

Dear Parents,

I want to take this opportunity to welcome your family to the Bishop John J. Snyder High School community as we begin a very exciting new year at Bishop Snyder! This is our 17th year and we are proud of what we have been able to accomplish through the efforts of dedicated teachers and staff and the guiding hand of the Holy Spirit. Bishop Snyder High School is dedicated to preparing each student for college and for the future and so we have adopted as our motto: “*preparing the way*”, after the example and calling of St. John the Baptist. The tradition of excellent Catholic education in the Diocese of St. Augustine, which began nearly 450 years ago, is a long standing one. The school’s namesake, Bishop John J. Snyder, strengthened that tradition with his commitment and dedication to the growth of our diocesan schools. We are proud to bear his name and follow his example.

This handbook marks the first step in ensuring a safe and stimulating environment in which young men and women develop into compassionate and service oriented members of their communities. Our academic program, within a Christian setting, allows our students to mature in all areas: academically, spiritually, physically, and emotionally with the guidance and care that our professional staff gives from the first day of school to graduation. Your part cannot be overemphasized. With your involvement, we can successfully work to challenge our students to reach their fullest potential. Our communication platform, *RenWeb*, assists in the effort to maintain effective communication between the school and you.

Your cooperation and involvement will continue to make this school a success. With the enrollment of your student, the legacy of Bishop John J. Snyder High School is underway!

Please read this copy of the Parent-Student Handbook for Bishop John J. Snyder High School for the 2018-19 academic year carefully and share it with your student. It outlines clearly the minimal expectations for students at our school and represents the rules and regulations in effect for the coming school year.

If you have any questions or would like clarification about any portion of the Parent-Student Handbook, please don’t hesitate to contact me.

Deacon David Yazdiya
Principal

General School Information

Bishop John J. Snyder High School

Bishop John J. Snyder High School was founded in 2002 and is named after The Most Reverend John J. Snyder, D.D., the eighth bishop of the Diocese of Saint Augustine. The school opened on August 14, 2002 with ninth grade. It is accredited by the Southern Association of Colleges and Schools (SACS) and is a member of the National Catholic Education Association (NCEA).

Bishop John J. Snyder, D.D.

Bishop John J. Snyder was installed as the eighth bishop of the Diocese of St. Augustine on December 5, 1979. He succeeded Bishop Paul F. Tanner upon his retirement. The son of John Joseph and Katherine Walsh Snyder, he was born in New York City on October 25, 1925. He was ordained to the priesthood on June 9, 1951. On December 13, 1972, Pope Paul VI appointed him Auxiliary Bishop of Brooklyn. He was ordained by Bishop Mugavero on February 2, 1973 at the Church of Our Lady of Perpetual Help, Brooklyn. In October 1979, Pope John Paul II transferred him to the See of Saint Augustine where he was installed on December 5, 1979. His Episcopal motto is "Peace in Christ."

Heritage of Bishop John J. Snyder High School

In 1999 The High School Task Force found that Bishop Kenny High School had reached its optimum size and recommended that it not be expanded further. St. Joseph Academy in St. Augustine was in need of expansion and upgrades that were already in the planning stage. As for the addition of new Catholic high schools, the report concluded that Clay County/ western Duval County and Gainesville were the two most logical areas for growth. To meet all of these high school needs, the Task Force recommended that a united, diocesan-wide fundraising campaign be undertaken with professional guidance. This campaign led to the building of Bishop John J. Snyder High School.

Mission Statement

The mission of Bishop John J. Snyder High School, a college preparatory school, is to assist in the ongoing formation of young men and women of competence, conscience and compassion, faithful to the Gospel and teachings of the Catholic Church.

Vision

We the faculty and administration are dedicated to providing a Catholic education to our students, guiding them to become significant contributors to our academic community and society. We endeavor to instill a strong Christian character built on the highest of moral and ethical codes.

Beliefs

We believe our Catholic school ...

1. fosters our growth as a Christ-centered, academic community.
2. equips students to excel spiritually, academically, technologically, artistically, athletically, and socially.
3. celebrates the unique gifts and accomplishments of each individual as we grow in spirit and community to “...prepare the way of the Lord,” as did our patron Saint, John the Baptist.
4. develops self-discipline and leadership.
5. inspires, motivates, and challenges young men and women to witness to the Gospel message.

The School Motto

The school motto is, “*preparing the way.*” These are not just words but are the foundations upon which Bishop John J. Snyder High School was built. They also sum up what we value most at BJS. Our school emerges from a rich heritage of Catholic education in the diocese while maintaining its own identity. We are proud of what we have built and will continue to strengthen that tradition.

The School Mascot

The Mascot of Bishop John J. Snyder High School is *the Cardinal*. When asked if he ever wanted to be Pope, Bishop Snyder replied, “No. I always wanted to be a Cardinal, but I couldn’t hit a curve ball.” Bishop Snyder’s love for the St. Louis Cardinals is strong and he has been a loyal fan of this ball club for many years. He personally chose the mascot for Bishop John J. Snyder High School.

Hours of Operation

Office hours are from 7:30 a.m. to 3:30 p.m. Monday through Friday. The classroom buildings open at 7:30 a.m. and close at 3:30 p.m. every weekday except Wednesday. On Wednesdays, the buildings close at 2:15 p.m.

Summer office hours are Monday through Friday 8:00 am to 2:00 pm.

School Closing

In the event of possible postponement of school, Bishop John J. Snyder High School will follow the directive from the Duval County Public School System.

RenWeb Parent Alert

RenWeb is a communication service that allows the school to notify parents in case of an emergency or when quick notification of events is necessary. The service can send thousands of e-mails and phone messages instantly, giving parents valuable information.

School Contact Information

5001 Samaritan Way, Jacksonville, FL 32210
Main Office: (904) 771-1029 Fax: (904) 908-8988
Website: www.bishopsnyder.org

Administration, Faculty & Staff

Administration

Principal	Deacon David Yazdiya	davidyazdiya@bishopsnyder.org
Dean of Academics	Mrs. Kelly Brown	kellybrown@bishopsnyder.org
Dean of Students/Transportation	Mr. Rusty Kellum	rustykellum@bishopsnyder.org
Director of Admissions	Mrs. Shelley Gudzak	shelleygudzak@bishopsnyder.org
Director of Athletics/Facilities	Mr. Zach Osbeck	zachosbeck@bishopsnyder.org
Director of Campus Ministry	Miss Joy Pichardo	joypichardo@bishopsnyder.org
Director of Finance	Mrs. Jennifer McAnally	finance@bishopsnyder.org
Director of Foundations Program	Mrs. Lisa Moser	lisamoser@bishopsnyder.org
Director of Guidance	Mrs. Drew Schmehl	drewschmehl@bishopsnyder.org
Director of Institutional Advancement	Mr. Jayson Judy	jaysonjudy@bishopsnyder.org
Director of Technology	Mrs. Rachel Fierro	rachelfierro@bishopsnyder.org

Administrative Staff

Admin Assistant to Finance	Mrs. Edna Corrigan	ednacorrigan@bishopsnyder.org
Admin Assistant to Guidance	Mr. Gregg Mattson	guidance@bishopsnyder.org
Admin Assistant to Principal	Mrs. Mary Anne Briggs	maryannebriggs@bishopsnyder.org
Assistant Athletic Director	Mrs. Vicki Naughton	vickinaughton@bishopsnyder.org
Campus Ministry Assistant	Mr. Mike Scaldo	mikescaldo@bishopsnyder.org
Foundations Assistant	Mrs. Dawn Frazier	dawnfrazier@bishopsnyder.org
Front Office Receptionist	Mrs. Lisa Dobrie	mainoffice@bishopsnyder.org
Guidance Counselor	Miss Nicole Friederich	nicolefriederich@bishopsnyder.org

Faculty

Bishop John J. Snyder High School has a professional faculty of men and women dedicated to the education and development of each student. Faculty members are state certified teachers with over half having advanced degrees.

Tuition and Fees 2018-2019

One Catholic student in family at Bishop John J. Snyder High School
\$8,559

Two Catholic students in family at Bishop John J. Snyder High School
\$15,742

Three or more Catholic students in family at Bishop John J. Snyder High School
\$21,630

Non-Catholic student
\$11,250

Exchange/International Student
\$13,000 (all inclusive)

Registration Fee: \$375/per family (non-refundable)

Registration and General Fees are non-refundable with the exception of a student withdrawing because of insufficient financial aid. The withdrawal must be before the start of classes. Tuition refunds will be at the discretion of the Principal.

General Fees:\$1000/per student (non-refundable)

Academic: includes materials (unless otherwise indicated in the course catalog), catastrophic student insurance, guidance services, and standardized testing. It does not include Saturday School, PE uniforms, field trips, books, yearbooks, locks for lockers or parking passes.

Technology: includes media/library services and allows the school to keep up-to-date technology available for use by the students.

Development: includes funds to assist with our campus expansion as our school population continues to grow.

Graduation (Seniors only - \$100): includes cap and gown, Senior Awards Dinner and Graduation site rental.

Tuition Payment Schedule

Option #1

June 1, 2018

Annual tuition/fees due to BJS front office

Option #2

Apr. 30, 2018

Fees due to BJS front office. No invoice will be sent.

June 2018

Semi-annual tuition FACTS withdrawal #1

Nov. 2018

Semi-annual tuition FACTS withdrawal #2

Option #3

April 30, 2018

Fees due to BJS front office. No invoice will be sent

May 2018 – Feb. 2019

Tuition payments 1-10 due monthly on the 5th or the 20th

Tuition is collected by FACTS Tuition Management Program.

Note: Those students with delinquent accounts must be cleared with the finance manager prior to taking mid-term or final exams. Transcripts and records will not be released or diplomas issued for seniors until all financial obligations are met. Checks returned to the school for insufficient funds will be re-deposited. If the check fails a second time, the parent will be responsible for a \$25.00 returned check fee in addition to providing the amount of the returned check. Remittance must be in cash or a bank check.

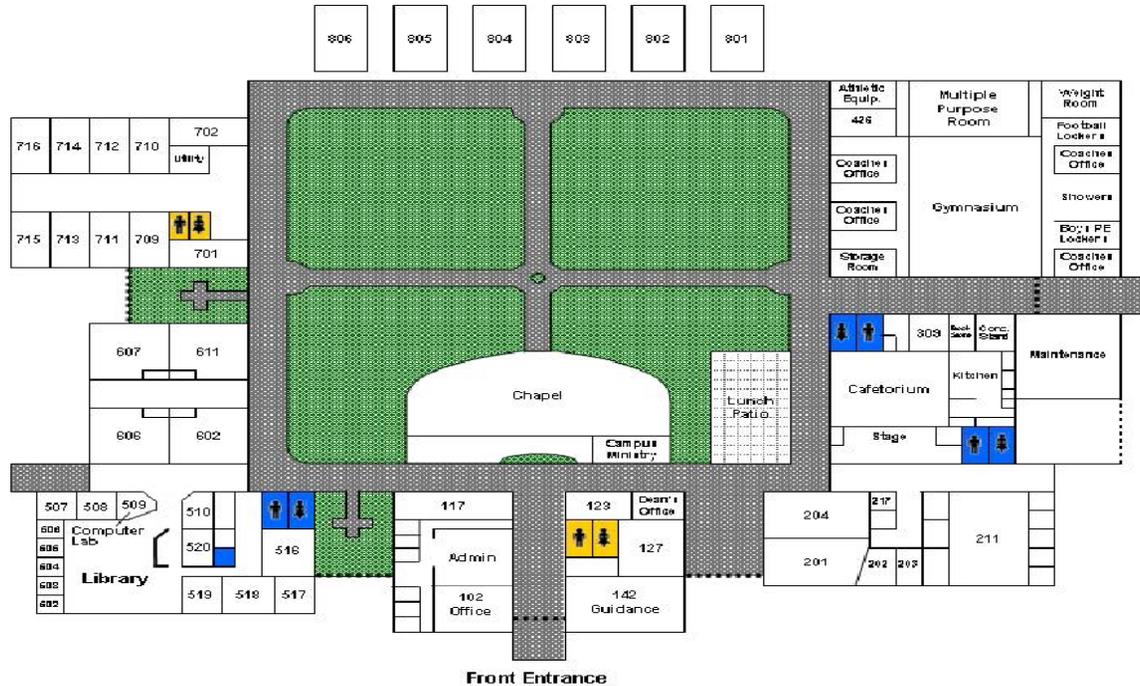
Bell Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:58	A	A	A	A	C
9:03 – 9:59	B	G	F	D	Mass
10:04 – 11:00	C	B	G	E	D
11:05 – 12:45	D	C	B	F	E
Lunch Schedule					
1 st Lunch	11:05 – 11:35	11:05 – 11:35	11:05 – 11:35	11:05 – 11:35	11:05 – 11:35
2 nd Lunch	11:40 – 12:10	11:40 – 12:10	11:40 – 12:10	11:40 – 12:10	11:40 – 12:10
3 rd Lunch	12:15 – 12:45	12:15 – 12:45	12:15 – 12:45	12:15 – 12:45	12:15 – 12:45
12:50 – 1:46	E	D	Announcements Prayer C	G	F
1:51 – 2:50	Announcements Prayer F	Announcements Prayer E	1:47 Early Dismissal	Announcements Prayer B	Announcements Prayer G

BISHOP JOHN J. SNYDER HIGH SCHOOL



Classroom Map

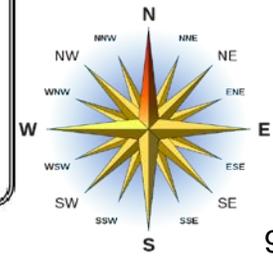


Legend

- Bishop John J. Snyder is located at 5001 Samaritan Way, Jacksonville, FL 32210
- Office Phone Number - 904-771-1029

Exterior Walkways
 Restrooms
 Faculty Restrooms

Michael Ornela - BJS Classroom Map version 10 - Oct 2008



Tierney Media Center/Computer Lab

- Hours are 7:30 a.m. to 4:00 p.m.
- Students must adhere to Internet Policy.
- Classroom rules apply to the media center and computer lab.
- No food or drink is ever permitted in the media center or computer lab.
- The library is available during lunch to students who have a pass from a teacher.
- Students are required to present ID's to check out materials. Students must return all books/materials and not have any outstanding fees in order to take midterm and final exams.
- Students are responsible to familiarize themselves with and adhere to posted library policies and procedures.

Admissions

Director of Admission – Mrs. Shelley Gudzak

(904) 908-8978 (phone)

(904) 908-8988 (fax)

Admission Policy

Admission to Bishop John J. Snyder High School is contingent upon a student graduating from 8th grade with no expulsions or serious disciplinary problems. We accept Catholic and non-Catholic students from Catholic, public and other private schools. Students seeking admission their senior year from a Catholic high school within the Diocese of St. Augustine, or a public or private school within the Greater Jacksonville area, will not be accepted.

Residence and Custody Requirements

Students must live with their parent(s) or legal guardian(s). Students who live independently or with others or who are married may not remain enrolled at Bishop John J. Snyder High School.

Foreign exchange students must reside with a family or an adult sponsor acting as guardian. It is the responsibility of foreign citizens to remain abreast of all current immigration laws in order to maintain residence in the United States. Bishop John J. Snyder High School does not give advice to students in this regard.

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. **The school will not be held responsible for failing to honor arrangements that have not been made known to us.**

Office of Campus Ministry

Director of Campus Ministry – Miss Joy Pichardo (904) 908-8975

Assistant to the Director of Campus Ministry – Mr. Mike Scaldo (904) 908-8974

The Office of Campus Ministry assists in the formation of students of competence, conscience, and compassion. The department is committed to providing opportunities which serve to unite the school community and encourage students to grow in their Christian faith while discerning their personal call to love and serve.

Campus Ministry opportunities include but are not limited to the following:

- weekly school-wide liturgies
- penance services
- school-wide prayer services and praise and worship
- Adoration of the Blessed Sacrament
- 12th-grade Extraordinary Ministers of Holy Communion
- lector and altar server training
- grade-level retreats
- student retreat leaders
- Morning Star High School Mentors
- Christian service
- summer mission trip
- food and clothing collections

- Catholic Schools Week and Vocations Week celebrations
- Spectrum peer groups
- annual pilgrimage to the National March for Life in Washington, DC
- pastoral counseling

Christian Service Program

It is the unique mission of Bishop John J. Snyder High School to guide young people in developing a Christian social consciousness and a commitment to a life of justice and peace.

All students are required to complete a minimum of twenty-five (25) hours of Christian Service each year. The goal is twofold: to encourage students to see the face of Christ in the communities they serve, and to prepare students for the Bright Futures Scholarships and for college.

The following are the guidelines for Recording Christian Service Hours:

- Records of Christian Service forms can be obtained on the school website, through religion classes, or in the Office of Campus Ministry.
- The Record of Christian Service must be completely filled out before submission to Campus Ministry. Incomplete forms will be returned to students.
- Christian service hours may only be recorded for non-paid service to the community outside of school hours.
- Service hours performed for family members or extended family members will not be accepted for credit. We see service to family members is part of what it means to belong to a family.
- Service completed and recorded and organizations where service is completed must be in line with the teachings of the Catholic Church.
- Service hours completed over the summer will count for the following school year.
- Information on upcoming service projects can be found through the Office of Campus Ministry.

Important Christian Service Deadlines

- Summer hours must be submitted by the Tuesday following Labor Day.
- Service hours for seniors are due at the end of the 3rd grading period.
- Service hours for freshmen, sophomores and juniors are due by May 1st.

Academic Policies

Grading Scale/Grade Point Average (GPA) Calculation

<u>LETTER GRADE</u>	<u>NUMERICAL GRADE</u>	<u>QUALITY POINTS</u>		
		Standard	Honors	AP
A	90-100	4.0	4.5	5.0
B	80-89	3.0	3.5	4.0
C	70-79	2.0	2.5	3.0
D	60-69	1.0	1.0	1.0
F	59 and below	0.0	0.0	0.0

Computing Final Grades

Bishop John J. Snyder High School computes grades on an annual system. Total points are divided by the ten marks to determine the annual grade.

Quarter One Grade	x2
Quarter Two Grade	x2
Mid Term Exam	x1
Quarter Three Grade	x2
Quarter Four Grade	x2
Final Exam	x1

TRANSCRIPT EVALUATIONS BY OTHER AGENCIES

Colleges, universities and the NCAA may recalculate a student's GPA according to their own requirements. All Florida state universities add one-half additional point per honors course and one additional point per AP course.

Academic Regulations

Students must earn all seven (7) BJS credits attempted each year of high school. Failure to earn seven (7) credits will necessitate summer school attendance (see Credit Recovery & Summer School).

- A religion credit is required for each year enrolled at Bishop John J. Snyder High School.
- Transfer students must have attempted a minimum of six credits per academic year.

Academic Probation

Students are placed on Academic Probation when their weighted cumulative GPA drops below a 2.0. These students and their parents will meet with a guidance counselor to develop an Academic Intervention Plan (AIP). The AIP may include, but is not limited to, tutoring, regular meetings with teachers and/or counselors, and monitoring of their academic progress.

Students on Academic Probation must raise their weighted cumulative GPA to 2.0 or above and meet the expectations of the AIP by the first day of their senior year. Students who do not meet the GPA requirements, or those of the AIP, will be assessed to determine their graduation status and their continued enrollment at BJS.

Credit Recovery & Summer School

Failure of a BJS course results in credit shortage. This credit must be recovered through summer school at BJS. A maximum of one (1) credit may be earned during a summer.

Credit-deficient students will take the summer school course(s) offered in order to make up the credit and if the failed course is a graduation requirement, it must be retaken during the following school year. Note: The purpose of summer school is credit recovery.

Grade Forgiveness

Through grade forgiveness, a student is able to replace one grade in a core academic course if he/she received a D or an F. Core subjects include English, math, social science, world language, science and religion. *Electives are not eligible.* Please note:

- The student must retake the same course.
- The original grade will remain on the transcript, but it will not count toward the GPA.
- The student must attend summer school in order to satisfy credit requirements (retaking a course will leave a student one credit short of graduation requirements).
- The course cannot be dropped once a student is enrolled.
- The grade earned in the retaken course is final.
- A transfer student may retake a course initially taken at another institution.
- *Grade Forgiveness may be applied to a one year-long course or two semester-long courses during a student's high school career.*

Extra Credit/Bonus

Students may not receive extra credit or bonus points for any assignment. This includes grades whose total is over 100%, questions on tests/quizzes that may offer students additional points, 'banked' points to be used on future assignments, points offered for attendance at school events outside the scope of course responsibilities and any assignment that is given outside the course work to a student to artificially raise his/her grade.

Academic Assistance

Teachers are available to help students before school at 7:40 a.m. and after school until 3:15 p.m. or on an appointment basis. **It is the responsibility of the student to schedule an appointment with the teacher.**

Incomplete Grades

An incomplete grade (“I”) will be given only when necessary due to illness or extenuating circumstances. Upon receiving an incomplete grade the student is required to meet with the teacher and receive a schedule for completion of all missing work. All work must be completed and a grade turned in to the office within fifteen (15) school days after the end of the grading period. If the student fails to meet the required time schedule, a failure (“F”) or failures will be recorded for the missing work.

Quarterly Honor Roll

The Honor Roll is calculated at the end of each quarter as follows:

First Honors: All grades in individual courses at **90** or above.

Second Honors: All grades in individual courses at **80** or above.

Criteria for Honors and Advanced Placement Courses

Criteria for placement in an **HONORS** course:

1. The student
 - a) works independently
 - b) follows directions
 - c) demonstrates intellectual maturity and commitment to academics
 - d) maintains a positive attitude
 - e) completes all required assignments
 - f) exhibits excellent behavior
2. At the time of teacher recommendation (early in the fourth quarter), the student has an overall average of 80 or better in the previous subject-related **HONORS** course or an overall average of 90 or better in the previous subject-related **STANDARD** course.

Honors courses in science and math may require that additional criteria be met. See the *prerequisites* listed for each course. Students must have an overall average of 85 or better in world language classes in order to be recommended for an honors-level course.

Criteria for placement in an **Advanced Placement** course:

1. The student meets the Honors placement criteria.
2. The student must have an overall average of 90 or better in the subject-related honors course or an overall average of 80 or better in the subject-related AP course and approval of both the current teachers and the Dean of Academics.

Note that tenth-grade AP World History placement is conducted by a committee of 9th-grade teachers and the Dean of Academics.

All students who enroll in an AP course are required to take the AP Examination at a cost of \$92 (at time of printing).

Waiver Requests

Waiver requests (maximum of 2) must be submitted to Guidance and require a cumulative weighted GPA of at least 2.5, a parent conference, and approval of the Dean of Academics. Waiver requests will not be considered after the start of the school year.

AP placement decisions cannot be appealed or waived.

Requirements for Membership in National Honor Society

The National Honor Society is the leader among organizations that promote recognition of high school students who demonstrate outstanding accomplishment in the areas of scholarship, service, leadership, and character. Throughout the school year, members of the Bishop John J. Snyder Chapter of National Honor Society participate in monthly meetings, academic gatherings, and service to the school and community.

At the beginning of the school year, juniors and seniors who have a cumulative, weighted GPA of at least **3.75** are invited to apply for membership. Each candidate will complete and submit a Student Activity Form for review by the Faculty Council. The Faculty Council then submits recommendations to the principal for final approval.

A 3.75 GPA must be maintained through graduation. If a member's GPA falls below 3.75, the member will be placed on probation. A senior member whose GPA is below 3.75 at the end of the final quarter will not receive NHS designation at Senior Awards or at graduation.

Florida Virtual School

A student enrolled in BJS may also receive approval to take a non-core course through FLVS. Upon receipt of the completed Approved FLVS Course Agreement, students must visit www.flvs.net to register for the approved FLVS course. In such cases, the course name will appear on the BJS transcript, the final grade will neither appear on the BJS transcript nor be included in the BJS grade point average calculation and the course may not serve as a prerequisite for a BJS course. FLVS courses are subject to the BJS plagiarism policy.

Graduation Requirements

Bishop John J. Snyder High School offers a college preparatory curriculum. Twenty-eight (28) credits in the following subject areas are required for graduation:

4 credits	Religion
4 credits	English
4 credits	Mathematics
3 credits	Social Studies
3 credits	Science (2 labs)
2 credits	World Languages (same language)
1 credit	Practical/Performing Arts
1 credit	Personal Fitness/PE Elective
6 credits	Electives

Additional graduation requirements include:

- 2.0 cumulative GPA

To participate in graduation exercises:

1. The student must earn all seven credits attempted during his/her senior year.
NOTE: If a student fails one course during his/her senior year, the student will not participate in graduation exercises, but may receive a Bishop John J. Snyder High School diploma upon receipt of official documentation indicating successful completion of that course.
2. The student must have a weighted 2.0 cumulative GPA.
3. All financial and other obligations must be met.
4. Students who are **suspended during their senior year** for any reason may not be allowed to participate in senior activities which may include but are not limited to Prom, Senior Trip, Senior Dinner and Awards Ceremony, and Graduation exercises.

Graduation with Honors

Summa Cum Laude	4.00 and above
Magna Cum Laude	3.60 - 3.99
Cum Laude	3.30 - 3.59

(Four-year cumulative average)

Valedictorian and Salutatorian

A student must be in attendance at Bishop John J. Snyder High School his/her entire eleventh and twelfth grade years in order to qualify for the distinction of class valedictorian or salutatorian.

Attendance Policies

Compulsory education laws mandated by the State of Florida require regular attendance. Each parent of a child of compulsory attendance age is responsible for the child's attendance as required by law. For more information, access www.leg.state.fl.us.

Period Attendance and Tardiness

Attendance is reported at the beginning of every class period. Students must report to their A-period class by 8:00 a.m. **Students arriving after 8:00 a.m. must first report to the front office for a *tardy slip*.** Three tardies per semester in any one class is a Level I offense. Tardiness of twenty minutes or more is recorded as absence.

Absence Reporting Policy

Upon return to school following an absence, the student must report to the front office for a *readmit slip* before returning to class. The student's absence will be recorded as either *excused* or *unexcused*. Requirements for an absence to be *excused* are as follows:

- A parent/guardian must notify the school before 8:00 a.m. on the day of the absence.
- **On or before the day the student returns to school, before the start of his/her A-period class,** the front office must receive documentation of the date(s) and reason(s) for the absence, signed by a parent/guardian or other appropriate authority. This documentation may be hand-delivered by the student, emailed, or faxed to the front office. **ABSENCES WILL NOT BE EXCUSED RETROACTIVELY.**
- Reasons for *excused* absences include illness, medical and legal appointments (see Planned Absences policy p.42), funeral of an immediate family member, college visits (up to three per year), and extenuating circumstances approved by the principal. Absences for other reasons or unaccompanied by appropriate and prompt documentation will be recorded as *unexcused*.

Planned Absences- Appointments

Parents must make every effort to schedule appointments during school vacations and after school hours. In order for an unavoidable absence for a medical, dental, or legal appointment to be *excused*, the student must

- report to the front office before 8:00 a.m. on the day of the appointment and present a note from a parent/guardian that states 1) the time of early dismissal, 2) the type of appointment, 3) a verification phone number, and 4) the time the student expects to return to school. The student will be issued an blue *early dismissal slip*. Early dismissal will be denied without proper documentation.
- present the *early dismissal slip* to the teacher prior to the start of class. The teacher will dismiss the student at the appropriate time.
- sign in at the front office immediately upon return to school and present proper documentation from the appointment. Office personnel will issue a yellow *readmit slip* marked *excused*. NOTE: Without proper documentation, the student will be issued a red *readmit slip* marked *unexcused*.

Attendance Probation for the Quarter

A student is automatically placed on *ATTENDANCE PROBATION for the QUARTER* when his or her attendance in any class meets any of the following criteria:

- Five absences, excused or unexcused, within a month.
- Five unexcused absences within the quarter.

Up to five (5) absences in a quarter may be deemed excused by the school when:

1. the student's parent contacts the school (904-771-1029) within 24 hours of the absence or tardy, or
2. the student returns to school with a note, signed by the student's parent/guardian.

More than five (5) absences in a quarter will automatically be deemed unexcused without the express approval of the Principal, Dean of Academics, or Dean of Students.

There are common reasons for being late or to, or absent from, school which are considered unexcused. These reasons include, but are not limited to:

- oversleeping, by the student or the parent
- car trouble of any kind
- traffic jam
- missing the bus
- pleasure trips
- returned for forgotten items

Attendance Probation for the Quarter will be instituted on a weekly basis as a result of periodic attendance checks. Once a student is placed on Attendance Probation for the Quarter, the student will remain on probation for the entire quarter.

Attendance Probation for the Year

A student is automatically placed on *ATTENDANCE PROBATION FOR THE YEAR* when his or her attendance meets any of the following criteria:

- Ten unexcused absences within a semester.
- Fifteen total absences, excused or unexcused, within a year.

More than fifteen (15) absences in a year will automatically be deemed unexcused without the express approval of the Principal, Dean of Academics, or Dean of Students. Attendance Probation for the Year will be instituted on a weekly basis as a result of periodic attendance checks. Once a student is placed on Attendance Probation for the Year, the student will remain on probation for the entire year.

Students who are placed on Attendance Probation may be excluded from participation in school dances, functions, field trips, extra-curricular activities, clubs, intramural and interscholastic sports.

Students who are placed on Attendance Probation must adhere to all attendance policies of Bishop John J. Snyder High School including, but not limited to:

- Being on time for all scheduled school hours, and
- Notifying the school immediately of any legitimate and excusable (to be determined by the school) absence; failure to appropriately notify the school may result in disciplinary actions.

Students who are placed on Attendance Probation will automatically have all absences and tardies deemed unexcused without the express approval of the Principal, Dean of Academics, or Dean of Students.

Missed Assignments and Assessments

If a student's absence is *excused*, the student has the number of days missed, plus one, to make up work assigned during the absence. (ex., a student who misses school on Monday must complete the work and turn it in on Thursday, *whether or not the class meets Thursday*.) It is the responsibility of the student to meet promptly with his/her teachers to discuss makeup work. Test dates and due dates for other assessments such projects, presentations, and papers are announced well in advance and must be respected. If a student is absent only on the day of a test, he/she will be expected to take the test *on the day of return to school, whether or not the class meets that day*. Students are expected to notify their teachers of any *planned* absences.

It is expected that students who arrive late or leave early will turn in work due in the missed class(es). If a student's absence is *unexcused*, all work collected and assessments given during the absence will receive zero credit.

The makeup policy for March for Life attendees will be distributed and explained prior to the event.

Midterm and Final Exams

Midterm and final exams must be taken when scheduled. In the event of an extenuating circumstance, a written parental request for rescheduling must be submitted to the Principal for consideration. If approved, the Dean of Academics will reschedule the exam(s) and a \$25 administrative fee will be assessed. If an exam is missed due to an unexcused absence, a grade of “zero” will be issued.

The make-up period for exams will be used only in the case of extenuating circumstances approved by the Dean of Academics.

Those students with delinquent accounts must be cleared with the finance manager prior to taking mid-term or final exams. Transcripts and records will not be released or diplomas issued for seniors until all financial obligations are met.

Senior Exam Exemptions

Seniors will be exempt from final exams for semester-long and year-long courses in which they have a 90-100 final average. Qualifying students will be given the option of taking the final exam to improve their semester averages. If taken, the exams will be included in the semester average.

Homework Requests

After an absence of three or more days, a parent may request homework assignments from the teacher. Students and parents are encouraged to contact classmates for homework information. Please check in at the front office before retrieving books from lockers. Teacher emails are located on our website for homework requests.

Athletic Policies

Director of Athletics – Mr. Zach Osbeck
Assistant Director of Athletics – Mrs. Vicki Naughton
(904)908-8954 (phone)
(904)908-8988 (fax)

Florida High School Athletics Association Requirements for Participation in Athletics

STUDENT RESPONSIBILITIES

- Be a credit to parents, school, and community. Exhibit good sportsmanship and proper respect in the arena of competition.
- Abide by training rules and regulations established by coaches and sponsors. Abide by the Code of Conduct in the Parent and Student Handbook.
- Strive to achieve to the best of your abilities.
- Abide by the Athletic Participation Agreement.
- Students who violate any part of the Code of Conduct or FHSAA policies while representing Bishop Snyder will be subject to disciplinary action through the Office of the Dean of Students, as well as penalties handed down by the FHSAA.
- Any misconduct by a student-athlete resulting in a fine by the FHSAA will be paid by the offending student or billed to his/her account. Any grievous offense could result in suspension from athletic participation by the dean of students

ATTENDANCE POLICY

Students must be in school at least three periods to participate in athletics and extracurricular activities (including team practices).

EXPECTATIONS OF STUDENT CONDUCT AT EXTRACURRICULAR ACTIVITIES

Students who attend extracurricular activities as spectators are expected to abide by the same standards of acceptable behavior and sportsmanship as the participants of the activity. Students must show respect at all times, using only positive cheers and praise without antagonizing or demeaning participants. Disrespectful or derogatory behavior will result in the student's removal from the activity and review for disciplinary action with a dean and the game-day manager or sponsor of the activity.

FHSAA ELIGIBILITY POLICY

Bishop John J. Snyder High School is a member of the Florida High School Athletic Association (FHSAA) and follows established rules. To be eligible to represent Bishop Snyder in interscholastic athletics, you:

1. Must be regularly enrolled and in regular attendance at Bishop Snyder High School
2. Must maintain a cumulative 2.0 grade point average on a 4.0 unweighted scale.
3. Must not have graduated from any high school or its equivalent.
4. Are eligible to participate at the school in which you first enroll, or at which you first take part in an official FHSAA athletic practice, at the beginning of the school year.
5. May transfer to another high school and retain eligibility provided you meet the district school board's transfer policies or qualify under other FHSAA transfer regulations.
6. Must not have enrolled in the ninth grade for the first time more than four years ago.
7. Student must not turn 19 before September 1, otherwise the student becomes ineligible to participate (FHSAA Bylaw 9.6).
8. Must be an amateur. This means you must not accept money, gift or donation for participating in a sport.
9. Must display good sportsmanship and follow the rules of competition before, during and after every contest in which you participate. If not, you may be barred from participation for a period of time.
10. Must refrain from hazing/bullying while a member of an athletic team or while participating in any athletic activities sponsored by Bishop Snyder High School.

11. Must not provide false information to your school or the FHSAA to gain eligibility. Falsifying documentation, accepting an impermissible benefit or talking to a coach about playing at his/her school before you begin attending that school is a violation and could result in:
 - i. The coach may be fined and suspended
 - ii. The school may face penalties including fines and exclusion from playoffs
12. Must complete a pre-participation physical evaluation form and be certified as being physically fit for participation, have consent to participate by completing the consent and release liability certificate and sign the concussion and heat related illness release form prior to participating in interscholastic athletics. In addition, each student participant must complete concussion video training. The physical evaluation is valid for one calendar year after which time a student must successfully undergo another physical evaluation to continue participation.
13. Must not participate in an all-star contest in a sport prior to completing high school eligibility in that sport.
14. Foreign exchange and international students must be approved by the FHSAA office prior to any participation.
15. Must not be guilty of gross unsportsmanlike conduct or exhibit behavior that is unacceptable to the principal or the FHSAA, both of which carry a six-week suspension from participation; IF EJECTED FROM A CONTEST FOR A FLAGRANT FOUL OR UNSPORTSMANLIKE CONDUCT, THE ATHLETE CANNOT PARTICIPATE FOR 7 DAYS.
16. May not dress for a contest, sit on the team bench, stand in the team box, or be on the field or play if deemed not eligible to participate.

As long as a student maintains a 2.0 cumulative grade point average, the student will be academically eligible for participation. Additionally, FHSAA regulations state that if a student in the 9th or 10th grades falls below the 2.0 cumulative grade point average requirement, the student will be allowed to participate on a semester-by-semester basis if the student a) earns a 2.0 GPA on courses taken in the previous semester alone; b) signs an academic performance contract with the school, and c) attends summer school. Once however, the student enters the 11th grade, he/she must have, and maintain from that point forward, the 2.0 cumulative GPA to be eligible for participation.

Transfers From Other Schools

Student-athletes are eligible upon completion of enrollment (as long as they meet all other eligibility standards – including, but not limited to age, limit of eligibility, pre-participation physical exam, GPA, and consent and liability release) at the school in which he or she first attends each school year.

If the transfer occurs during the school year, the student may seek to immediately join an existing team if:

- Student has completed all Bishop Snyder High School eligibility requirements
- A roster spot is available
- The student has the requisite skill and ability to participate in the sport according to the coach of the team
- The student has not participated in the same sport at another school during the same school year – unless the student meets one of the following exceptions:
 1. Dependent child of active duty military personnel whose move resulted from military orders
 2. Relocation due to a foster care placement in a different school zone
 3. Move due to court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent
 4. **Authorized for good cause in the district or charter school policy.** The athletic eligibility of students who transfer to Bishop Snyder High School during the school year will be determined based upon good cause. A committee comprised of the Academic Dean, Director of Guidance, Director of Admissions, and the Director of Athletics will determine the student's athletic eligibility based upon good cause authority. A recommendation will be made by the committee to the Principal regarding the student's athletic eligibility. The final decision will be made by the Principal and is not subject to review.

COLLEGE-BOUND ATHLETES

Athletes planning to compete in college sports must schedule an appointment with their guidance counselor before October 1 to receive NCAA Clearinghouse information.

Office of Guidance Services

Director of Guidance/Testing & FLVS Coordinator – Mrs. Drew Schmehl (student surname N-Z)

Guidance Counselor - Miss Nicole Friederich (student surname A-M)

Administrative Assistant – Mr. Gregg Mattson

(904)771-1029 ext. 8965

(904)908-8988 (fax)

The office of Guidance Services assists students at each grade level with academics, college planning and personal needs through confidential individual appointments, small group counseling and classroom guidance.

Guidance is an integral part of administration and helps coordinate additional supportive services such as:

- Academic Intervention Plans (AIP)
- FOUNDATIONS Program monitoring
- crisis management
- post-disciplinary counseling
- community resources/linkage

Guidance Appointments

In addition to classroom guidance conducted for each grade level, every BJS student is scheduled for a minimum of two individual appointments with his or her counselor. The first appointment is an academic and credit review. The second is a course selection review to discuss faculty course recommendations earned for the rising year.

Each student receives twenty four hour notice of his or her scheduled appointment and a guidance pass. It is the student's responsibility to reschedule the appointment with the Office of Guidance Services if the scheduled appointment conflicts with a test, class project, or other matter.

Transcript Requests

To receive an official electronic Bishop John J. Snyder transcript, a registered student must submit his/her request via Naviance. Alumni must complete a *Transcript Request Forms* available in the Office of Guidance Services, on the BJS website (under Parent/Student forms). Electronic Transcripts are complimentary.

Schedule Change Policy

Schedule change requests must be submitted for consideration **by the end of the second full week of classes**, after which only *teacher*-initiated changes will be considered. After this deadline, a student passing a course with a 60% or better is not eligible for a schedule change. All schedule changes require approval of the Dean of Academics and are subject to class-size limitations and master schedule constraints.

Standardized Testing Program

As a college preparatory high school, Bishop John J. Snyder administers the following standardized tests:

High School Placement Test: a placement test administered in January during 8th grade year

PSAT: a pre-SAT test administered in October during freshman, sophomore and junior year

PSAT results are distributed and reviewed with students during classroom guidance. Freshmen test results are discussed during the individual academic appointment. It is the responsibility of the student to bring home test results. The exam booklet is also returned, providing an excellent study tool for college admission tests (SAT and ACT).

AP (Advanced Placement) Exams are a division of College Board and are administered in compliance with CollegeBoard. Bishop Snyder AP students are required to sit for the AP Exam(s). Exams fees and dates of administration (May) are determined by CollegeBoard.

Exam dates and other AP information can be found at www.collegeboard.org. Only registered BJS students enrolled in an AP course offered at BJS are eligible to take the AP exam in that course. A student in grades 10, 11, or 12 requesting to take an AP exam in a course not offered at BJS must receive prior approval from the Director of Guidance and the Dean of Academics.

Registration and preparation materials for ACT and SAT are available in the Office of Guidance Services. A student must register for ACT and/or SAT exams online each time he or she wishes to test. Please visit ACT and SAT websites for additional information including: registration deadlines, fees, test dates etc.

Additional websites:

ACT: www.act.org

SAT: www.collegeboard.org

Application for Standardized Test accommodations must be coordinated with the BJS FOUNDATION Coordinator during sophomore year in order to be considered for ACT and/or SAT Test accommodations by the testing organization. Mrs. Moser can be reached at lisamoser@bishopsnyder.org or (904) 771-1029 ext. 5220.

The Bishop John J. Snyder High School Code Number is: 100819

College Information

At each grade level, BJS guidance offers college counseling that assists students and his or her family to make informed, planned college choices. Students are encouraged to explore and establish college goal timelines through senior year; beginning freshman year.

At BJS college planning support consists of 1.) Naviance-an electronic college planning platform that helps students and his or her family connect academic achievement to post-secondary goals and 2.) evening programs offered each fall – College Admissions and College Financial Aid.

A student is strongly encouraged to begin the college exploration process, beginning freshman year. Seniors are responsible for completing college applications and meeting college admission deadlines. BJS suggests students and parents research colleges each year by exploring as many resources as possible.

College Fairs

College Fairs are an excellent means to gain information about many colleges at once. Public and private Duval County schools host the National Association for College Admissions Counseling (NACAC) Fair in October. In spring, Jacksonville college preparatory schools host a second college fair with the Southern Association for College Admissions Counseling (SACAC). BJS students and parents are encouraged to attend each fair, each year. Please visit www.nacacnet.org and www.sacac.org for more information.

College Representatives

College admission representatives visit BJS to meet in small groups with students during fall. Junior and senior students are encouraged to attend presentations. An upperclassman will be permitted to attend presentations provided he/she:

- *pre-registers (minimum 24 hours prior).
- *is dismissed by the teacher – students may not attend during a test, quiz, presentation or other academic assignment of priority as deemed by the teacher.
- *respects the purpose of admission representative visits and has serious intentions for application to the visiting college.

College Visits

A visit to a college campus can be most helpful to a student in making college/career choices. BJS students and parents are strongly encouraged to schedule these visits on a BJS student holiday (teacher professional days, diocesan in-service days, Christmas/Easter holidays or during summer). Students should pre-arrange college campus visits with the

Admissions Office of each college. If the visit cannot take place on a student holiday, the student must prearrange the absence with a BJS administrator. *Please refer to the BJS Attendance Policy.*

College Websites

Most colleges maintain websites which offer specific college information about admissions (including open houses), general policies, majors of study, athletics, student life, tuition and financial assistance/scholarships. Most colleges require online applications for admission. BJS upperclassmen are encouraged to research colleges via Naviance. Additional college resources are available in the Office of Guidance Services.

College Applications & Guidelines

The Office of Guidance Services supports each senior's college application by submitting required documents via Naviance. Applications are a top priority. Seniors are responsible for maintaining and updating his or her Naviance college account. A student is expected to plan ahead, respect college or scholarship application deadlines, and to communicate his or her application needs.

Students must allow four weeks processing time for applications requiring counselor and/or teacher recommendations. A completed Student Recommendation Form must accompany each recommendation request.

Applications that do not require a recommendation may be processed sooner than four weeks. Application needs with an early January due date must be submitted to guidance by the first week of November.

It is the responsibility of the senior student to remain organized and to communicate all college admission requirements and deadlines to the Office of Guidance Services in order to meet his or her college and/or scholarship application deadlines. **PLEASE PLAN ACCORDINGLY.**

STATE UNIVERSITY SYSTEM

Many state universities encourage students to have applications submitted by November 1 in order to be considered for institutional scholarships. Therefore, students should submit application requirements (Transcript Request Forms, Recommendation Request Forms) to the Office of Guidance Services no later than October 1.

Senior college applications must be submitted by the due date of each individual college.

HIGH SCHOOL COURSE DISTRIBUTION REQUIREMENTS: Students should complete 20 units of high school work in the five core areas listed below.

STATE UNIVERSITY SYSTEM COURSE DISTRIBUTION REQUIREMENTS

ENGLISH	4 units (3 with substantial writing)
MATHEMATICS	4 units (Algebra I and above)
NATURAL SCIENCE	3 units (2 with substantial lab)
SOCIAL SCIENCE	3 units (World History American History Government/Economics)
WORLD LANGUAGE	2 units (2 years in the same language)
ACADEMIC ELECTIVES	4 units

Students satisfying BJS graduation requirements also satisfy NCAA Division I and II requirements. For more information, please refer to the NCAA website at www.ncaa.org.

COMPETITIVE ADMISSION PRACTICES

Admission to the State University System of Florida (SUS) is limited, increasingly competitive and based on many criteria. Admission applications are selected each year often based on the number and qualifications of those who apply (class profile). Most college websites include minimum admission requirements data. While there is no single academic path to college admission, high school coursework can be the best measure of preparation for a student's college

admission and college performance. To improve admission selection (particularly selective institutions), BJS students are strongly encouraged to exceed minimum credit (graduation) requirements by selecting rigorous BJS courses and maintaining above average grades.

SUBSTITUTIONS OF REQUIREMENTS FOR STUDENTS WITH DISABILITIES

An individual with a visual impairment, hearing impairment, or specific learning disability may wish to be considered for admission on the basis of a reasonable substitution of an admissions requirement based on Department of Education (DOE) guidelines. Information is available from a university's office of admissions.

EXCEPTIONS TO MINIMUM ADMISSION REQUIREMENTS

The majority of students are admitted on the basis of their overall academic and college standardized test score(s) in relation to the minimum college admission requirements. Colleges may also consider admission for a limited number of students as exceptions to the minimum requirements, through recommendations of appropriate faculty committees. Exceptions may be made on the basis of important, special, attributes or outstanding talents of individual applicants who otherwise may not qualify for admission solely on their academic record and admission test scores, but may demonstrate potential for excelling and ultimately achieving success in college. Applicants are encouraged to provide information such as important attributes, special talents, extenuating circumstances, etc. as part of their application.

BASIS FOR DETERMINING ADMISSIONS ELIGIBILITY

The Florida Board of Regents has established minimum state level admissions policies for first-time-in-college students and for students transferring without having AA degrees from Florida public community colleges. Admissions decisions are based on 1) high school graduation, 2) grade point average in academic core courses, 3) admissions test scores, and 4) course distribution requirements. These requirements are minimum state standards applying to all ten universities. Higher admissions standards may be required by each university.

1. **HIGH SCHOOL GRADUATION:** Graduation from an accredited high school or the equivalent is required. An applicant from a non-traditional program, such as home schooling, must present the required credentials and will be judged by the individual university.
2. **GRADE POINT AVERAGE IN HIGH SCHOOL ACADEMIC CORE COURSES:** A weighted high school grade point average (HSGPA) may be recalculated by the university using a 4.0 scale from grades earned in high school academic core courses in five designated subject areas. Additional weights are normally assigned to grades of D or better in Honors, Advanced Placement, International Baccalaureate, and other advanced courses.

Code of Conduct

Dean of Students – Mr. Rusty Kellum
(904) 908-8969

Effective education requires that the administration, faculty, parents, and students work together in a spirit of mutual cooperation so that the important task of learning may take place. The expectations in this handbook strive to outline reasonable guidelines for student conduct.

The general expectation of students is that at all times each student will conduct himself/herself in an appropriate manner and will be honest and respectful of others, including fellow students, staff, and faculty members. It is expected that Gospel values will be the guiding principle of each student's behavior.

**Bishop John J. Snyder High School students will be honest and trustworthy
and choose to live their lives by Christ's example.**

Student Expectations

All Bishop John J. Snyder High School students are expected to:

- represent Bishop John J. Snyder High School with pride and dignity on and off campus at all times
- become familiar with the policies, rules, and regulations which concern the students' conduct at school
- behave in a manner that allows learning to take place without interruption
- show pride in the school by keeping the campus clean
- be actively involved in their education and responsible for learning by demonstrating punctuality, preparedness, and good attendance
- dress for the learning process; follow school uniform policy at all times

Honor Code

Honesty, integrity, and a sense of honor are Christian values expected of students at all times. Students are not expected to lie, steal, cheat, or plagiarize. It is a privilege to live and work in an environment of trust and respect. Students have an obligation to follow the Honor Code and are expected to protect the privilege and not tolerate any violations. Students will be required to write the Honor Pledge on each test and out-of-class assignment: ***“I pledge on my honor as a Bishop John J. Snyder High School student that I have not given or received any unauthorized aid on any assignment.”***

All Honor Code violations are Level II offenses of the Student Code of Conduct and will be subject to disciplinary action by the Dean of Students. For the first offense, a student who gives or receives unauthorized aid or communication on an assignment or test will receive a **zero** for the test or assignment, the student's parents will be notified, and Saturday School assigned. Upon the second offense, the student will receive a **zero** for the test or assignment, the student's parents will be notified, and a one day suspension assigned. Upon the third offense, the student will receive a **zero** for the test or assignment, the student's parents will be notified and an Academic Review Team (ART) hearing will be convened to determine the student's status at the school.

Plagiarism

All student work submitted for assessment must be written and/or created by the student. Plagiarism, or the copying and use of another's work without proper acknowledgment, is not permitted; nor is it permissible for anyone to allow another person to copy their work for the purposes of assessment. Any work based on another person's published work may be used if, and only if, that work is properly cited according to the rules of citation and reference. FLVS courses are subject to the BJS plagiarism policy.

The following are a collection of the standard, recognized forms of plagiarism:

- Duplicating, by copying (or allowing to be copied) another's work, whether from a book, article, web site, another student's assignment, etc.;
- Paraphrasing of another's work closely, with minor changes but with the essential meaning, form and/or progression of ideas maintained;
- Piecing together sections of the work of others into a new whole;
- Presenting the work of tutors, parents, siblings, or friends as your own;
- Submitting purchased papers as your own;
- Submitting papers from the Internet written by someone else as your own;
- Submitting one's own work that has already been submitted for assessment purposes in another subject;
- Fabricating, falsifying, or inventing any information, citation, or document;

Classification of Violations

LEVEL I - MINOR

Offenses

ATHL	Violation of athletic policy	HALL	Hall pass abuse
CAFÉ	Inappropriate behavior in the cafeteria	IBSG	Inappropriate behavior on school grounds
COMP	Computer violation	ID	Failure to properly carry student ID
CONT	Possession of contraband item	LIT	Littering of food/drink or other items
CPH	Violation of cell phone policy	LVCL	Unauthorized leaving of the classroom
DANC	Inappropriate behavior at a school dance	MASS	Inappropriate behavior during liturgy
DIRC	Failure to follow teacher directions on an assignment	MUSI	Excessively loud/offensive music
DISR	Disruption in classroom	PARK	Parking lot violation
DISS	Disrespect of a staff member	PDA	Inappropriate display of affection
EDEV	Inappropriate use of electronic device	SAPG	Sale of unapproved goods on campus
EXDT	Inappropriate behavior/expelled from Central Detention	SKIP	Skipping class (while on campus)
EXPO	Inappropriate exposure	SLAN	Slander
FCLD	Failure to complete assigned lunch duty	SLIP	Failure to return signed referral
GAM		SWE	
B	Gambling	R	Swearing/Use of obscene language
GRAF	Graffiti	TARD	Tardiness
GRAS	Walking on the grass	UNIF	Nonconformity to the uniform code
GUM	Gum chewing	VCLR	Violation of classroom rules
HAIR	Violation of the hair policy		
Lev1	Any other offense deemed to be a minor violation by the Dean of Students and Principal		

Disciplinary Action

Verbal Reprimand
Central Detention (1 day)
Disciplinary Probation

Mandatory Parent Conference
Saturday School

A \$40 supervision fee must be paid in advance for those students who are assigned Saturday School.

LEVEL II - INTERMEDIATE

Offenses

BYOD	Violation of the Bring Your Own Device policies	LEAV	Leaving school grounds without permission
CHEA	Cheating	PHYS	Physical altercation
CLVI	Continuation of LEVEL I offenses	RACI	Use of racist or discriminatory language
DEFA	Defacing school property	RECK	Reckless endangerment
DEFI	Defiance of employee's authority	SSCH	Failure to complete Saturday School
DRIV	Reckless driving	SDET	Skipped detention
FALS	Providing false information to a school employee	SEXH	Sexual harassment
FITE	Fighting	THRE	Written/Verbal Threat
FORG	Forgery	TOBA	Possession/Use/Transfer of tobacco products (including e-cigarettes and any other nicotine-delivery products)
HONR	Violation of honor code violation		
INAP	Inappropriate behavior towards another	VALT	Verbal altercation
INTR	Violation of the internet policy	VAND	Vandalism
Lev2	Any other offense deemed to be an intermediate violation by the Dean of Students and Principal		

Disciplinary Action

Disciplinary Probation	Suspension from School (1-3 days)
Mandatory Parent Conference	Financial Restitution
Extended Central Detentions (multiple)	Referral to Law Enforcement
Extended Saturday Schools (multiple)	

A \$40 supervision fee must be paid in advance for those students who are assigned Saturday School.

LEVEL III - MAJOR

Offenses

BAT	Assault and battery on another student
BATS	Assault and battery on a staff member
BEAR	Verbal or written false accusation
CLV2	Continuation of LEVEL II offenses
CONV	Conviction of a crime
CRIM	Criminal mischief
DISC	Bringing discredit to BJS
DPRO	Directing profanity at a staff member
FIRE	Unjustified activation of a fire alarm/sprinkler system
INTR	Violation of the internet policy
MOB	Inciting or participating in a major student disorder
PCPD	Potential to cause bodily harm or property damage
PORN	Possession of obscene material
PWEP	Possession/Use/Transfer of: illegal weapon, knife or similar instrument, fireworks, munitions, or incendiary devices (or facsimile)

SEXM Sexual misconduct
TCOM Tampering/Damaging of software/hardware (major computer violation)
THEF Theft
TRES Trespassing
TRUA Truancy

Lev3 Any other offense deemed to be a major violation by the Dean of Students and Principal.

Disciplinary Action

Disciplinary Probation	Suspension from School (3-6 days)
Mandatory Parent Conference	Administrative Review Team
Financial Restitution	Exclusion
Referral to Law Enforcement	Expulsion
Referral to Law Enforcement	

LEVEL IV - Flagrant

Offenses

ARSN Arson
BOMB Bomb Threat
CASS Criminal Assault
CSXA Criminal and/or sexual assault
DRUG Possession/Sale/Purchase/Use/Transfer or Under the Influence of illegal drugs, inhalants or unauthorized prescription drugs
EXPL Possession/Use/Transfer of Explosives
GUN Possession of firearms on campus

Lev4 Any other offense deemed to be a major violation by the Dean of Students and Principal.

Disciplinary Action

Expulsion (With NO Option for Withdrawal)
Referral to Law Enforcement
Financial Restitution
Exclusion

Disciplinary Consequences

Receiving & Returning Referrals

A student who has received a referral is required to return two (pink and yellow) copies of the referral signed by his or her parent no more than 2 days after it was issued at school. No student will be admitted to a disciplinary consequence without the required parental signature. Failure to return a signed referral to the front office in a timely fashion will result in additional consequences for the student.

Central Detention

Central Detention is a one- hour period held before or after school assigned as a disciplinary consequence. Parents will be notified by a referral form indicating that their student has received a Central Detention. **Tardiness or failure to report to Central Detention will not be tolerated and will result in further discipline from the Dean's Office, including but not limited to extended Central Detentions and/or Saturday School. Students may not miss an assigned central detention to attend an extracurricular activity.**

Saturday School (Work Detail)

A consequence for breaking the Student Code of Conduct is Saturday School (work detail). A \$40 supervision fee must be paid to the Finance Office prior to the student attending Saturday School. Disciplinary infractions warranting a third Saturday School within each academic semester will result in **up to three (3) days** suspension. Any student who does not report to an assigned Saturday School will be suspended. Tardiness to a Saturday School will not be tolerated and will be considered an absence. **Students may not miss an assigned Saturday School to attend an extracurricular activity.**

Disciplinary Criteria

3 Central Detentions within a semester = Saturday School

3 Saturday Schools within a semester = Suspension

Level 3 and above Infractions = Mandatory Parent Conference/Suspension& Mandatory ART Conference.

Continuation of Level 1 offenses may result in Saturday School at the discretion of the Dean of Students.

Continuation of Level 2 offenses may result in a suspension at the discretion of the Dean of Students.

In-School Suspension

In-school suspension will take place on campus from 8:00 a.m. – 2:50 p.m.

Out-of-School Suspension/Expulsion

1. When there is a violation of the Code of Student Conduct that may result in an out-of-school suspension of three or more days or expulsion, the student and his/her parent(s) will be informed of the violation. The student will thereafter be suspended from school until a decision is reached on the violation and the punishment.

2. An Administrative Review Team (ART) will be appointed by the Principal for the purpose of reviewing suspensions of **three or more days** and violations of Disciplinary Probation (refer to page 37).
3. A student who receives an out-of-school suspension is not allowed on campus during the suspension.
4. A student who is suspended may be subject to suspension as a participant or spectator in school activities and/or athletic events. These include, but are not limited to, athletic contests, dances, prom, grad night, homecoming activities, and other school activities.
5. A student who is suspended will automatically be placed on Disciplinary Probation.
6. A student who is suspended must complete an additional **eight (8) reparation hours** for each day the student is suspended. The reparation hours are to be assigned at the discretion of the Dean of Students, Principal, or the Administrative Review Team and must be completed by the end of the quarter in which the student is suspended, unless otherwise stipulated.
7. All coursework and assessments must be completed for full credit within three days upon returning to school after the suspension. A zero will result for any work not completed within the three days, unless otherwise stipulated.
8. A student who is suspended must complete a **reflection essay** (minimum of 500 words) which includes the reason for the suspension, consequences of the suspension, and a review of the reparation experience. The due date of the essay will be determined by the Dean of Students.
9. Failure to submit the essay, make-up work on time, or completion of the essay will result in a violation of the terms of the Disciplinary Probation contract.
10. Violation of the terms of the suspension, along with the stipulations of the Disciplinary Probation contract, may result in the Principal assembling the Administrative Review Team to determine enrollment status. Exclusion and expulsion are possible outcomes of the review.
11. Students who have been expelled from BJS or any other school are not eligible for admission or readmission to the school.
12. Students who are expelled or who withdraw to avoid a disciplinary hearing may be issued a no trespassing warrant.
13. Any student who is suspended from school and any student who is excluded or expelled or who withdraws to avoid

a disciplinary hearing may not attend any BJS activity or event unless permission is obtained from the principal or a member of the administration.

Senior Suspension

Students who are suspended during their senior year may not be allowed to participate in senior activities.

Disciplinary Probation

Students can be placed on Disciplinary Probation at the school's discretion; however, all students who are suspended will automatically be placed on disciplinary probation. The school will determine the conditions of the probation. Any student who is placed on disciplinary probation may be suspended by the principal from any participation/attendance of extra-curricular activities including (but not limited to): social events, athletic events, and club activities. Continued infractions of the disciplinary code by students on disciplinary probation may result in the Principal assembling an Administrative Review Team. At the Principal's discretion, however, a student on disciplinary probation may be expelled by the Principal without convening an Administrative Review Team for a hearing. Finally, once a student is placed on disciplinary probation, the student will remain on probation for the duration of their time at BJS.

Administrative Review Team (ART)

When there is a major violation or multiple infractions of the student code of conduct, which the handbook states result in suspension of three or more days or expulsion, the student's parents/guardian will be called and informed of the violation. The student will thereafter be suspended from school until a decision is reached on the violation and the consequences.

A review board will be convened within 72 hours after the suspension, excluding weekends and holidays, to consider the violation and the consequences including expulsion. The review board will consist of three members, two administrators chosen by the principal and a member of the faculty chosen by the student's family. The student and at

least one parent/guardian will be present during the board hearing at which time the student will be allowed to present his/her case. The board will then make a recommendation to the principal. **The principal will make the final decision and notify the parents.**

If the school has followed its procedures as outlined in the handbook, there will be no appeal.

Withdrawal Option

Parents have the option to withdraw a student who is facing an Administrative Review Team hearing. In such a case, school records will indicate “withdrawn from Bishop John J. Snyder High School.” Once a hearing commences, the withdrawal option no longer exists. If the result of the hearing is expulsion, it will be noted as such on the student’s withdrawal form. **This option is not applicable to Level IV violations.**

Exclusion Policy

A student may be separated from the school community for a period of time to be recommended by the Administrative Review Team. The student may apply for readmission at the end of this time. Certain conditions may have to be met before the student can reapply. The decision to readmit the student rests with the Admissions Committee. Students who are asked to leave BJS temporarily (exclusion) or permanently (expulsion) may not attend any BJS activities or events.

Uniform Policy

The uniform code at Bishop John J. Snyder High School is designed to encourage neatness, good order, and discipline among students. In this regard, all students are expected to observe the school uniform code from the time they arrive in the morning until they leave campus at the conclusion of the school day. Administrators, teachers and staff monitor the uniform code throughout the day. Any student who reports to school with an unacceptable uniform infraction may not be admitted to class and may be sent home. Uniform violations are reported to the Office. Nonconformity to the uniform code is a Level 1 violation.

The uniform for students attending Bishop John J. Snyder High School is purchased through *North Florida Uniform*. The phone number is 904-288-8839.

Physical education uniforms must also be purchased through *BJS Athletics*. Athletic shoes must be worn with the P.E. uniform.

The following is the Bishop John J. Snyder High School uniform. Anything that does not conform to these standards is not acceptable. If any item is not listed, it may not be worn. Exceptions to the uniform shoe will be granted for orthopedic reasons with a physician's note (physician **must** designate the effective dates which orthopedic wear is required) which must be co-signed by the principal and carried by the student at all times.

Girls' Uniforms

Plaid skirt:

The length of the skirt must be **two** inches from the floor when the student is kneeling. Skirts must be hemmed and worn at the waist, not at the hips. Waistbands may not be rolled.

Yellow oxford blouse (Button-down collar/short or long sleeves):

All buttons must be buttoned except the top button and shirt hems must be tucked in the skirts or slacks at all times. Short

sleeves may not be rolled up. During the winter months, a white turtleneck may be worn under a long-sleeved blouse.

Red Polo Shirt:

All buttons must be buttoned except the top button and shirt hems must be tucked in the skirts or slacks at all times. Sleeves may not be rolled up.

Slacks:

Navy blue purchased through **NFU** ONLY. Slacks must fit properly.

Belt:

Solid brown, black or navy leather belt must be worn. Belt buckles must be a standard size with no logos or emblems. Wallet chains are not allowed.

T-shirts:

A solid white or gray **short-sleeve** t-shirt may be worn under the oxford shirt. Long-sleeve undershirts may not be worn under short sleeve shirts.

Shoes:

Shoes must be solid brown or black, cut below the ankle, and with a maximum 2" heel. All athletic, boot, skate, moccasins, slippers, flip flops or soft fabric styles are not permitted. Shoes must have a back and be worn as designed. No decorative shoelaces may be added to the shoes.

Socks, Hose, Tights:

Plain navy crew socks (mid-calf), knee socks OR solid navy (no design or texture) hose or tights must be worn.

Jewelry/Headbands/Makeup: Jewelry, headbands, and makeup must be kept to a minimum. Cartilage piercings are not permitted.

Hair styles: Hair should reflect the professional appearance of the uniform. Completely or partially shaven style haircuts and multi-colored or unnaturally colored hair is not permitted.

Nail polish: Only **sheer or clear** nail polish may be worn. No colors are permitted.

NOTE: **Sunglasses, tattoos, body piercing (including tongue jewelry), coats, hats, caps, bandanas, and kerchiefs are not permitted. Vests may not be worn.**

Boys' Uniforms

Pants:

Khaki purchased through **NFU** ONLY. Pants must fit properly, be hemmed and be worn at the waist.

Belt:

Solid brown, black or navy leather belt must be worn. Belt buckles must be a standard size with no logos or emblems. Wallet chains are not allowed.

Shirt:

Navy blue polo style (short or long sleeve) purchased through **NFU** ONLY. The shirt must be tucked so the belt and waistband of the pants are visible.

T-shirts:

A solid white or gray **short-sleeve** t-shirt may be worn under the polo shirt. Long-sleeve undershirts may not be worn under short sleeve shirts.

Shoes:

Shoes must be solid brown or black and cut below the ankle and with a maximum 1" heel. All athletic, boot, skate, moccasins, slippers, flip flops or soft fabric styles are not permitted. Shoes must have a back and be worn as designed.

Socks:

Solid white or dark-colored socks must be worn above the ankle. Designs on the socks are not permitted.

Hair:

Hair must not touch the eyebrows, ears, or collar. Hair must be neat, clean, and well-groomed. Completely or partially shaven style haircuts and multi-colored or unnaturally colored hair is not permitted. Sideburns may extend to the bottom of the ear. Boys must be clean shaven. Mustaches and facial hair are not permitted.

If a student is not in compliance with the hair policy, he will be given 48 hours to get a Haircut and will be issued a central detention. If a haircut is not obtained within 48 hours, he will be sent home. A third and subsequent haircut referral will be a level II offense.

NOTE: Sunglasses, earrings, body piercing, tattoos, coats, hats, bandanas, and kerchiefs are not permitted. No vests or turtlenecks of any type may be worn. Necklaces must be worn inside the shirt.

Outerwear for Boys and Girls

(Club and athletic wear must receive prior approval by the Director of Athletics and the Principal.)

Sweatshirt:

School-issued navy blue sweatshirts and team sweatshirts (no hoods) are the **ONLY** sweatshirts that may be worn. Sweatshirts are not to be worn around the waist. Sweatshirts must be worn as designed.

Fleece:

Fleece pullover jackets are the **ONLY** fleece pullovers that may be worn. They are not to be worn around the waist.

Jacket:

School-issued jackets, team jackets (no hoods) or those approved by the principal are the **ONLY** jackets that may be worn.

Red Pullover Sweater (Girls only):

School-issued red pullover sweaters are the only sweaters that may be worn.

In cases of extremely cold weather, and with the approval of the Principal the outerwear policy may be relaxed while students are out of the classroom. These days will be announced by the Principal.

Diocesan Policies

Child Protective Investigations

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

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will request of the investigator that the school be allowed to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, the school will follow the direction of the investigator with respect to these requests.

Diocesan Internet Policy

In virtue of the values professed in all Catholic schools of the Diocese of St. Augustine, appropriate use of the Internet available to students and teachers on our school site is assumed. The Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication.

The most important prerequisite for someone to receive an Internet access privilege is that he or she takes full responsibility for his or her own actions and observes the moral teachings of the Catholic Church.

The following items are specific areas of responsibility:

1. All Internet access must be in support of education and research and consistent with the educational objectives of the Diocese of St. Augustine.
2. The use of the Internet is a privilege, not a right, and inappropriate use will result in suspension or cancellation of that privilege.
3. Do not post personal contact information about yourself or other people. Personal contact information includes your complete name, home address, telephone number, school address, and credit card number.
4. Be polite and use appropriate language. Do not be abusive in your messages to others. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Promptly report to your teacher any message you receive that is inappropriate or makes you feel uncomfortable.
5. Receiving or sending e-mail is prohibited unless it is under the supervision of the computer teacher. In the computer lab environment, incoming e-mail will be received through a classroom account and will be reviewed by the computer teacher and the coordinator of technology.

6. Chat rooms are prohibited.
7. Soliciting for products or services is prohibited.
8. Do not attempt to access information that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other persons. Messages relating to or in support of illegal activities may be reported to the authorities. If you mistakenly access inappropriate information, immediately tell your teacher. Do not show the information to other users. This will protect you against a claim that you have intentionally violated this policy.
9. Do not download any software without the prior consent of your teacher. Do not make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
10. **Students may not communicate with teachers via Internet.**

The school specifically denies any responsibility for the accuracy or quality of information obtained through Internet services. Do not use information in reports, etc. without citing the source. Use of another's work without a citation is plagiarism.

The school reserves the right to obtain access to any students' locked personal internet account.

“BYOD” (Bring Your Own Device) Acceptable Use Policy

What is BYOD?

BYOD stands for “Bring Your Own Device.” BYOD is an initiative that will allow students who have personal technology devices to bring them to school to use them for educational purposes under the direction of a teacher or administrator. Students wishing to participate must follow the responsibilities stated in the Diocesan Internet Policy as well as the following guidelines.

Devices:

The following devices are compatible with the Snyder BYOD program: (1) laptops running Windows 7 or Windows 8 or Mac OS X v10.5 or higher. (2) tablets including iPads, Microsoft Surface or other tablet running Windows 8, Kindle Fire

HD, Nook HD, Samsung Galaxy Tab 2 or higher, and other android tablets running the android OS v 4 or higher. The smart watches and phones are NOT permitted.

Guidelines:

1. The student takes full responsibility for his or her device and keeps it with himself or herself at all times. The school is not responsible for the security of the device. The school is not responsible if a device is lost or stolen while on campus.
2. The student is responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school. Charging cables and cases/covers will not be provided by the school to the student. The device must be capable of running off its battery during class time.
3. The school reserves the right to inspect a student's personal device.
4. Violations of Bishop John Snyder policies involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action. Students must comply with teacher directions concerning the use of their device, including but not limited to requests to shut down and stow away the device during class time. The teacher will decide when and how devices will be used in the classroom.
5. The student may not use the devices to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher.
6. The student will use the student wireless network. Use of 3G & 4G wireless connections or any other personal "hotspot" is not allowed. Attempting to subvert the school internet filter in any way is not allowed.
7. The material accessed through the school's Internet system must be for educational purposes. Use for entertainment purposes, such as, but not limited to, personal blogging, social media, on-line shopping, or gaming is not allowed. The Bishop Snyder internet system may not be used to access material that is obscene, that promotes or advocates illegal activities, that promotes the use of alcohol or tobacco, school cheating, or weapons, or that advocates participation in hate groups or other potentially dangerous groups. If inappropriate information is mistakenly accessed it must be reported to a teacher or school administrator.

8. Students will not attempt to gain unauthorized access to any school systems or to go beyond the authorized access allowed by the school.
9. Students are responsible for their individual account and must take all reasonable precautions to prevent others from being able to use it. Under no conditions should the student provide his or her password to another person. Students must immediately notify a teacher or the system administrator if they identify a possible security problem.

Penalties

Failure to abide by the policies set out herein may result in the following:

1. Loss of the privilege to use a device on campus. Improper conduct may require the student to purchase hard copies of their textbook.
2. A Level I, II, III, or IV offense which will be dealt with accordingly by the Dean's office.

Questions and Answers:

- **How do students access the school network?** Most devices will detect a wireless connection when you are near one. Most of the time devices will ask to join an available network when prompted; students can simply choose "Student" from the list. If the device does not display a prompt to choose a wireless network, students can manually go to the settings menu of the device to choose Student from the list displayed there.
- **What if I have a problem accessing the network or using my device?** Students are ultimately responsible for troubleshooting their own device. It is recommended that students purchase a care package or other tech support option for their device if possible. The school **will not** be responsible for troubleshooting student devices. However, if a student is having an issue accessing the school network and requests technical assistance, an attempt will be made by the technology personnel of the school to help the student with access of the network.
- **What access to network resources do I have on the student network?**
The student network is not the same as the network they normally access from a school computer. Network folders will not be available, so students will need to save their work in another place, such as on their Edline file locker. Like network folders, printers are networked differently in the school and will not be available from the Student network.

- **What are some examples of inappropriate use?**

The student bypasses the school Student network to use a 3G or 4G network. The student records a video without the permission of the teacher and posts it on YouTube. The student takes pictures during class of other students and sends them electronically to friends without teacher approval. The teacher has given permission to use the device for a project, but the student chooses to play a game instead.

- **What if a student doesn't have his or her own personal technology device?**

It is not mandatory for students to bring a device, even if they do own one.

Diocesan Substance Abuse Policy

Voluntary Referral

The school encourages any student with a substance abuse problem to seek assistance from a counselor in either the Guidance Services or Campus Ministry office, or from any school administrator. The school will work cooperatively with the student and the parents to identify appropriate treatment and counseling options. Students seeking such assistance are not subject to disciplinary action; however, voluntarily seeking assistance does not exempt a student from the stated policies and penalties for drug possession, use, or distribution at school or school-related functions.

Statement of Policy

Intoxicants or other controlled substances in any form, including but not limited to alcohol, tobacco, illegal drugs, or unauthorized prescription medications may not be brought onto, consumed or utilized on campus or at any school sponsored activity by a student.

Students who are found to possess, sell, purchase, use, transfer or be under the influence of illegal drugs or unauthorized prescription medications will be expelled from Bishop John J. Snyder High School without the option of withdrawal.

The school takes a proactive role in preventing substance abuse by increasing student and parent awareness of the dangers of alcohol and tobacco addiction and drug abuse. The faculty and administration will continually seek to identify

students whose actions indicate that they may be using drugs or alcohol. Periodically, drug dogs from the Jacksonville Sheriff's Office will be brought to the campus. The school will also periodically check student lockers, cars, and backpacks for related items.

By acceptance of enrollment, students, their parents and guardians consent to and authorize all reasonable action on the part of school authorities to enforce this policy including, but not limited to, questioning, searches, breathalyzer checks, drug tests and other investigative tools.

The school reserves the right to test students for drugs on campus and/or at a site designated by the administration. Parents are responsible for fees and must sign a release to send the result to the school. The student may be suspended from school until results are received, and may be required to forfeit any elected or appointed position of leadership.

Miscellaneous School Policies

Backpacks

Backpacks are not to be carried during school hours. Backpacks may be used to transport school materials to and from school but must be left in the students' lockers during school hours.

Baker Act

Any student who is taken into custody, on or off campus, under the provisions of Florida Statutes (Baker Act), may not return to Bishop John J. Snyder High School until or unless the school receives a written statement from the treating licensed mental health professional stating that the student does not pose a threat to him/herself or to others and until an appropriate school official has the opportunity to consult with the professional who makes such statement.

Cafeteria

All students are responsible for the cleanliness of the cafeteria. Courtesy and good manners require that each student clean his/her place at a table. All food and drink must be eaten in the cafeteria or where stipulated by the administration.

Cell Phones

Cell phones must be turned off and kept in the students' lockers during school hours. They are not to be used by students for any reason from the start of the school day until the end of the school day. This includes any function a cell phone may perform. When necessary, a student will be given permission to use the office phone to contact a parent.

A first violation of this policy will result in a central detention and the phone will be confiscated until the end of the next school day. A subsequent violation will result in further disciplinary action and the parent(s) will be required to pick up the device in person.

Clinic Policy

The school provides limited medical assistance and/or emergency first aid to students who become ill or suffer injuries at school. No student may remain at school if he/she shows evidence of an acute illness, a fever, vomiting, diarrhea, dizziness, or injury, etc. The parent/guardian will be called to pick up the student, and the student must go home if he/she is too sick to remain at school. It is the parent/guardian's responsibility to pick up the student or make arrangements for pick up within a reasonable amount of time. The school reserves the right to call 911 or seek other medical assistance as it deems necessary under the circumstances.

Current home, business, mobile, and emergency telephone numbers must be on file at the school so that parent/guardian may be contacted if necessary. If contacts or numbers change during the school year, please contact the school office.

Distribution of Literature/Information

Any person or organization must have permission from the Principal **BEFORE** literature/information/goods may be posted or distributed on campus. Students may not sell goods for personal gain.

Electronic Communications Policy

Students must not post on any internet system, or allow to be posted on any internet system under their control (including newsgroups, chat rooms, building sites, etc.), material which would bring discredit to Bishop John J. Snyder High School, its students, staff, faculty, or administrators. This includes material which is illegal, defamatory, abusive, threatening, harassing, derogatory or demeaning (text and/or images).

Students may not post on personal Internet sites any pictures or inappropriate text comments that reflect a negative image of the school or school personnel, other students, races, and/or ethnicities.

Field Trips

A student must be in good academic standing and must obtain permission from each teacher in order to participate in a field trip or off-campus activity during school hours. A parent/guardian permission slip and all money must be turned in prior to date of field trip.

Fingerprinting, Volunteer Application and References

Diocesan policy requires that ALL volunteers working with students complete an *Application for Volunteer Work* packet and fingerprint background check and attend a *Protecting God's Children Workshop*. Background checks must be renewed every 5 years. There is a processing fee for the initial fingerprinting and any subsequent rechecks. Contact the Main Office for procedures and forms. For more information on the Diocesan Protecting God's Children Program, refer to the school website www.bishopsnyder.org, click *Parents*, then *To Volunteer*.

Bishop John J. Snyder High School treats all allegations of sexual misconduct seriously and deals with all allegations in a prompt, confidential and thorough manner. To report abuse call the Diocesan Victim Assistance Coordinator (904) 262-3200, ext. 129, or The Department of Children and Families at 1-800-96Abuse.

Fire Alarms

It is a federal offense to tamper with the fire alarm system.

Gum

Gum chewing is not permitted on campus and is a Level I offense.

Gymnasium

No food, drink or gum is allowed in the gym during the school day. Athletic shoes with non-marking soles ONLY allowed on gym floor.

Hall Passes

If it is necessary for a student to be out of the classroom during class time, teachers will provide students with an official hall pass. A sign-out and sign-in sheet will be posted at the door. It is the student's responsibility to obtain a pass when needed and to sign out when leaving and sign in upon returning to class.

Harassment

Allegations of harassment should be reported to the principal within two days. They will be investigated by a disciplinary board appointed by the principal. A substantiated charge of harassment against a student will subject that student to disciplinary action that may include but not be limited to suspension or expulsion, and referral to law enforcement authorities.

Any student who knowingly and intentionally files a false complaint of harassment against an employee, volunteer, or student will be subject to immediate and severe disciplinary action.

For further information, access www.leg.state.fl.us.

Identification Cards

Student IDs will be issued at the beginning of the academic year and will be used as a library card.

Immunization Records

The State of Florida requires that each student submit a *Florida Certificate of Immunization* form #DH 680 which is maintained in the student's official records (blue form). The original form is returned to the student upon graduation. The school does not maintain any immunization record after the student graduates.

Leaving School Grounds

Students are NOT permitted to leave school grounds for any reason without permission. Leaving school grounds without permission is considered truancy and will result in appropriate punishment. Students may not leave school grounds without written permission after arriving on campus.

Medication Policy

With the exception of medications which alleviate life-threatening situations (ex. Inhalers, Epinephrine injectors), students are not permitted by the State of Florida to carry **prescription** medications on school premises during the regular school day. **Students requiring prescription medications must bring a note from the parent or physician and store the medications at the front office.** It is the parent and student's responsibility to submit medications, to report for required doses at the designated times, and to obtain medications at the end of the school day, if necessary.

Faculty and staff are not permitted to dispense “over-the-counter” medications to students. Therefore, **students are allowed to carry their own “over-the-counter” medications provided the following guidelines are followed:**

- ◆ **ALL medications are kept in the original packaging; different medications are NOT to be mixed in the same bottle.**
- ◆ **No sharing of medications between students will be allowed.**
- ◆ **No liquid medications will be allowed.**

It is the student’s responsibility to monitor the dosage and intervals that the medication is taken, and to use sound and prudent judgment in the self-administration of such drugs. This privilege will be revoked if guidelines are not followed. Students who are found to be abusing such privileges will be disciplined. The school reserves the right to search lockers, desks, cars, and other personal property if drug abuse is suspected.

Messages and Deliveries

Telephone messages for students will be accepted from parents/guardians **ONLY**. Please limit messages to those of an urgent nature. Students will be called to the office and notified of messages at the end of the school day.

Gift deliveries (flowers, balloons, cookie bouquets, etc.) for the students are discouraged and will not be given to the student during the school day.

Students may not order food to be delivered during the school day.

Parking Permits, Driving, Pedestrian Travel

Students who use the parking facilities at Bishop John J. Snyder High School are required to obtain a parking permit to be displayed **on the rear-view mirror of the vehicle**. The permit is transferable to any vehicle registered with the school from any one family. The price is **\$100 per year** or **\$50 for the 2nd semester only** and is non-refundable. Beginning February 1, permit fees will be prorated. Permits may not be sold to or exchanged with any

other person. Permits are the sole responsibility of the students to whom they are issued. Permits may be obtained from the Office of the Dean of Students. Replacement permits may be purchased at a cost of \$10.

- Parking permits ensure that all vehicles at BJS are properly insured and all drivers are properly licensed. Students who drive vehicles not displaying the current parking permit, who illegally park, or who drive carelessly will receive a disciplinary consequence and may be fined \$50.
- **Upon arriving at school, a student may not remain in a car or loiter in the parking lot.** Excessively loud or offensive music is not to be played on school grounds. Students may not go to cars during the school day without permission from an administrator.
- When driving on school property, a student will observe the **10 mph speed limit**. All speed and driving laws are to be observed on campus and in the neighborhoods adjoining the campus.
- Bishop John J. Snyder High School reserves the right to confiscate parking passes if rules are not followed.
- The administration reserves the right to search any car at any time on Bishop John J. Snyder High School property.
- All students are expected to exercise reasonable caution when walking in all areas where vehicular traffic may be encountered.

Personal Belongings

Students are required to use the combination locks issued by the school. Exchanging or sharing of lockers, locks, and combinations is not permitted. **Students are responsible for the security and contents of their own lockers.** The school is not responsible for theft. Locker decoration is not permitted. No open food or drink is permitted in lockers. Students are responsible for their locks. The rental fee for a lock is \$5.00. One locker will be assigned for P.E. and a separate locker will be assigned for academics. The total rental fee will be \$10.00.

The administration reserves the right to inspect lockers, cars, and personal belongings at any time.

Student or parent failure to comply or cooperate with this policy will result in an indefinite suspension of the student and a disciplinary hearing to determine whether the student may remain enrolled at Bishop Snyder High School.

Pregnancy

Bishop John J. Snyder High School adheres to the teachings of the Catholic Church concerning premarital sex, contraception, and abortion. We hold a pro-life position and present these teachings in our instruction.

Convinced of the value and dignity of each human life, we respond with fairness and charity to a student responsible for conceiving life.

1. We believe every effort must be made and every measure taken to preserve this life and the reputations of the students who become parents. An appropriate administrator will meet with the students and parents.
2. If a female becomes pregnant while enrolled at Bishop John J. Snyder High School, the student(s) and parent(s) will be encouraged to seek the counsel of their respective pastor.
3. The principal will determine the extent of participation in classes and extra-curricular activities while assuring the continuing education during the term of pregnancy. Additionally, a female student must have time-specified written permission from her physician authorizing her to remain in school.
4. Pregnancy itself is not cause for dismissal for either parent. If the young woman does not marry and chooses to keep the child or seek adoption, she may, at the discretion of the principal and upon written permission from the parents, return to the school to complete her education.

School Dances

School administrators, faculty representatives, and student government representatives work together to plan school dances. The planning committee will establish appropriate guidelines for the specific dance. As a Catholic college-preparatory school, students and their guests are expected to follow the specific guidelines the school has established for appropriate dancing and behavior. Any student who violates the standards established for the dance will face the disciplinary consequences of the school. Bishop Snyder students who bring a guest to the dance will be required to complete a guest approval form which may be picked up from the Dean of Students' Office.

School Representation

Any person or organization that represents Bishop John J. Snyder High School off campus or at a community function must have the written approval of the administration.

Student Drop-Off and Pick-Up

In order to control traffic flow in the mornings and afternoons, BJS has a drop-off and pick-up routine. Vehicles dropping students off or picking students up should do so at the west parking lot behind the Tierney Media Center and science building. Vehicles should use the western-most gate to enter that parking lot. We ask all parents to adhere to this policy for the safety of all students.

Student Media & Electronic Files

Students may not bring any media on campus without the approval of the Director of Technology. This includes floppy discs, CDs, DVDs, flash drives, SD cards, etc. This also prohibits any device which may be plugged into the computer (cameras, i-Pods, etc). If students wish to bring files on campus, they must do so through the web lockers or homework dropboxes on the Edline system.

Threats

All written and verbal threats will be taken literally and will result in serious disciplinary consequences, suspension from school being the minimum penalty. Threats may be referred to law enforcement authorities. Cyber bullying is considered a threat and is a violation of the Diocesan Internet Policy.

Visitors

All visitors, including parents, must obtain visitors' passes from the main office. Students may not receive visitors

on campus at any time without prior permission from the principal or member of the administration.

Water Bottles

Students may carry a clear plastic water bottle, not larger than 32 ounces, with them throughout the school day. Only water is allowed in the clear plastic bottle. Students are permitted to drink water throughout the school day including during class. Teachers in computer labs and other water sensitive areas may designate a place in the classroom for water bottle storage and consumption.

Note: The administration reserves the right to amend this handbook at any time during the school year. Any and all such amendments are effective immediately and apply to all students.