. The number of offerings is ambitious given the size of the school and because of this, requests to add sports are generally not possible given the overall scope of the program. Requests for additional teams must be made at least one year in advance and will be reviewed by school leadership.

Sports Offered

Fall

- boys'/girls' cross country running
- boys'/girls' soccer
- Football **
- girls' tennis
- girls' swimming*

Winter

- boys'/ girls' alpine skiing ***
- boys'/ girls' basketball
- boys'/girls' hockey ****
- boys'/ girls' Nordic skiing

Spring

- Baseball
- Softball *
- boys'/girls' track and field
- boys' tennis *

*Cosponsored with Saint Cloud Cathedral High School

**Cosponsored with Saint Cloud Tech High School

***Powder Ridge Cooperatively sponsored team

****River Lakes Cooperatively sponsored team

Students and families should carefully choose activities to prevent academic conflicts and time overloading. Missing classes for co-curricular activities requires prior approval from teachers or pre-approval by the Principal. Co-curricular activities that appear to be detrimental to academic performance will be reviewed by the student's counselor, the Activities Director, parents, and the student.

Students seeking to participate in an extracurricular activity should speak with the Activities Director. For more information, see *Activities and Athletics* at www.sjprep.net.

Eligibility

Students must be in good academic standing to participate in co-curricular programs and activities. Students not meeting minimum credit and grade requirements may lose eligibility for an activity. Students at risk of losing activity eligibility will work to address academic issues and monitor progress.

Most student activities are subject to the rules and regulations of the Minnesota State High School League (MSHSL). Minimum academic requirements at Prep conform with MSHSL policies. To be fully eligible to participate in an activity or sport, both parents and students must submit a signed Minnesota State High School League (MSHSL) eligibility statement to the school. The school must have a current (within the last 3 years) health physical form on file in the Main Office for all student-athletes. Saint John's Prep requires students to be at school by 11:00 a.m. to participate in extracurricular activities on the same day.

Student and Parent Code of Conduct

The conduct of Prep student-athletes and Prep fans should reflect the school's values. Players also must follow MSHSL conduct guidelines. Using the standards of the National Federation of State High Schools Association as a guideline, Prep has defined the following expectations of acceptable and unacceptable behavior at athletic contests:

Acceptable Behavior

- Applause during introductions of players, coaches, and officials.
- Players shaking hands with an opponent who fouls out while both sets of fans recognize the player's performance with applause.
- Respect for game or match officials.
- Positive cheering by fans.
- Handshakes (or other appropriate acknowledgement) between participants and coaches at the end of the contest, regardless of outcome.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at the end of a contest for performances of all participants.
- Concern and respect for an injured player, regardless of team.

Unacceptable Behavior

- Disrespectful, inappropriate, or derogatory yells, chants, songs, gestures, or clothing.
- Booing or heckling an official's decision or players on another team.
- Refusal to recognize good performances.
- Blaming loss of game on the officials, coaches, or student participants.
- Use of profanity or displays of anger.
- Coaching or directing players or game play from the stands.

Team/Activity Fund Raising

Prep conducts many fund-raising activities throughout the year to benefit the entire school. With that in mind, we ask that teams, clubs, and activities avoid individual fundraising projects. If an activity believes it needs to raise money beyond the amount budgeted, the coach/advisor must receive permission from the Advancement Office and the Principal.

Student Leadership

Leadership positions include team captains, student council officers, National Honor Society (NHS), elected officers/committee chairs and other leadership positions in clubs or activities. Coaches/moderators determine the method for selecting varsity or team captains. The criteria should be specified and provided to all team members. A team is not required to select a captain or captains.

All leadership positions are a privilege and require work and dedication.

Section VI: Disciplinary Policies

Disciplinary Practice

Disciplinary policies and consequences at Saint John's Prep focus on helping students learn through reflection, conversation, and appropriate consequences. Our goal is to use instances of poor judgment and rule violations as opportunities to help students learn and better understand the impact of their choices.

The Principal and Director of Residential Life are primarily responsible for overseeing use of disciplinary measures for the day and resident student populations, although all faculty and staff members are responsible for supporting and overseeing Saint John's Prep's policies and rules. Saint John's Prep works closely with students and families involved in the disciplinary process.

Disciplinary Consequences

Students whose behavior does not meet the expectations outlined in this handbook may be subject to the following sanctions and consequences:

- *Academic sanctions*, including forfeiture or reduction of credit for assignments or assessments, restricted participation in class activities.
- *Loss of privileges*, including temporary or prolonged loss of Open Periods, restricted participation in non-academic activities or school-sponsored social events, restriction from access of greater Saint John's campus.
- *Loss of eligibility*, a temporary or prolonged restriction from participation in MSHSL or school-sponsored activities and athletic practices or competitions.
- *Detention*, including assignment of time before, during, or after school to reflect upon an infraction and to form a plan of resolution.
- *Suspension*, a removal from the school community for a duration of days for reflection and formation of a plan of resolution.
- *Probation*, a formal enrollment status that may prescribe multiple specific disciplinary measures and other requirements for continued attendance, typically for the length of an academic year.
- *Required withdrawal*, a notice to parents that a student is no longer able to continue at the school and must be withdrawn in writing, due to circumstances that cannot be reconciled.
- *Dismissal/Expulsion*, a notice to parents that a student's enrollment has been discontinued from the school due to circumstances that cannot be reconciled.

Suspension

Suspension is a serious warning to students that their behavior does not align with the values or expectations of Saint John's Prep. Suspension results from serious violations of school policies outlined in this handbook, as determined by the Principal, and can lead to dismissal. Suspension times can vary. The school will notify parents of suspension and call a conference if necessary. Classes missed due to a suspension will require the student to make up work.

Suspended students may not be allowed to attend school activities or functions (e.g., dances, games, etc.) as an additional consequence for misbehavior. The length of time and the conditions of the suspension will be determined by the Principal. Saint John's Prep includes information about a student who has been suspended for ten (10) or more days or dismissed in transferred educational records requested by another middle school or secondary school.

Dismissal/Expulsion

Dismissal or expulsion is the most severe penalty at Saint John's Prep. A student facing expulsion will first be suspended or put on administrative absence, out of school. The Principal will schedule a time to meet with the student and their parents or guardians to ensure that all facts have been adequately presented and considered. A decision regarding the student's continuing enrollment at Prep will be made within a week of the meeting.

Off Campus Behavior

Saint John's Prep expects students to uphold the values and principles of the school both on- and off-campus and reserves the right to discipline students for off-campus behavior that does not align with expectations of students during the school day or in school-sponsored activities. These behaviors include but are not limited to those that violate the *Bullying, Harassment and Sexual Misconduct* policies, and the *Substance Possession, Abuse or Distribution* policies.

Major School Policies

Some school rules, if violated, constitute a major offense. A single violation of any of the school's major rules subjects the student to disciplinary consequences, including probation, suspension, dismissal, required withdrawal and/or expulsion.

Seniors found in violation of a major school rule after April 30th will not participate in Graduation and should report their behavior to their college.

Major school policies include the following:

- *Social Media Etiquette Policy.* Saint John's Preparatory School is committed to creating and maintaining an environment in which all community members are aware of and respect the human dignity and human rights of others. This commitment extends to digital presences on social media. While we encourage members of our community to exchange thoughts and engage in healthy discussion in online formats and venues, we expect that this will be done in a respectful manner. On-line harassment and bullying, or inappropriate online activity, is never acceptable.
- *Alcohol and Drug Policy.* No student shall possess, use, sell, distribute, deliver, supply, or be under the influence of alcohol or any illegal, controlled, or mood-altering substance. No student shall possess, use, sell, distribute, deliver, or supply drug paraphernalia, including vaping devices, or misuse prescription drugs, at any time, at any place, on or off school property. Possession, use, and distribution of drugs is unlawful at any time, unless possessed or used in accordance with a valid prescription. Use, possession, or distribution of these substances by Prep students is subject to immediate disciplinary consequences that may involve Life Safety or law enforcement. In addition, the school will enforce MSHSL regulations regarding activity eligibility.

If there is reason to believe a student has violated the Alcohol and Drug Policy, the student will be removed from the school or event and the family notified. The school reserves the right to require a drug test, complete a toxicology test, attend a substance abuse class, or see a chemical health counselor as conditions of continued enrollment. Expenses incurred due to these measures are the responsibility of the family. Students removed from school or school-events will be expected to participate in a re-entry meeting before returning to school.

Alcohol, drug, and vaping dependency and abuse signal significant problems for a student and can interfere with their behavior, learning, and development. Saint John's Prep is committed to providing a positive educational environment and addressing chemical abuse and dependency issues as appropriate. To support the

ongoing needs of students, the Principal and/or Director of Residential Life and Guidance and Counseling staff will work with parents to review resources available to support students and families in such situations.

- *Tobacco, Tobacco Products and Vaping Policy.* Prep is tobacco and smoke-free campus. Cigarettes, cigars, tobacco chewing material, e-cigarettes, and vaping are never permitted. Violations are subject to disciplinary consequences.

Tobacco and electronic cigarettes are considered a chemical by the Minnesota State High School League and students involved in any co-curricular activities who use and/or possess them will incur additional penalties according to MSHSL guidelines.

- *Bullying, Harassment, Sexual Harassment Policy.* Saint John's Prep seeks to build a climate of respect, trust, integrity, and growth. All students and staff have the right to a safe and respectful environment. Prep is committed to providing an environment free from harassment.

Sharing comments, gestures, jokes, stories, or other material based on slurs or stereotypes relating to race, gender, ethnicity, nationality, body type, disability, socio-economic status, religion, or sexual orientation is considered a form of harassment. Those who persist in such behavior will face disciplinary consequences.

Sexual harassment consists of sexual advances, requests for sexual favors, and other inappropriate verbal, digital (e.g. online via social media or on personal student devices) or physical conduct of a sexual nature. Possession of sexually explicit images on any device is always prohibited. All parties involved in digital sharing of inappropriate materials, unless they immediately delete the material before sharing the image in any way, could be subject to disciplinary consequences. The school may search cell phones, lockers, or backpacks if there is probable cause that a criminal violation or if reasonable suspicion of a violation of school policy.

Bullying is defined as unwelcome verbal, written or physical conduct directed at a student by another student or students. Bullying manifests itself in many ways:

- Actual or threatened physical harm of another student.
- Damaging, extorting, or taking a student's personal property against their will.
- Placing a student in emotional unrest by spreading rumors, manipulating social relationships, engaging in social exclusion, extortion, intimidation, and ridicule.
- Cyber-bullying, including verbal and psychological bullying that occur on the Internet through e-mail, instant messaging, or personal profile websites such as Facebook or other social media. This includes the unauthorized use of photographs or images in the likeness of a person.
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
- Creating verbal statements or written remarks that are taunting, malicious, threatening, or sexual.

The Minnesota State High School League treats harassment and chemical violations similarly. Infractions against either policy will result in a loss of activity eligibility.

Students who believe they been the victim of any form of harassment (sexual, racial, etc.), should report it to a teacher, a counselor, a Resident Director, a coach, the Principal, or another school administrator. Students should also report if they have knowledge of anyone (teacher, student, employee, or volunteer) involved in harassing conduct. School administration will conduct a review and may partner with Life Safety or law enforcement as appropriate, keeping the process as confidential as possible. The Principal will determine the actions or disciplinary consequences depending on the severity and frequency of the offense.

No retaliatory action will be taken against any individual who reports conduct they honestly believe may be in violation of this policy. Students or staff who retaliate against any person for reporting alleged harassment may be subject to discipline or other action. Students making false reports for any purpose face immediate disciplinary consequences.

- *Fighting Policy.* Fighting and/or physical violence will not be tolerated. Students who feel threatened, harassed, or intimidated by another student should immediately report the matter to a faculty or staff member, coach, Resident Director, or administrator. Students violating this policy are subject to disciplinary consequences.
- *Weapons Policy.* No weapons of any kind are allowed on the Saint John's Prep campus. Any person found possessing a weapon will have the weapon confiscated and turned over to the proper legal authorities if required by law. This includes any kind of pocketknife, paintball guns, Nerf gun, or look-alike weapon. Any student found possessing or using a weapon of any kind, or using any object as a weapon, is subject to disciplinary consequences. The school will work with Life Safety and law enforcement as necessary.
- *Fire Safety Policy.* Unless approved by a teacher, the Principal, or the Director or Residential Life, open flames (e.g. candles, lighters, matches, campfires) are not allowed on the buildings and grounds at Saint John's. Fireworks are prohibited, as is tampering with fire prevention or suppression equipment. Violations of these are subject to disciplinary consequences and/or appropriate fines.

Investigation Process and Request for Review

Respect for the dignity of each student is a central concern in any situation that requires disciplinary considerations. For allegations of serious misconduct, school officials will investigate to collect facts and information by persons understood to be relevant to the situation. A student facing allegations will have an opportunity to address them. The school official overseeing the investigation will establish communication with parents and share about the process. During an investigation, the school may prohibit contact between students and parents involved in the situation.

Saint John's Prep will notify parents in writing via e-mail or other appropriate means of any decision made regarding disciplinary consequences. In the event of required withdrawal or dismissal, parents may submit a written request for review of the decision. Such a request must be made to the Principal within twenty-four (24) hours following notification of the decision. Upon receipt, the Principal will review the decision-making process as well as applicable policies and practices of the school. Parents will receive final written outcome of the review via e-mail within three (3) business days. During the time of review, the student may not attend classes and activities.

Section VII: Facilities and Campus Grounds

School Entrances

Students, parents, and guests must enter the school building through the main doors on the 5th floor. All other doors are secured and may be used only as exits. Doors should not be propped open. Students must be attentive to posted and announced purposes and uses of rooms and spaces within the school building.

Weber Center

The Weber Center is used throughout the year for many activities. Students may pass through or study in the Weber Center during the school day but must use the outer edges when the space is set for community gatherings or theater.

Fishbowl Student Lounge

The Fishbowl is a privilege for Upper School students. It is available for students as an informal study, eating, and relaxation area. Students are responsible for keeping the Fishbowl neat, clean, and presentable.

Learning Resource Center

The Learning Resource Center (LRC) is used for quiet reading, study, and study hall. It also is the home to the Computer Center and the Prep e-Sports team. Students should be engaged in academic activities while in the LRC.

Saint Michael Hall Gym

The Saint Michael Hall Gym is used for Middle School indoor recess and physical education classes as well as Upper School student recreation during the day. Upper School students who wish to use the gym during the school day must first obtain permission in the Main Office. After school, athletic teams use the facility for practices and meetings. The Saint Michael Hall Gym also serves as the primary indoor recreation space for residential students.

Saint John's Abbey and University Buildings and Grounds

Saint John's Prep students have extraordinary opportunities to access buildings, library services, outdoor spaces, and dining services of Saint John's Abbey and University. Prep students must observe and follow posted rules and expectations of facility uses whenever on the broader Saint John's campus. Prep students should respect campus property and grounds at all times. Misbehavior or misuse of campus property will result in disciplinary consequences.

Prep students must receive permission from a faculty member, coach, or school staff member to access the Abbey Church, the Guesthouse, the Quadrangle, and academic spaces in which they have scheduled classes or school events. Students are encouraged to use the Alcuin Library and the facilities in the library, including the Schu and the Dietrich Reinhart Learning Commons. The Old Gym (Guild Hall) serves as both the practice facility and home court of girls and boys Johnnie basketball. Prep students also have full access to the trails and grounds of Saint John's Arboretum. Policies governing the use of many specific facilities (trails, beach, e.g.) are posted and are strictly enforced.

Prep students are not permitted access to non-Prep residence halls or buildings, private monastic areas or any facilities not listed above.

The following rules pertain to the use of campus grounds:

- Vehicles of any kind (ATVs, cars, bicycles) are not allowed in the woods.
- No motorboats of any kind are allowed on campus lakes.
- Camping is not allowed without explicit permission of the Principal and Life Safety.
- Swimming is allowed only at the Lake Sagatagan beach during designated hours when a lifeguard is on duty or as part of a class or team activity when a teacher or coach is present.
- Ice skating, ice fishing, or other similar activities may be conducted only after Life Safety declares that the ice is safe.
- All grounds marked “private” or “monastic” are strictly for use of the monastic community. Students are not permitted on monastic grounds.
- No destruction of campus grounds or property will be tolerated. Violations are subject to immediate disciplinary consequences.
- Prep students may not use electric scooters or bikes on campus.

Section VIII: Safety and Security

Campus Safety Partners

Saint John's Prep works in partnership with Saint John's University Life Safety Services and the Saint John's Fire Department to provide comprehensive support for campus safety and security. When appropriate, the school also coordinates law enforcement with the Stearns County Sheriff's Department.

Life Safety Services provides a safe campus environment for students, monastics, and visitors of the Saint John's community. LSS provides security and traffic services as well as emergency response to the entire campus community, including Saint John's Preparatory School, The Liturgical Press, Saint John's University, and Saint John's Abbey. Saint John's Fire Department manages fire emergencies and can be reached at their emergency number (911).

Emergency Notification System

CSB/SJU uses an emergency notification system to deliver emergency messages to CSB/SJU/OSB/Prep email addresses, personal email addresses, cell phones, and landline phones. All Prep students are automatically enrolled to receive emergency email notifications.

We encourage all families to log into the **Bennie/Johnnie Alert** site to add additional contact information for other email addresses and phone numbers (e.g. parents and guardians). To manage your Bennie/Johnnie Alerts, please visit: <https://www.getrave.com/login/csbsju> and log in with your CSB/SJU/OSB/Prep account. Once logged in, you will be prompted to complete the registration process by agreeing to the Terms of Use. You will also be able to add phone numbers and email addresses, or you can remove your cell phone number if you do not wish to receive text messages. Students cannot remove or alter their Prep email address. Parents who do not want their student to receive emergency or weather alerts via email should contact the Principal to opt out of the alert system.

Safety Drills

In accordance Minnesota state law, Saint John's Prep works with Life Safety Services to conduct fire evacuation drills, shelter in place drills (with one full evacuation), bus evacuation and severe weather drills. Instructions for these drills are provided in Advisories, on *Schoolology*, and/or at community programs.

Missing Student

In the event a student is believed to be or known to be missing, a report should be made immediately to the Main Office. The school partners with Life Safety Services and local law enforcement in search and notification procedures for families and the school community.

Policies and Procedures for the Protection of Minors

Saint John's Prep is committed to providing a safe environment for students to learn and grow. To assist in developing and protecting a culture of safety, the school has developed a comprehensive set of policies and procedures for the protection of minors.

The school's *Policies and Procedures for the Protection of Minors* can be found on the Prep website at www.sjprep.net, on the Saint John's Abbey website at www.saintjohnsabbey.org, and in printed form in both the Main Office and the Head of School's Office at the school.

Saint John's Prep follows Minnesota state law governing the reporting of maltreatment of minors. The law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services and/or local law enforcement. All faculty, staff and volunteers are mandated reporters.

Volunteers

The Prep School welcomes individuals who wish to provide volunteer service for the school. All volunteers, regardless of the type of service they provide, must comply with the expectations and policies of this Handbook as well as the *Policies and Procedures for the Protection of Minors*. When acting within the scope of their service to the school, volunteers are considered "school personnel" and are defined as mandated reporters by Minnesota law.

Volunteers must complete the following steps prior to their service:

1. Review the *Saint John's Prep Safe Environment* training, including *Policies and Procedures for the Protection of Minors* (found in the *Resources* section of *Connect2Prep*) and the school website under *Safe Environment*.
2. Sign the *Code of Ethics and Safe Environment Acknowledgement* form (found in the *Resources* section of *Connect2Prep*) and turn it in to the Main Office.

Volunteers are required to complete background checks to work directly with minors in a semi-supervised or unsupervised capacity. Examples of volunteers who must complete background checks include, but are not limited to volunteer coaches, chaperones for school-sponsored activities and trips, college interns, tutors arranged by the school who meet students on campus, classroom or activity volunteers. Note that a new background check is required each year for anyone who wishes to serve as a volunteer. Volunteers required to complete a background check must also submit a consent form. All forms required for a background check can be found in the *Resources* section of *Connect2Prep*.

Volunteers are not required to complete background checks if they do not work directly with minors, do not engage minors in one-on-one situations, or their volunteer service is observed by school employees. Examples of volunteers who do not require a background check include, but are not limited to, guest speakers, those who complete clerical work, or those who assist at school events as ticket takers or concession workers.

Section IX: Medical Services

Medical Services

Saint John's Prep provides health services under the direction of ISD 742. A school nurse is assigned to the school for consultation and supervision of health records. The types of services provided by ISD 742 can be found at <http://isd742.org/domain/522>.

Immediate medical services at the school are limited to simple first aid procedures. Students who are suspected of having a communicable disease or illness may be sent home or back to the Residence Hall if isolation appears appropriate. Students should also report to the Main Office for consultation about injuries or illness. The school may contact parents, guardians, or an alternate contact person for guidance.

For emergency medical situations, Prep partners with Life Safety Services, who may assist with procuring outside emergency services and/or transfer to a hospital or clinic if necessary.

Resident students can find additional information about medical services in the *Resident Student Handbook* under the *Resources* section of *Connect2Prep*.

Medical Records, Immunizations and Physical Examinations

Health records of Prep students are maintained according to ISD 742 policies and practices.

All students at Saint John's Prep must be adequately immunized or meet a qualified exemption to enroll. Minnesota state immunization policies may be found at www.health.state.mn.us. Students may not receive credit until all immunizations are up-to-date, forms completed, and records received in the Main Office.

Physical examinations by a primary care physician are strongly urged for students entering the Middle School. Minnesota State High School League (MSHSL) rules of eligibility require a qualified physical examination for students to participate on sports teams. Students must provide confirmation of a physical examination every three years to maintain eligibility to participate in athletic activities.

Medications

Dispensation of non-prescription and prescription medications are governed by ISD 742 policies. Dispensations are regulated by the school nurse and will take place only upon completion of required forms, which can be found on *Connect2Prep*, under the "Files and Forms" page.

All medications to be distributed during the school day are secured in the Main Office and must be accompanied by current orders of the prescribing physician. Students may not self-administer medications without documented permission of the prescribing physician and the school nurse. Medications for resident students are regulated by the Residential Life staff. For questions concerning medications for resident students please contact the Residential Life staff (sjpdormstaff@sjprep.net).

Student Self Harm

If a student reports self-injurious behaviors or ideation of such behaviors to a Saint John's Prep employee or volunteer, parents will be notified immediately. Following parental notification and based on initial risk assessment, the Principal, Counselor, or school mental health professional may offer recommendations for next steps based on perceived student need. The school reserves the exclusive right to determine if and how a student can return to

attendance. For more information, contact the Principal and/or the Student Services Department. Reports of self-injury or ideation made by students or staff about other students will be investigated and communicated with parents.

Accident or Emergency

Students who have an accident during the school day must report to the Main Office. All accidents on campus, no matter how minor, require completion an *Accident Report Form*, available in the Main Office.

For medical emergencies, call 911 from any campus phone to dispatch Life Safety Services, who will assist with officers and/or EMTs, and coordinate with law enforcement and external medical assistance if necessary. There are no fees for use of campus EMT services. Ambulance fees and related charges for external services are the responsibility of the student's family.

Section X: Library and Technology Use

Library Use and Expectations

Prep students have access to the Alcuin Library on the Saint John's University campus and the Clemens Library on the College of Saint Benedict campus. Library services include rich collections, expert assistance, and effective learning spaces at Alcuin Library (SJU), Clemens Library (CSB), and the BAC Music Library (CSB). The Alcuin and Clemens Libraries are open from 8 a.m. to midnight most days. Students who wish to use the library during the school day during their open periods must check out at the Main Office. The library is intended for study and research. Prep students are expected to follow all posted expectations and rules, as they are subject to change for special circumstances (classes, examinations, e.g.).

Reference and research assistance is available in Alcuin Library. Through the electronic campus network, students also have available many online research subscription databases. Alcuin Library staff can provide the most current online resources available upon request. Students may also check out materials from Alcuin Library. To learn more, visit www.csbsju.edu/libraries.

Computing and Network Services

Prep students have access to the intranet and internet services of the College of Saint Benedict and Saint John's University on campus computers and their school-provided devices. In addition, students are provided unique user IDs and accounts that provide access to applications and services used to support their education. Students are allowed an e-mail account to be used only for official school communications and support of coursework. Students are subject to the terms of both the *Acceptable Use Agreement* and *iPad User Agreement*, which are found in *Appendices B* and *C* of this Handbook.

The Prep School has a computer lab in the Learning Resources Center which is available to students during regular school hours.

Technology Acceptable Use Policy

Saint John's Prep offers the use of technology to broaden academic opportunities and to enhance the school's curricular and co-curricular experience. The use of technology at school, including the Internet, is a privilege, not a right. Though each student is issued an iPad, the hardware (iPad, charging cable, protective case) and software remain the property of Saint John's Prep. Students must agree and adhere to the following policies and procedures if they wish to retain the privilege of using Prep's technology resources.

- *Personal Electronic Devices.* Upper School students may use phones in designated common areas (e.g. Weber Center, snack bar, hallways) during regular school hours to send or receive texts, make calls, check email or announcements or to listen to music (only if headphones are used). Unless directed by a teacher, the use of cell phones is not permitted in classrooms, labs, studios, or other instructional spaces (including the Abbey Church).
- *Day-to-Day Use and Care of iPads.* iPads must remain in their school-issued cases and never be left unattended or unsecured. Students should charge their iPads nightly and bring them to school every day. Students may not use another student's laptops without permission.
- *Software.* Students may not install or attempt to install software on their iPad unless directed to do so by a teacher or the Technology Coordinator.
- *Problems and Repairs.* Only the Technology Coordinator or a teacher may attempt to repair hardware or software. Students should report any damage or problems with any hardware to the Technology Coordinator as soon as possible. For accidental damage to iPads, each student may submit up to two incidents per academic year and families will be charged a \$20 co-pay per incident. For additional incidents of accidental damage, or for lost or

stolen iPads, families will be charged a \$250 replacement fee. If the damage or problems occur when school is not in session, students should report the issue as soon as school is back in session.

- *Network, Passwords, Settings.* Prep students use the CSB/SJU network. Students may not share their passwords with other people, nor may they use or attempt to use another person's password or Apple ID. Students may not steal or attempt to steal other people's passwords or online files and folders. Students may not change or attempt to change any network or security settings on Prep hardware. Students may not employ the use of an anonymizer, proxy server, mifi, hotspot, cell phone, or other device to circumvent the school's content filter.
- *Internet Use and Safety.* Students may not ever access, send, or receive illegal, pornographic, or otherwise inappropriate material online. During class time, students are expected to use computers and iPads as directed by their teacher. Access to the Internet provides students with a vast source of information and other resources. However, the Internet may also expose students to inappropriate content or individuals with malicious intent. For this reason, students should use extreme care and caution while on the Internet. Students should not divulge personal information such as names, addresses, photos, phone numbers, etc. about themselves, their classmates, teachers, or family members over the Internet. Students must adhere to all copyright laws. Students who access inappropriate material or sites or delete their browser history may have their computer confiscated and re-imaged.
- *Email and Messaging.* Using technology to engage in cyber-bullying, cyber-stalking, cyber harassment, etc. is prohibited both on and off campus. Messages or communication of any kind sent from student iPads or Prep accounts, whether at school or away from school, may not be used to bully, harass, intimidate, insult, or threaten. Messages that contain inappropriate pictures, pornography, or derogatory comments about other people will result in disciplinary consequences.
- *Privacy and Rights Reserved to Information Technology Services.* School hardware and all their physical and digital contents are the property of Saint John's Prep. The school reserves the right to inspect hardware, software, and digital data at any time. To provide safe and secure services, as well as to manage network resources, IT Services and the Prep School reserve the exclusive right to monitor individual email accounts and access activity, including internet and application use. Students should limit their uses of school technology to those consistent with the *Acceptable Use Agreement* and *iPad User Agreement* found in the appendices of this Handbook.

Promotional Flyers and Publications

Students may post promotions and notifications at approved locations in the school building for official school clubs, activities, and events. The Activities Director must review and approve promotional flyers prior to posting.

School-sponsored publications are subject to review and approval by a club advisor and, when appropriate, the Activities Director and/or Principal. All publications, school-sponsored or personal, must be respectful. This includes device-to-device communications, on or off campus on any platform (Facebook®, Twitter®, SnapChat®, Instagram®, e.g.). A student who publishes content that includes defamatory comments, depictions, or references of other students, faculty or staff, the Order of Saint Benedict or the CSB/SJU community and its members is subject to disciplinary consequences. Publications found in violation must be immediately discarded or deleted.

Section XI: Parent Communication and Language

Parent Communication and Language Policy

The school regularly communicates with parents both in writing (traditional mail and e-mail) and over the phone. In the case of written information, the school will send all documents in English. It is the responsibility of parents to have these documents translated if they are not able to read the documents themselves. Written documents may include but are not limited to: notifications of academic or behavior concerns, disciplinary actions, residential life notifications, news and announcements.

In the case of telephone communication, the school may utilize an external service in order to offer real-time translation. These conversations are often necessary in the case of an emergency or an urgent situation. The costs of translation services required due to medical incidents may be covered through student insurance programs. The family will be charged the cost of translation services required due to behavior or academic incidents, or any fees not covered by insurance.

Section XII: Enrollment and Financial Policies

Continuing Enrollment Procedure

Students who remain in good standing academically, behaviorally, and financially are eligible to continue enrollment at Saint John's Prep into the next academic year. Parents of continuing students signal their intent to enroll by submitting a deposit. The deposit is credited toward the tuition balance for the upcoming academic year.

Variable Tuition/Financial Aid

Prep students who are U.S. citizens are eligible to apply for need-based and/or merit-based scholarships awarded annually. The school also offers a work study program for eligible students to assist with tuition expenses.

Recipients of variable tuition assistance are expected to uphold high academic and behavioral standards, including minimum GPA standards, academic or disciplinary standards, regular participation in co-curricular activities, and compliance with the school's Handbook policies. Specific terms for receipt of tuition assistance are provided at the time awards are made. The school reserves the right to revoke or suspend a scholarship or financial aid at any time due to academic, attendance, behavioral issues, or unreconciled financial issues with the school.

Cancellation and Refund Policy

Saint John's Preparatory School relies on student agreements to pay tuition, fees, and all other required expenses for the full academic year to budget and meet the anticipated expenses of the school. Families must pay tuition, fees, and all other expenses for the entire school year.

Tuition refunds are provided for students who withdraw from school prior to the 10th day of school of the fall semester. Additionally, a suspension of the tuition obligation will be provided in the event of a medical withdrawal. Tuition will be prorated during a period in which the student becomes physically or mentally disabled and is unable to attend Saint John's Preparatory School. The physical or mental disability must be certified and treated by a legally qualified medical practitioner.

Refunds or deductions will not be provided in any of the three following circumstances:


- Withdrawal of the student for any reason unless written notice is confirmed to have been received by the school prior to the 10th school day of the fall semester.
- Absence occurring at any time during the academic year.
- Dismissal of the student from the school.

Complete details regarding cancellation of enrollment and refund may be found on a student's *Enrollment Agreement*.

Student Account Charges

Academic or co-curricular charges incurred during the school year may be paid through Student Accounts. Examples of these include but are not limited to in-school academic testing fees, field trips, disciplinary fines, book/library fines, graduation fees (Seniors only), or lost or damaged textbooks, iPads or other property of Saint John's Prep. Charges and expenses must be paid before an official transcript can be released.

Appendix A
Curriculum Outline and Graduation Requirements

 SAINT JOHN'S PREP		Requirements for Graduation 2023-2024	
To graduate, a student must earn the equivalent of credits as noted below, carrying a <u>minimum</u> enrollment of five (5) every day SJP classes per semester, not including independent study courses (four (4) if taking a college class).			
Class of 2027 25.00 credits	Class of 2026 25.00 credits	Class of 2025 24.75 credits	Class of 2024 24.50 credits
Department	Department Requirements		
English English Speakers of Other Languages (ESOL)	<ul style="list-style-type: none"> Four (4) full years/credits (<i>Non-native speaking students will be evaluated and placed in appropriate ESOL or English course.</i>) English Speakers of Other Languages Course Rotation: ESOL Intermediate, ESOL Advanced, English courses English course rotation: English 9, American Literature, upper-level English electives Students must be enrolled in an English/ESOL course each semester 		
Fine Arts <i>(Music, Theatre, Visual Arts)</i>	<ul style="list-style-type: none"> Two (2) semesters of fine arts during student's 9th/10th grades (<i>Two semesters within two years</i>) Two (2) semesters of fine arts during student's 11th/12th grades (<i>Two semesters within two years</i>) 		
Health & Wellness	<ul style="list-style-type: none"> 9th Grade: One (1) semester of Health & Physical Education 9 10th Grade: Participation in three (3) after school activities, two (2) of which must be physical in nature (<i>a sport or intramural</i>). 11th Grade: Participation in at least two (2) after school activities, one of which must be physical in nature (<i>a sport or intramural</i>). 12th Grade: Participation in at least two (2) after school activities, one of which must be physical in nature (<i>a sport or intramural</i>). One (1) semester of health is a requirement for graduation. 		
Interim	<ul style="list-style-type: none"> Four (4) years of required participation earning .25 credits each year for a total of one (1) credit to be applied to the overall graduation credits (<i>see above</i>). Participation requirement will be prorated for students entering SJP in the 10th, 11th or 12th grades. Satisfactory/Unsatisfactory assessments will be given each year and be reflected on students' transcript/permanent record with credits earned. 		
Mathematics	<ul style="list-style-type: none"> Three (3) full years/credits (<i>Credits earned during 9th – 12th grades</i>) Mathematics course rotation: Algebra I, Geometry, Algebra II, upper-level Mathematics electives A fourth year of mathematics is strongly recommended; many colleges require four years of mathematics for admission 		
Science	<ul style="list-style-type: none"> One full year of each of the following in science course rotation: Physics, Chemistry, Biology 		
Social Studies	<ul style="list-style-type: none"> Four (4) full years/credits One (1) full year/credit of American or United States History is required. Social Studies Course Rotation: World History I, World History II, American/United States History, upper-level Social Studies electives Students must be enrolled in a Social Studies course each term 		
Theology	<ul style="list-style-type: none"> Students entering in the 9th: Four (4) courses beginning with Theology I: Theological Foundations Students entering in the 10th: Three (3) courses beginning with Theology I: Theological Foundations Students entering in the 11th: Two (2) courses beginning with Theology I: Theological Foundations Students entering in the 12th: One (1) course of Theology I: Theological Foundations Theology course rotation: Theology I, Theology II, upper-level Theology electives Transfer students (10th, 11th, and 12th grades) who have had religious study courses at their previous school will be assessed and placed in the appropriate level of theology course. Students must be enrolled in a theology course each year. 		
World Languages <i>(Chinese, German, Spanish)</i>	<ul style="list-style-type: none"> Three (3) full years of same SJP offered world language (<i>Enrolled during 9th – 12th grades</i>) World Language course rotation for each language: Level I, Level II, Level III, Level IV, Level V All native English-speaking students (<i>including students from English speaking countries outside of the USA</i>) must fulfill the World Languages requirement A fourth year of World Language is strongly recommended 		

- Courses meeting every other day = .25 credits per semester (*Examples: Health*)
 - Classes meeting every day = .50 credits per semester (*Examples: American Literature, Geometry and United States History*)
- Saint John's Preparatory School reserves the right to change the requirements without notice.**

Appendix B Acceptable Use of Technology Agreement

Adapted from NCEA's *From the Chalkboard to the Chatroom*.

The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

Access and associated privileges are granted to an individual in the individual's name. He or she may use that name to access and use the resources of the campus network or any regional, national, or international network available through the campus network.

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Saint John's Prep School. Computer privileges may be denied, restricted, or revoked if students are found in violation of any of these terms:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, CD-ROMs or otherwise from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not obtaining or using their password; I will not copy, change, read, destroy, or use files from another user; I will not attempt to gain access to system programs or other network accounts; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.
4. I will honor my school's procedures for the storage of information. I realize that files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive. Saint John's Prep will endeavor to provide notice to affected users before such deletions occur if in its judgment it determines that providing such prior notice does not interfere with its ability to properly manage its system.
5. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource.

I will not use the campus network, campus computers, or electronic devices on campus in a manner that violates the principles of academic honesty or appropriate behavior as set out in the Behavioral Expectations section of the student handbook. I will not access inappropriate and/or offensive Internet sites or applications (i.e. sites containing sexually explicit, violent, or illegal material).

I will not use electronic devices to access personal profile pages (i.e., Facebook® and Twitter®) or gaming during the academic day.

I will not send or forward inappropriate e-mail or text messages. I will not possess, use, or distribute programs capable of bypassing content-blocking software. I will not attempt to disrupt the intended use of the campus

network, campus computers, another system on the network, and/or any regional, national, or international network accessible through the campus network.

As a user of a network, I will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, instructors, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited. I will not attempt to use campus network or computer privileges (i.e. connecting to administrative computer jacks) and/or regional, national, or international network privileges that do not belong to me.

Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of believe that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

Appendix C iPad User Agreement

Saint John's Prep provides technology devices to support instruction, intellectual growth, and student formation. The iPad program allows instructors and students to use a common tool to support learning. Instructors and staff may require various sorts of usages of these and other devices in their classrooms.

This User Agreement is enacted upon a student's reception of a school-assigned iPad. Students are expected to understand and adhere to the school's expectations. The school reserves the right to amend this User Agreement at any time and is obligated to inform students of any changes in a clear and reasonable manner.

Terms of Use

- iPads are the property of Saint John's Preparatory School. They are assigned to students for the exclusive purpose of supporting academic and community programming. Students may lose use of their iPad or have limitations of use enacted upon failure to abide by expectations in this agreement.
- Students are issued one iPad and related accessories. The protective cover is a permanent feature of the device and may not be removed or altered in any way. Students are responsible for any cost of damages or modifications to the iPad that are willful, negligent, or intentional.
- Any technical problems that impede usage must be reported to school personnel for evaluation and repair as soon as possible. Only the school is authorized to repair the iPad and related accessories. A temporary iPad may be assigned in such instances.
- All applications, texts and software required for use in the school will be managed exclusively by school personnel.
- School-assigned iPads are required for students as a condition of enrollment. They are exclusively programmed to coordinate with the network infrastructure of the Prep School. Personal devices may not be substituted.
- iPads are assigned only after a student has completed all requirements of the enrollment process. Parents and students must both sign the iPad Program Agreement and pay the technology fee before receiving an iPad.
- iPads are programmed and managed by the school to maintain security, functionality, and appropriate use. The school reserves the right to repossess any iPad or related accessory at any time. There should be no expectation of privacy when using any school-owned equipment or technology.
- iPads must be returned at the end of each academic year, or upon disenrollment, according to dates and times determined and communicated by the school. Failure to return may result in fines or other penalties or holds on academic services.
- Only a school-approved Apple ID may be used. The school may retain password information to maintain and restore iPad functionality.
- iPads are provided under the condition that students assume responsibility for keeping them safe. If a student suspects their iPad or accessories have been stolen, they must report to school personnel immediately.

For Students

- An iPad and related equipment are provided for use of an individual student to support their education at Saint John's Preparatory School. They are not provided as personal entertainment devices.
- Only school personnel may program or alter iPad settings, security parameters and restrictions. Students who attempt to hack or alter their devices face disciplinary action and possible fines or other penalties.

- Students must bring their assigned iPad to school each day, charged and in proper working order. A student who is not able to participate in classes and/or activities due to leaving his or her assigned iPad at home or having a dead battery may incur academic penalties.
- Instructors or staff may require applications or documents for classes and activities. They will provide clear instructions for how and when to obtain these. Students may lose credit or face other penalties for failing to do so.
- The memory capacity for assigned iPads is reserved exclusively for content related to courses and activities in which the student is enrolled. Personal content must be kept on personal devices. Assigned iPads are subject to routine maintenance of content and performance throughout the academic year. Inappropriate content on an assigned device may lead to restrictions, loss of device or other penalties or fines.
- Content management and backup of information is the responsibility of each student. The school does not perform backups and restorations of information stored on student iPads. Students are advised to make use of a secondary storage service, such as a computer or cloud service (Dropbox, Google Drive, e.g.). The school is not responsible for loss of information on assigned iPads, even during maintenance or storage.
- iPads are not allowed in school restrooms. No recording or communication devices are allowed in restrooms at any time.

For Parents

- At least one parent or guardian must attend iPad orientation and assignment to ensure that the terms of use are clearly understood and appreciated.
- The rules and expectations governing the use of student iPads and accessories remain in effect at all times throughout the school year.
- We encourage parents and guardians to become familiar with how iPads are used by students for courses and other activities at Saint John's Preparatory School.
- Assigned iPads are programmed to be secure and to filter inappropriate content at all times on the school campus. At home, we encourage parents and guardians to establish standards and expectations for use, including desired internet content restrictions and usage limits.

General Care Instructions

- Screens should be cleaned with a soft, dry cloth. Avoid liquid cleaners.
- Charging cables must be used carefully to prevent damage and malfunction.
- iPads are not designed to support weight, even with the protective cover. Use padded sleeves or compartments when placing them inside backpacks.
- Store the iPad away from liquids and food, which can damage the device.
- Avoid prolonged excessive heat and/or cold. iPads must be near room temperature to function properly.
- Battery life should be sufficient to last an entire academic day with reasonable school-endorsed activities. Batteries are depleted especially by multi-media use (such as streaming), high screen brightness, Bluetooth and Wi-Fi use. If an assigned iPad is not maintaining a charge as expected, it must be reported to school personnel as soon as possible.