

# Saint John's Preparatory School



Student and Parent Handbook

2017-18 Academic Year

## Welcome

This handbook serves as your guide to life at Saint John's Preparatory School. We expect students and parents to read the following pages closely and to become familiar with the codes and expectations of our school.

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

While every effort is made to keep the contents of this handbook up-to-date, the school reserves the right to change or alter any statement herein without prior notice. Students and parents are informed of policy changes as they occur.

Changes to the 2017-18 handbook are noted in green.

## School Directory

Name	Position	Phone	Email
Fr. Jonathan Licari, OSB	Headmaster	(320) 363-3316	<a href="mailto:jlicari@sjprep.net">jlicari@sjprep.net</a>
Aaron Miller	Vice President of Advancement	(320) 363-2098	<a href="mailto:amiller001@sjprep.net">amiller001@sjprep.net</a>
Pamela McCarthy	Principal	(320) 363-3319	<a href="mailto:pmccarthy001@sjprep.net">pmccarthy001@sjprep.net</a>
Julie Lund	Main Office Coordinator	(320) 363-3315	<a href="mailto:jlund001@sjprep.net">jlund001@sjprep.net</a>
Sandy Ernst	Student Records & Accounts	(320) 363-3302	<a href="mailto:sernst@sjprep.net">sernst@sjprep.net</a>
Bryan Backes	Athletic & Activities Director	(320) 363-2090	<a href="mailto:bbackes@sjprep.net">bbackes@sjprep.net</a>
David Fremo	Director of Campus Ministry	(320) 363-2241	<a href="mailto:dfremo@sjprep.net">dfremo@sjprep.net</a>
Alicia Halverson	Guidance Counselor	(320) 363-2805	<a href="mailto:ahalverson001@sjprep.net">ahalverson001@sjprep.net</a>
Jennifer Whitehead	Guidance Counselor	(320) 363-3804	<a href="mailto:jwhitehead@sjprep.net">jwhitehead@sjprep.net</a>
Kim Koffi	College Counselor	(320) 363-3893	<a href="mailto:kkoffi@sjprep.net">kkoffi@sjprep.net</a>
Brett Hendrickson	Director of Residential Life	(320) 363-3354	<a href="mailto:bhendrickson@sjprep.net">bhendrickson@sjprep.net</a>
Jill Pauly	Director of Communications	(320) 363-3112	<a href="mailto:jpaulv@sjprep.net">jpaulv@sjprep.net</a>
Mary Jo Leighton	Associate Director of Admissions	(320) 363-3339	<a href="mailto:mleighton@sjprep.net">mleighton@sjprep.net</a>
Laura Hartog	Admissions Associate	(320) 363-3320	<a href="mailto:lhartog001@sjprep.net">lhartog001@sjprep.net</a>
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Saint John's Preparatory School  
Box 4000  
2280 Watertower Road  
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Phone: 320-363-3315 800-525-7737

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

### Accreditation and Affiliations

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

Saint John's Prep School is recognized as an International Baccalaureate (IB) World School, offering the IB Diploma Programme.

Saint John's Prep is associated with the National Catholic Education Association (NCEA), and the National Association of Independent Schools (NAIS). Saint John's Prep is also a registered member of the Minnesota Independent Schools Forum (MISF).

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The medal of Saint Benedict

### **Our Mission**

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

### **Core Values**

"THAT IN ALL THINGS GOD MAY BE GLORIFIED" RB 57:9

### **Community**

Our school is community, providing hospitality and demonstrating citizenship. Life together in this place is built on trust, love, respect and a genuine interest and concern for one another, which includes welcoming, helping, listening, caring and being present to others.

### **Integrity**

Being true to God and true to self. Truth, justice, sincerity, morality are its hallmarks both individually and communally. Community members strive to integrate the qualities of trust, respect, and civility into their actions, which in turn transform their innermost beings.

### **Excellence**

A commitment to quality. Quality faculty, curriculum, programming, facilities, equipment urge each person, each department, the whole school to seize every moment for doing their very best .

### **Spiritual Growth**

The Benedictine motto *Ut In Omnibus Glorificetur Dei* (That in All Things God May Be Glorified) provides the foundation upon which our students are encouraged to grow as individuals, living lives rooted in Benedictine values

### **Partnership with Parents**

Saint John's Preparatory School works in partnership with parents in support of our students' education. For this partnership to succeed, it is necessary that parents trust that the administrators, faculty and staff of the school are working to help students develop, holistically. Parents can best contribute to the success of their daughters and sons by establishing schoolwork as a priority at home; by staying informed about events, activities and developments at Saint John's Prep; by ensuring students' prompt and consistent attendance; by communicating with faculty and staff in a timely and respectful manner; and by supporting the policies and expectations of the school. By enrollment in this school, parents and students agree to be governed by this handbook.

Saint John's Prep applies the Catholic principle of *subsidiarity* in addressing and working toward resolution of questions and concerns within the school community. In this, such matters are to be addressed first with the persons most directly involved, to empower them to build respect for one another, and dialogue toward understanding and resolution.

Parental cooperation is essential for the welfare of the students of Saint John's Prep. If, in the opinion of the administration, parental behaviors seriously interfere with the teaching and learning process, the school may require parents to withdraw their student and may sever the family's relationship with Saint John's Prep.

## The Motto of Saint Benedict

UIODG

*Ut in omnibus glorificatur deus.*  
That in all things may God be glorified.

### From the Prologue of the *Rule* of Saint Benedict

Listen carefully, my child, to the master's instructions,  
and attend to them with the ear of your heart.  
This is advice from a father who loves you;  
welcome it, and put it into practice.  
The labor of obedience will bring you back  
to him from whom you had drifted  
through the sloth of disobedience.  
This message of mine is for you, then,  
If you are ready to give up your own will,  
once and for all, and armed with the  
strong and noble weapons of obedience  
to do battle for the true King, Christ the Lord.

Let us get up then, at long last,  
For the Scriptures rouse us when they say:  
*It is high time for us to arise from sleep.*  
Let us open our eyes to the light that comes from God,  
And our ears to the voice from heaven  
That every day calls out this charge:  
*If you hear his voice today, do not harden your hearts.*

Therefore we intend to establish a school for the Lord's service.  
In drawing up its regulations, we hope to  
set down nothing harsh, nothing burdensome.  
The good of all concerned, however, may prompt us  
To a little strictness in order to amend faults and to safeguard love.  
Do not be daunted immediately by fear and run away  
from the road that leads to salvation.  
It is bound to be narrow at the outset.  
But as we progress in this way of life and in faith,  
we shall run on the path of God's commandments,  
Our hearts overflowing with the inexpressible delight of love.  
Never swerving from his instructions, then,  
but faithfully observing his teaching until death,  
we shall through patience share in the sufferings of Christ  
that we may deserve also to share in his kingdom. Amen.

## A Brief History of Saint John's Preparatory School



Saint John's Preparatory School (Prep) holds a unique place in Minnesota's history. Founded in 1856 by Benedictine monks, it served primarily to educate the boys of a German immigrant population in the very center of the Minnesota territory. By the mid-nineteenth century, immigrants from Europe were already rooted in key areas of what would soon become a new US state. The German population, like most others, almost exclusively consisted of farmers. Seeking to support German immigrants in the New World, Benedictine monks arrived in 1846, starting a new Abbey on land provided by Bishop O'Connor of Pennsylvania. Having established a new home, they quickly turned their eyes to the Western frontier, where they knew their countrymen were in need of churches and schools. In May 1856, a party of missionary monks set out for Saint Paul, from where they would ferry to Saint Cloud, deep in the heart of the territory. The monks sought to provide a new Abbey and school, to support their brothers and sisters in need. In November of 1857, the monks welcomed their first five students, who lived and prayed with them until Spring, returning home to help with plowing and planting. By the time these students returned after the harvest, Minnesota had become a state, and they were attending its oldest secondary school. Their first building was a log cabin on the banks of the Mississippi River.

More than one hundred years later, the monks of Saint John's prepared to build a new school on the East side of their Collegeville campus. Built to accommodate a hearty population of young men, many of whom were seeking preparation for the priesthood and monastic life, the academic and residential buildings were designed to fulfill the learning and living needs of students envisioned through Bauhaus aesthetics. The 1960s brought about significant, innumerable changes in the Roman Catholic Church, in which monks of Saint John's offered important theological and liturgical contributions. By the end of the 1960s, minor seminaries like Prep were looking to adapt to a future that would require reaching a broader population, with a curriculum to match. In 1973, Saint John's Prep became co-educational, and has continued since that time to develop a liberal-arts, college-preparatory program that today welcomes local, national and international students.



In 2011, Saint John's Prep became an International Baccalaureate (IB) World School, offering the Diploma Programme, which presents students with a renowned, academically rigorous program of study that culminates in a second, internationally recognized diploma for graduates. The Diploma Programme was created more than 40 years ago and aims to develop students and help them to think creatively, globally and independently. By participating in the program, students experience a liberal arts curriculum designed to develop academic skills in preparation for a lifetime of learning.

## School Day Schedule

*These are the most commonly used daily schedules.*

Regular Schedule	Class Start	Class End
Period 1	8:00 AM	8:42 AM
Period 2	8:46 AM	9:28 AM
Colloquium (16 minutes)	9:32 AM	9:48 AM
Period 3	9:52 AM	10:34 AM
Period 4	10:38 AM	11:20 AM
Lunch (42 minutes)	11:24 AM	12:06 PM
Period 5	12:10 PM	12:52 PM
Period 6	12:56 PM	1:38 PM
Period 7	1:42 PM	2:24 PM
Period 8	2:28 PM	3:10 PM

Late Start Schedule	Class Start	Class End
Period 1	9:24 AM	9:58 AM
Period 2	10:02 AM	10:36 AM
Period 3	10:40 AM	11:14 AM
Lunch (42 minutes)	11:18 AM	12:00 PM
Period 4	12:04 PM	12:38 PM
Period 5	12:42 PM	1:16 PM
Period 6	1:20 PM	1:54 PM
Period 7	1:58 PM	2:32 PM
Period 8	2:36 PM	3:10 PM

Early Dismissal	Class Start	Class End
Period 1	8:00 AM	8:33 AM
Period 2	8:37 AM	9:10 AM
Period 3	9:14 AM	9:47 AM
Period 4	9:51 AM	10:24 AM
Period 5	10:28 AM	11:01 AM
Lunch (40 minutes)	11:05 AM	11:45 AM
Period 6	11:49 AM	12:22 PM
Period 7	12:26 PM	12:59 PM
Period 8	1:03 PM	1:36 PM

Inclement Weather	Class Start	Class End
Period 1	10:00 AM	10:30 AM
Period 2	10:34 AM	11:04 AM
Period 3	11:08 AM	11:38 AM
Lunch (40 minutes)	11:42 AM	12:22 PM
Period 4	12:26 PM	12:56 PM
Period 5	1:00 PM	1:30 PM
Period 6	1:34 PM	2:04 PM
Period 7	2:08 PM	2:38 PM
Period 8	2:42 PM	3:12 PM

*Full schedules are posted in Connect2Prep and on [www.sjprep.net](http://www.sjprep.net).*

## Examination Schedule

National Testing Day	October 11, 2017
Fall semester final classes, including exams	December 11-15, 2017
Spring semester final classes, including exams	May 21-25, 2018

### *International Baccalaureate examinations*

May 2, 2018	Mathematical Studies paper 1 Mathematics SL/HL paper 1
May 3, 2018	Mathematical Studies paper 2 Mathematics SL/HL paper 2 Philosophy paper 1
May 4, 2018	Philosophy paper 2
May 7, 2018	English A Literature paper 1
May 8, 2018	English A Literature paper 2 History HL/SL paper 1 History HL/SL paper 2
May 9, 2018	Chinese B SL/HL paper 1 Chinese ab initio paper 1 German B SL/HL paper 1 German ab initio paper 1 History HL/SL paper 3 Math HL paper 3
May 10, 2018	Chinese B SL/HL paper 2 Chinese ab initio paper 2 German B SL/HL paper 2 German ab initio paper 2 Physics paper 1 Physics paper 2
May 11, 2018	Physics paper 3
May 14, 2018	Biology paper 1 Biology paper 2
May 15, 2018	Biology paper 3 Spanish B SL/HL paper 1 Spanish ab initio paper 1
May 16, 2018	Spanish B SL/HL paper 2 Spanish ab initio paper 2



## I. Attending Saint John's Preparatory School

### School Hours and Supervision of Students

Saint John's Prep opens to students at 7:10am. Classes end by 3:15pm, unless otherwise specified in the calendar. School activities and athletics meet shortly following the conclusion of the school day, following schedules assigned by advisors and coaches. Students who are not involved in after-school activities must depart the school by 3:30pm.

The school office is open between 7:15am and 4:00pm on school days.

Parents and students are advised to adhere to these published times of student supervision. In the event of emergency or significant difficulty with transportation arrangements to comply with these times, please call the main office at 320-363-3315.

### Facilities Expectations

Students, parents and guests must enter the building through the main doors on fifth (5<sup>th</sup>) floor. All other doors are secured and may only be used as exits. **Doors should not be propped open.**

Students must be attentive to posted and announced purposes and uses of rooms and spaces within the school building.

### School Calendar

The school calendar is posted and public, and can be accessed at [www.sjprep.net](http://www.sjprep.net). Additionally, daily schedules and school-day events are posted in **Connect2Prep**, the academic and programming management program of the school. Instructions for using **Connect2Prep** are provided at Orientation.

The athletic calendar may be accessed at [www.prairieconference.org](http://www.prairieconference.org). This link is also found at [www.sjprep.net](http://www.sjprep.net).

Families are expected to be familiar with and adhere to the school's calendar. Any changes will be clearly published and announced using the *Communication Policies* of the school.

### Communication Policies

Saint John's Prep uses several tools for communication with families.

**Connect2Prep** is the main tool for distributing information to the school community, or dedicated groups (courses, clubs, teams, e.g.). Instructions for using **Connect2Prep** are provided at Orientation.

E-mail is another tool for distributing information to students and parents, as well as for specific information shared about students between school personnel, students, and parents. This may be general or confidential in nature, and requires students and parents to have daily access. The school does expect that e-mail be checked on a daily basis. Students are provided a dedicated e-mail address that is accessed through their assigned iPads and other devices.

### Absences

Regular and punctual attendance is required for all classes and student activities.

If a student will be absent, a parent or guardian must report the absence by 8:30am on the same day; students may not excuse themselves. Absences must be reported by calling the main office at 320-363-3315 or e-mailing the main office at [sjoffice@sjprep.net](mailto:sjoffice@sjprep.net). Students who miss school due to illness are responsible for obtaining and completing all work assigned during the absence and must make up missed assignments in a timely fashion, within the limits established by each instructor's classroom policies.

If a student will miss school for personal discretion, non-Saint John's Prep extracurricular activities, **a parent or guardian must report the absence, in writing, at least 1 week in advance to the main office at [sjoffice@sjprep.net](mailto:sjoffice@sjprep.net), which will be reviewed by the Principal. The student will then need to get an excused absence form, which requires signatures from the student's teachers. This form must be turned in to the main office before the student is absent.**

**Students are responsible for turning in any assignments that are due during the time they will be absent. Additionally, if a student is scheduled for an assessment during that time, they should make arrangements with the teacher before they are absent to schedule a make-up, which may occur before the absence. Voluntary absences during final examinations may result in the forfeit of credit in those examinations.**

Absences from classes without notice or excuse carry disciplinary consequences. This may include: loss of school privileges, detention, suspension, required withdrawal or dismissal. Saint John's Prep reserves the right to determine the legitimacy of all absences.

If a student's rate of absenteeism is deemed excessive or creates concerns among school personnel, parents and the student will be required to meet with a guidance counselor and appropriate staff and commit to an *Attendance Agreement*. If parents and student do not uphold the terms of the *Attendance Agreement*, the parents may be required to withdraw him or her from Saint John's Prep. The school also reserves the right to withhold or adjust credit in cases of excessive absence, including retaining a student in the current grade level.

#### **Absence Due to Health Issues**

If chronic or acute absence or other circumstances excessively affect a student's attendance without adequate medical documentation, the school reserves the right to require a family to withdraw the student from Saint John's Prep. **A student who is out for three or more consecutive days of school needs medical documentation allowing them to return to school.** Excessive absence may be measured by: missing three consecutive (3) days of school without medical documentation, missing twenty (20) total days due to undocumented absence in a semester.

Parents of a student with chronic or otherwise severe health conditions to warrant excessive absence must be proactive in communicating with school personnel (main office, instructors, guidance counselors and administrators) in providing detailed and comprehensive documentation upon request. Students may not be able to attend classes and activities until such information has been provided.

#### **Medical or Other Critical Appointments**

Saint John's Prep requests that, whenever possible, appointments be made outside of the school day. If this is not possible, the school requires an e-mail from parents stating the date and time of the scheduled appointment. This should be e-mailed to [sjoffice@sjprep.net](mailto:sjoffice@sjprep.net). Students must check-out from the school in the Main Office before leaving. If returning to school, students must check-in at the Main Office before returning to classes. Failure to follow this procedure may render no excuse for the absence.

#### **Student Medical Leave**

Students experiencing a protracted physical or mental illness or condition may be placed on a Medical Leave to receive support while away from school, and transitional services upon return. A Medical Leave may be enacted by the school and confirmed to parents and the student by the Principal. Generally, Medical Leave is coordinated by Guidance and Counseling staff, who communicate with the student, parents and instructors, as well as medical professionals to provide a plan of accommodation for the student.

#### **Educational Neglect and Truancy**

School attendance is mandatory in the State of Minnesota. Saint John's Prep is required to follow Truancy reporting laws under Minnesota statutes, chapter §260A and the procedures of the Truancy Mediation Program (TMP) of Stearns County. Any student with unexcused absences totaling three (3) or more class periods on three (3) or more school days is a "continuing truant" and parents shall be notified that the student is truant, as well as their obligations to see the truancy remedied under penalty of law.

For students age eleven (11) and under, after five (5) days of unexcused absence of three (3) or more class periods, the school makes a Truancy referral to the Stearns County Attorney's Office. After seven (7) days of unexcused absence of three (3) or more class periods, the school makes an Educational Neglect referral to Stearns County Human Services.

For students age twelve (12) and up, after five (5) days of unexcused absence of three (3) or more class periods, the school makes a Truancy Information Meeting (TIM) referral to the Stearns County Attorney's Office. After seven (7) days of unexcused absence of three (3) or more class periods, the school makes a Truancy referral to the Stearns County Attorney's Office.

#### **College Visits**

As a college-preparatory school, Saint John's Prep recognizes the importance of campus visits as part of the college selection and acceptance process. Parents and students are advised to schedule such visits during calendar breaks, when school is not in session. When this is not possible, parents must contact the Principal at least forty-eight (48) hours in advance to request a visit to be excused. These requests may not exceed a total of three (3) days in an academic year.

### **Tardiness**

Any student who arrives to a scheduled class late may be marked “tardy” and should sign in at the Main Office. Students are responsible for making up any late work, and may be subject to forfeiture of credit for work missed. Students who accumulate three (3) or more tardies are subject to disciplinary consequences.

### **Open Periods**

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

### **Personal Belongings on Campus**

Students may bring personal items with them into the school building. Students are asked to stow items properly in a backpack, purse or locker.

Students are assigned a locker at their request. They are responsible for maintaining their lockers and cleaning them at the end of the school year. Saint John’s Prep and Life Safety Services reserve the right to search student vehicles, lockers, residence hall rooms, possessions and personal property without prior notice on campus with reasonable suspicion of a breach of safety.

Items or belongings left unattended in the school building are collected by school staff or Life Safety Services. If appropriate, they are placed in the Main Office, and remain there for ten (10) business days. Unclaimed items are donated to charity.

### **Student Identification Cards (IDs)**

Student ID cards are issued upon enrollment at Saint John’s Prep. Students must have their ID cards available at all times during the school day. The ID card provides access to dining services, library services as well as other official purposes. A replacement charge of \$25 is assessed for lost, stolen or damaged cards. Funds on personal accounts may not be transferred to other students. All University, College and Prep personnel are authorized to confiscate cards that are possessed by persons to whom they do not belong. Attempted or successful fraudulent use of another person’s card is subject to disciplinary consequences.

### **Dining Services**

Students who wish to purchase lunch on campus may open a dining account. Students or parents may deposit funds into such an account at the Main Office, or through the Director of Finance. A minimum deposit of \$25 is encouraged. Saint John’s University manages the school’s Snack Bar, in addition to the campus refectory and Sexton Commons dining hall. Middle School students may only use their dining accounts at the Prep School Snack Bar. Upper School students may use all dining facilities on campus, but must be in good academic and behavioral standing in order to do so.

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

### **School Cancellations, Delays and Weather-related Announcements**

In the event of hazardous weather conditions, notice of school cancellations or alteration of schedule will be announced through Connect2Prep, e-mail, Saint John’s Prep Facebook page, and the following sources:

WCCO TV 4, Minneapolis

KSTP TV 5, Saint Paul

FOX TV 9, Minneapolis

KARE TV 11, Minneapolis

KCLD (104.7 FM), Saint Cloud

WJON (1240 AM), Saint Cloud

[www.sctimes.com](http://www.sctimes.com), Saint Cloud Times newspaper, online edition

Saint John’s Prep consults with Saint Cloud Independent School District (ISD) 742, relevant weather sources and transportation services in any such event. Students and parents are expected to monitor weather conditions and to consult these sources for up-to-date information. Updates to class schedules and assignments will be provided by instructors on Connect2Prep.

### **Transportation**

Students may receive rides to school from parents, guardians or family members. Students with a valid driver's license may also drive to campus, and must obtain a parking permit for a personal vehicle from Life Safety Services. The designated parking area for students is in the front of the school, marked by signposts. All regulations and parking information are found on the Traffic and Parking Bureau website: <http://www.csbsju.edu/sju-life-safety-services/traffic-and-parking-bureau>. The ability to park on campus is a privilege that may be revoked for inappropriate behavior or disregard for school or campus policies.

Once students arrive and park for the day, they must enter the building immediately. Students may not return to their vehicles until the completion of the school day without specific permission from school staff.

Students may register for busing. For students of ISD 742, the regular school bus departs from Saint John's Prep on regular school days at approximately 3:25pm. The route runs in reverse of the morning route. There is an additional bus to service activities that departs from the school at approximately 5:30pm. The activities bus service does not operate on early dismissal days, and may not operate in the event of severe weather. Announcements regarding changes to busing will be made in the event of any changes.

Students who live outside of the Saint Cloud School District may have access to transportation provided to and from the Prep School. Please direct questions regarding busing to the Registrar.

Riding the bus is a privilege. Students are expected to be courteous and orderly and to follow all bus regulations. While on the bus, inappropriate behavior should be reported directly to the bus driver. Concerns should also be shared with the Principal. Misconduct is subject to disciplinary consequences, including: suspension or loss of bus ridership privileges, loss of school privileges, detention, suspension, required withdrawal or dismissal.

### **Educational Records**

Educational records contain data that is specific to serving the educational needs of students before, during and after their time at Saint John's Prep.

Custodial parents of minor students and students aged 18 or more have authorized access to the following information: grade reports, unofficial transcripts (before graduation), official transcripts (after graduation), attendance summaries and disciplinary summaries. In addition, supplementary documents provided to the school may also be accessed for viewing or via photocopy (court orders, specialized testing results, e.g.). Original documents may be distributed upon graduation. Personal and working notes of school staff are not shared with students, parents or other institutions. Parents are responsible for all handling and/or photocopying charges.

A parent or student request for records must be made in writing, and submitted to the Registrar along with a completed *Educational Records Request* form. This form may be found on the school's website, [www.sjprep.net](http://www.sjprep.net). Once received, if eligible, records will be distributed within ten (10) business days. All records distributed will be clearly marked "unofficial" until the student has graduated from Saint John's Prep.

Educational records of students transferring to other schools will only be sent directly to the school via US Mail, fax or e-mail. Requests should be directed to the Registrar. Parents are responsible for any special handling or photocopying charges.

In compliance with Minnesota Statute §120A.22, Subd. 7, Saint John's Prep includes information about a student who has been either suspended ten (10) or more days or dismissed in transferred educational records honoring a request by another middle or secondary school.

### **Information and Image Release**

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

### **Dress Code**

Saint John's Prep expects that student attire be neat, clean and appropriate for a school environment, including at dances and other school functions. Students who are inappropriately dressed may be required to change. Repeated or

egregious offenses are subject to disciplinary consequences. In all cases, administration reserves the right to determine if a student is dressed appropriately for school.

Examples of clothing that is inappropriate for a school environment include, but are not limited to, the following:

- Clothing displaying suggestive, offensive, or illegal content or symbols
- Visible underwear or underwear worn as outerwear

Please know that caps and hats are not permissible during any school assemblies (e.g. Mass, prayer, colloquia), and may be prohibited from classrooms upon the instructor's discretion

### **Dress-up Days**

On the days of our annual Convocation, Mass, Class Day, special lectures and assemblies or other days designated by the Principal as "dress-up" days, students are expected to come to school in collared shirts, nice pants/slacks, dresses, or skirts – no jeans or athletic wear.

## II. Academic Program

### Academics

Saint John's Prep offers a rigorous and innovation academic program for all grades that integrates disciplines and supports ongoing holistic development of students: intellect, body and spirit.

Academic requirements for graduation and sequence by grade level are found in *Appendix A*, at the end of this Handbook.

### Requirements for Grade Promotion

For a student to be advanced to the next grade (promoted), he or she must maintain good academic and behavioral standing in the Saint John's Prep community. Every student's academic and social progress will be closely monitored to support learning and progression in the academic program.

Students with a grade of F in a course at the end of a semester will not receive credit, but may repeat it for credit. Courses that have been passed generally may not be repeated for credit.

A student who is clearly unable to meet academic obligations or interact appropriately with other members of the community, after supportive measures have been unsuccessful, may be required to withdraw from Saint John's Prep. This may occur at any point during the school year.

### Grading Practices

Saint John's Prep recognizes that grades offer a depiction of student achievement in coursework. Understanding the nature of the grading system is critically important for students and parents, and the school uses dedicated measures of communication to reflect student progress throughout the academic year. Through **Connect2Prep**, course assignments, assessments and **communication with the teacher**, grades in progress may be monitored at any time.

At the end of grading periods, course grades are reported through **Connect2Prep**, and serve to represent a student's progress for a variety of purposes, including: open period eligibility, student support services and reporting needed for college applications and scholarships.

At the close of each semester, final grades are sent to parents, and are recorded on a student's active transcript. Further information about transcripts is included in the *Educational Records* policy in this Handbook.

The grading system at Prep uses the following marks: A, excellent; B, very good; C, average; D, passing; and F, failing. S or P means satisfactory performance and passing in a course for which no more precise mark is available or offered. U means unsatisfactory, and may be considered the equivalent as failing. INC means incomplete, and requires a student to meet specific requirements, within an identified timeframe in order to convert the grade into the letter mark scale. Courses that end with U or F must be repeated if needed to account for a student's graduation requirements. See the *Academic Probation* policy for further information.

Weighted grades are utilized in advanced level courses, which carry a GPA designation out of a total of 4.5 points, rather than the regular 4.0 standard for A/F grading. Calculations for progress reports and open period eligibility do not use weighted grade calculations; only final semester grades are weighted. Courses using a weighted designation include IB, and other courses determined appropriate by the Principal, **and are noted with an asterisk (\*) in the Academic Catalog**.

### Academic Honors

At the end of each semester, students who have earned a GPA of 3.5 or higher are recognized on the Headmaster's Honor List. Students who have earned a GPA of 3.0 to 3.49 are recognized on the Principal's Honor list. Additionally, at the end of each academic year, students who have earned a GPA of 3.8 or higher over both semesters are recognized as honor students. This GPA is calculated using the first semester GPA along with the final grade report of the second semester.

Honor points are awarded by the following marks: A, 4; B, 3; C, 2; D, 1 and F, no honor points. A "+" sign adds .33 of an honor point, and a "-" subtracts .33 of an honor point. No extra honor points are given for an A+, as 4 is the maximum mark available per grade.

### Advising

Each Upper School student is assigned a faculty advisor, along with other students in the same grade. These groups remain for the student's time at Prep. The Advising program meets weekly, supporting the academic and

formational programs of the school. An important aspect of the advisor is to assist advisees in course planning and selection, which occurs in late winter.

### **Academic and Social Support**

Saint John's Prep provides numerous academic and social supports for students. The Guidance and Counseling staff coordinate supervised study periods, tutoring, test preparation, homework and study strategies, college guidance and more.

Should a student be identified as needing extra academic and/or social support to be successful in the academic program, the student, parents and Guidance and Counseling staff will meet to develop an appropriate plan of accommodation. Accommodation plans are enacted at the discretion of the school, and will require testing and/or documentation to demonstrate needs and recommendations by a specialist or medical professional. Some academic and/or social supports may be beyond what Saint John's Prep is able to provide, and in such cases parents and students will be advised of other options for students.

Personal support from Counselors is available on a referral basis, by parents or school staff. The school does not provide therapeutic or mental health services.

### **International Baccalaureate (IB)**

International Baccalaureate (IB) courses are offered in English, Science, Mathematics, Arts, Social Studies, Chinese, German, Spanish and Theology. IB courses are assessed according to both Prep and IB standards, and require specific assessments and examinations unique to each course. These courses are available to grades eleven (11) and twelve (12), exclusively. There is a program participation fee for students participating in the IB program. For the most current information about IB, contact the IB Coordinator, Martina Talic (mtalic@sjprep.net).

The IB Diploma Programme offers qualified students the opportunity to receive an internationally-celebrated high school diploma, in addition to a Prep School diploma. The IB Diploma features college-level courses that encompass six (6) subject areas, which are synthesized in three core elements: the Theory of Knowledge (TOK) course, the Creativity, Activity, Service (CAS) module and an Extended Essay (EE). For more information, see the IB page on the school's website, [www.sjprep.net](http://www.sjprep.net).

### **College Courses**

Select college courses at the College of Saint Benedict and Saint John's University are available to qualified Prep students. Courses do vary by subject and times in which they are available. Prep students interested in college coursework should contact the Principal for more information.

### **Non-Traditional Academic Experiences**

Saint John's Prep supports student learning and growth through experiences that extend the classroom and curriculum into other scholarly pursuits.

### **Melk Program**

Students in good standing may apply to participate in a study abroad program sponsored by the school. At present, Prep coordinates a program with the Stift Gymnasium in Melk, Austria. This program is offered for students entering grades ten (10) through postgraduate study. Criteria for application includes, but are not limited to: a minimum GPA, completion of some study in German at Prep, endorsement of Language Department faculty and the Principal. For further details about this program, contact the Melk Director, Emmy Sack (esack@sjprep.net).

### **Independent Studies**

Students in good standing are able to pursue advanced studies in an academic area with a coordinating faculty member in an *Independent Study*. *Independent Study* coursework may not substitute for required courses in the Prep curriculum. Specific requirements and credits available are determined by the coordinating instructor and the Principal. For more information, contact the Principal or a faculty member in the discipline in which the study is desired.

### **Interim**

Saint John's Prep offers a whole-school *Interim* program in which students engage in targeted learning experiences offered by faculty and staff of the school. The content of *Interim* courses may include: field trips, off-campus study, topical subjects, hands-on experiences and many other forms which may not be available in a typical classroom format. All students are required to participate in the *Interim* program.

### Field trips and Retreats

Field trips and retreats are integral to the academic and formation programs of the Prep School. Specific notice and instructions are provided to students and parents in advance of such experiences (itinerary, meal details, e.g.). Parents who are interested in volunteering as chaperones should contact the coordinating faculty member upon notice of a trip or retreat. Parental permission to attend and consent to treat is enacted upon completing the required enrollment forms for students, prior to the start of the academic year. If parents have questions about student participation, contact the Principal or coordinating faculty member.

### Study Hall

Study halls provide students with intentional time to complete homework assignments, study, develop academic skills, receive individual support and collaborate with others in learning. Study halls are scheduled as are classes at Prep, and may be added to student schedules to support academic or disciplinary needs.

Middle School students are automatically enrolled in a study hall. Upper School students with a GPA of 3.0 or above and who are in good standing are eligible to request no assigned study halls. Parents, the Principal or Guidance and Counseling staff may place a student in one or more daily study halls as needed to serve specific academic or behavioral situations. Upper School students with a GPA of 2.5 to 2.99 are assigned one study hall every other day. Students with a GPA of 2.0-2.49 are assigned one study hall, daily. If a student is on Academic Probation, he or she will be assigned study halls outside of all courses.

Eligibility to request a lesser assignment of study halls follows posted grades after the second grading period in each semester.

### Academic Probation

Students are required to maintain the following minimum academic standards while attending Saint John's Prep:

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

Students who have not met these standards may be placed on academic probation for the following semester. Academic probation is a formal notification to the student and their family that the student's academic performance raises questions about the student's status at Saint John's Prep beyond the current year.

During academic probation, particular measures are undertaken to support academic improvement, including: assignment of study halls in place of Open Periods, meeting with a Guidance Counselor to identify and address challenges and monitor progress, limitation of activities where appropriate and/or in compliance with established policies, restrictions on registration for courses at Prep and/or CSB/SJU. Other measures may be required as deemed appropriate by faculty, Guidance Counselors or the Principal.

Although the goal is to have students work their way from academic probation back into good standing, parents of a student on academic probation should be expected to explore alternative educational options, as a student may be required to withdraw from Saint John's Prep if, at the conclusion of the probation period, she or he has not fulfilled the minimum academic standards. Additionally, students who have re-established good standing and are again placed on academic probation during their tenure at Saint John's Prep may be required to withdraw from the school.

### Extra-Curricular Programs

Students who wish to participate in an extracurricular activity should speak with the Director of Activities and Athletics. For more information, see *Athletics/Activities under Student Life*, available at [www.sjprep.net](http://www.sjprep.net).

The athletic and activities programs at Saint John's Prep are formed in support of the school's mission and charisms. Each activity sponsored and supported by the school is developed to coordinate with the holistic educational philosophy of Prep. Programs provide students opportunities for personal growth, skill development, fitness, socialization, cultivation of virtues, emotional development, creativity and healthy competition. Saint John's Prep upholds the value of athletics and activities as cooperative efforts among students, parents, coaches, and school personnel.

The goals of the athletic and activities programs at Saint John's Prep are for participants to:

- Enjoy the sport or activity
- Develop positive, enduring relationships



- Learn to work as a team member for the common good
- Develop physically, socially, emotionally and intellectually
- Learn the rules and skills for the sport or activity
- Develop leadership skills
- Learn loyalty and commitment to others

**Eligibility for Extracurricular Activities**

Student eligibility is governed by both the Minnesota State High School League (MSHSL) and Saint John's Prep School policies. MSHSL requirements can be found on the organization's website, [www.mshsl.org](http://www.mshsl.org). Academic minimum requirements are established in conformity with MSHSL policies. This policy applies to all MSHSL-sponsored sports, theater productions, Student Council, Knowledge Bowl and Math Team, and other activities as determined appropriate by the school.

Prep encourages athletic and activity participation as part of the holistic educational program of the school. However, academic performance and progress toward grade level promotion and graduation is of primary importance and must be each student's first fulfilled responsibility. Continued participation in athletics and activities is dependent upon maintaining satisfactory academic standing. Teachers and students will work together to monitor progress as well as to create a plan to remedy the situation. Students will be eligible to return to the activity when quantifiable progress is made.

### III. Community Formation

#### Overview

Saint John's Prep promotes the holistic development of students in comprehensive, integrated programming: curriculum, activities, prayer and worship, and colloquia. The school focuses on forming students, faculty and staff into a community which strives to understand and serve the common good. The policies and practices of the school further support the formation of students as whole persons, requiring guidance and support for learning and development of personal agency.

The prologue of Saint Benedict's *Rule* offers that dedicated measures for forming the community aim to provide a way in which the members can "amend faults" and "safeguard love" (RB Prologue, 47). Community Formation programs are the school's measures, and are grounded in the mission and charisms of Prep. To prepare students for success in higher education and for a lifetime of learning, service and leadership in a global society, the school community gathers to intentionally develop personal skills and virtues for these purposes.

The charism *Conversatio* recognizes that growth and change are necessary experiences in personal and community life. This takes place in all aspects of school life, in successes and failures alike. These offer opportunities for reflection, restoration and growth of persons. The charism *Hospitality* is the quintessential Benedictine foundation of the community, calling all members to care for others, to accept them as Christ himself. Even when a person has caused hurt or harm to the community, Saint Benedict calls attention to our need to be accepting, to offer care and support so that he or she can grow and change.

Saint Benedict also realized, after using in good faith all available resources to help another, the person may still be unwilling or unable to change. When this is the case, Saint Benedict makes it clear that the only remaining option is removal from the community. At Prep, this guidance from the *Rule* serves to hold both students and the school accountable for amending faults and safeguarding love.

#### Campus Ministry and Faith Formation

As a Catholic school, faith formation programming extends from the mission and charisms of Prep. Informed by the Catholic intellectual tradition and especially the social teachings of the faith, Saint John's Prep firmly accepts its duty to foster spiritual growth in students as a critical part of holistic learning and development. Understanding the nature of the human person, especially in the many ways in which faith is expressed in beliefs and experienced in relationships, shapes the form and content of a variety of programs. There is no presumption or expectation that students be Catholic to participate and grow in the school community. Rather, the richness of the Prep community serves as a cherished place in which beliefs can be a point of reflection and practice that lead to greater self-awareness and ability to dialogue with others.

Prayer services and liturgies are central to Benedictine life and the unity of the Christian faith. Prayer services take place on a weekly basis, and feature numerous practices: mass, *lectio divina*, liturgy of the hours, praise and worship, meditation, ritual blessings, and interfaith dialogues. Attendance is required of all students.

Mass is celebrated at least once per month, in the Abbey Church. Parents are invited to join the community for mass, which is noted in the calendar found at the back of this handbook. Liturgies are offered in the spirit of Vatican II, and are inclusive of Prep community members, featuring student musicians and opportunities for members of various Christian and non-Christian traditions to participate.

These events allow all participants personal and spiritual growth and learning opportunities. In order to cultivate a culture of respect and understanding, attendance at worship and prayer allows for all students to encounter the mission of Saint John's Prep in both embodied and intellectual ways. The invitation into the deepest and most cherished traditions of the Catholic faith is extended out of care and respect for all persons in the community. Respectful attendance should not be confused with a requirement of holding or personally endorsing beliefs confessed by the Roman Catholic Church.

## IV. Discipline and Major School Rules

### Overview

Discipline policies and practices focus on helping students learn through reflection, conversation, and appropriate consequences. The goal is to use instances of poor judgment and rule violations as opportunities to help students learn and better understand the impact of their choices. Beyond individual learning, the discipline policies are designed to support and reinforce community norms associated with respect, physical and emotional safety and inclusion. Saint John's Prep believes that, with appropriate support and guidance, students will most often learn from their mistakes and not repeat them.

In a community with rules and guidance for behavior, it is important to have clearly articulated procedures for how to handle situations in which rules are violated. As an education institution, Saint John's Prep is interested in educating students on how to be considerate and constructive members of the community. Therefore, we approach our disciplinary process from an educational perspectives. Saint John's Prep works closely with students and families involved in the disciplinary process. We believe our process is comprehensive and fair, and balances the needs of the student with those of the institution.

The Principal and Director of Residential Life are primarily responsible for overseeing use of disciplinary measures for the day and resident student populations, respectively, although all faculty and staff members are responsible for supporting and overseeing Saint John's Prep's policies and rules.

### Off Campus Behavior

Saint John's Prep reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of students during the course of the school day, or in school-sponsored activities. These behaviors include, but are not limited to those which violate the *Bullying, Harassment and Sexual Misconduct* policies, and the *Substance Possession, Abuse or Distribution* policies.

### Major School Rules

There are some school rules that, if violated, will constitute a major offense. A single violation of any of the school's major rules subjects the student to disciplinary consequences, including suspension, dismissal, and required withdrawal. A student who violates two major school rules during his or her time at the school is likely to be expelled.

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

### Academic Integrity

In support of the mission and charisms of Saint John's Prep, the school enforces expectations of personal integrity and honesty in all forms of academic work. Students are encouraged to engage intellect and creativity to produce original work that represents their own knowledge, skills, opinions and developing personhood. Such work includes, but is not limited to papers, reports, speeches, videos, artworks, illustrations and musical compositions. Students are expected to be vigilant regarding correct methods of citing sources in developing competency in scholarship. Students must be proactive in communicating with faculty any questions about work if uncertain about meeting standards of academic integrity.

Academic integrity violations includes, but is not limited to:

- Using another person's language, ideas, or other material without acknowledging the source (referred to as plagiarism)
- Cheating on a quiz, exam, assignment or otherwise by using concealed answers or copying another student's work
- Copying another student's assignment, disclosing information about or otherwise discussing information about a quiz, test or other assessment
- Offering to another student the answers to an assignment, worksheet, test or otherwise, whether solicited or unsolicited, in written or verbal communications
- Using unauthorized aids on tests or quizzes, such as cheat sheets, programmed calculators, or any other device, electronic or otherwise
- Recycling or reusing a paper, assignment or project of one's own or another's without explicit consent of the instructor

Incidents of academic integrity violations are first addressed by the instructor, with the student or students involved. Instructors consult with the Principal and share incidents with parents. **Consequences for academic integrity**

violations include suspension, dismissal, or required withdrawal from Saint John's Prep. Additionally, students may receive a grade of "zero" for the work in question. Committing an academic integrity violation on a midterm or final exam could result in a failing grade.

#### **Substance Possession, Abuse or Distribution: Alcohol, Drugs, and Tobacco**

Possession, use and distribution of alcohol by persons under the age of 21 is unlawful; possession, use and distribution of drugs is unlawful at any time, unless possessed or used in accordance with a valid prescription; and use or possession of tobacco by Prep students is prohibited on campus at all times. Use, possession or distribution of these by Prep students on campus, at a school event on or off campus, while enrolled in the school is subject to immediate disciplinary consequences. In addition, MSHSL regulations regarding eligibility will be enforced.

If there is reason to believe that a student has violated this rule, including strange or disoriented behavior, the student will be removed from the school or event and the family will be notified. The school reserves the right to require a drug test and the cost of testing will be the family's responsibility. Students removed from school or school-events will be expected to participate in a re-entry meeting before returning to school.

Consequences for violating this policy may include probation, suspension, dismissal, or required withdrawal. A probationary notice may require a student to pay fines, be subject to toxicology testing, attend substance classes or see a chemical health counselor as conditions of continued enrollment. Expenses incurred due to these measures are the responsibility of the family.

Alcohol, drug or tobacco use may be symptomatic of deeper issues, and may indicate a need for professional consultation and treatment. To support the ongoing needs of students, the Principal and/or Director of Residential Life and Guidance and Counseling staff will work with parents to review resources available to support students and families in such situations.

#### **Bullying and Harassment**

For the wellbeing of every member of the school community, Saint John's Prep seeks to build a climate of respect, trust, integrity and growth. When anyone in the school community is uncivil, disrespectful, disruptive or harassing to another, the whole community is diminished. Such behaviors seriously compromise the ethical and educational quality of life at Saint John's Prep and we treat these violations very seriously.

Harassment is any behavior that has the intention or effect of harming or intimidating others, of creating a hostile or offensive environment, or of interfering with another's school performance.. It can take many forms – verbal, written, visual, physical, psychological. Though a single incident may constitute harassment, it usually involves repeated actions.

Sexual harassment differs from other forms in that it involves uninvited and unwanted sexual advances, requests for sexual favors and other verbal, written, physical or visual conduct of a sexual nature.

Bullying is generally defined as aggressive behavior by an individual or group that may be repeated over time and has the intention or effect of harming others. Bullying usually occurs when there is an imbalance of power and can take many forms including, but not limited to, actions such as physical violence, intimidation, teasing and name calling and social exclusion.

Saint John's Prep is committed to providing a safe environment for all individuals. When a report of these behaviors is made to school personnel, it is taken very seriously and is investigated. Students making false reports for any purpose face immediate disciplinary consequences, up to and including dismissal.

If you feel that you have been harassed or bullied, you may let the offending person(s) know that you want the behavior to stop, if you feel comfortable doing so. Speak firmly and give a clear message about how you feel. Additionally, you should report the behavior to school personnel: a teacher, administrator, staff member, coach, resident assistant. The administration will conduct a review and may partner with Life Safety Services, other campus entities and law enforcement as needed and appropriate in the investigation process; keeping the process as confidential as possible, except to the extent necessary to pursue the investigation and take corrective action.

If you observe or become aware of harassment or bullying of any member of the Saint John's Prep community, you are expected to be a responsible bystander and immediately report the incident to a teacher, administrator, staff member, coach, or resident assistant. It is your responsibility to step forward and share your concerns and observations. Please do not assume that administration already knows or that someone else will share the information.

If it is determined that harassment allegations are true, consequences may include probation, detention, suspension, dismissal, or required withdrawal from Saint John's Prep.

### **Fighting**

Fighting and/or physical violence of any kind are unacceptable and will not be tolerated. Students who feel threatened, harassed or intimidated by another student should immediately report the matter to a faculty or staff member, coach, Resident Assistant or administrator. Each student is responsible for his or her own actions, regardless of provocation, and will be held accountable for them. Likely consequences include suspension or dismissal.

### **Weapons**

Firearms, knives and weapons of any kind, including facsimiles, are strictly prohibited on the Saint John's Prep School campus. The school will work with Life Safety Services and law enforcement in violations or reports of violations, as necessary. Disciplinary action for violation of this policy may include suspension, dismissal, or required withdrawal from the school.

### **Respect for Property**

As part of the greater Saint John's Abbey and University campus, Prep students have opportunities to access materials, buildings, programming and dining services held in common. Whenever on the broader campus, students must observe and follow posted rules and expectations of facility uses. Additionally, students are expected to be respectful of persons and property at all times. Misbehavior will result in disciplinary consequences.

Prep students, when given permission by a faculty member, coach or school staff member, may access the following facilities: Sexton Commons, Abbey Church, Refectory, Quadrangle, Old Gym, Alcuin Library, and academic spaces in which they have scheduled classes or school events.

Prep students are not permitted access to non-Prep residence halls or buildings, private monastic areas or any facilities not listed above. Failure to abide by these boundaries will result in disciplinary consequences up to and including a requirement for withdrawal from Saint John's Prep.

The Prep School grounds and greater Saint John's campus are precious resources. Policies governing the use of many specific facilities (trails, beach, e.g.) are posted and are strictly interpreted and enforced. Students and parents are expected to be aware of these postings and follow them. Further direction may be provided by Life Safety Services, 320-363-2144.

In addition, the following rules pertain to the use of the campus:

- Any destruction of property will not be tolerated. Violations are subject to immediate sanctions, which may include dismissal.
- Vehicles of any kind (ATVs, cars, bicycles) are not allowed in the woods or waters.
- Camping is not allowed without explicit permission of the Principal and Life Safety.
- Swimming is allowed only at the Lake Sagatagan beach during designated hours when a lifeguard is on duty.
- Ice skating, ice fishing or other such activities may only be conducted after Life Safety declares it safe.
- Any grounds marked "private" or "monastic" are strictly for use of the monastic community.

### **Fire Safety**

Open flames (e.g. candles, lighters, matches, campfires) and fireworks of any sort are prohibited from the buildings or grounds at all times. Tampering with fire prevention or suppression equipment is prohibited. Violations of these are subject to disciplinary consequences and/or appropriate fines.

### **Sexual Behavior**

Students may not engage in sexual behavior while at school or at school-sponsored events or trips. Consequences may include probation, suspension, dismissal or required withdrawal.

### **Possible Consequences**

Students whose behavior does not meet the expectations outlined in the handbook should expect the following consequences:

- *Academic sanctions*; forfeiture or reduction of credit for assignments or assessments, restricted participation in class activities.

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

In compliance with Minnesota Statute §120A.22, Subd. 7, Saint John's Prep includes information about a student who has been either suspended ten (10) or more days or dismissed in transferred educational records honoring a request by another middle or secondary school.

### **Investigation Process and Request for Review**

Respect for the dignity of each student is a central concern in any situation that requires disciplinary considerations. The school is committed to providing students opportunity to share their understanding of such situations. While consequences and outcomes are reserved to the discretion of school personnel, reviewing circumstances and critical information is a part of the process of arriving at a final decision.

For conduct or allegations of conduct of a serious nature, school officials will investigate to collect facts and information by persons understood to be relevant to the situation. A student facing allegations will be provided opportunity to address them. The school official overseeing the investigation will establish communication with parents and share about the process. During an investigation, the school may prohibit contact between students and parents involved in the situation.

Saint John's Prep prohibits reprisals or retaliation by students or parents against any person who asserts, alleges or reports prohibited conduct or provides information about such conduct. Students who engage in reprisals or retaliation whether on their own behalf or on behalf of others are subject to immediate disciplinary consequences. Prep Parents who engage in these may be subject to required withdrawal of their daughter or son from the school.

When a decision has been made regarding disciplinary consequences following an investigation, parents will be notified in writing via e-mail or other appropriate means.

In the event of required withdrawal or dismissal, parents may submit a written request for review of the decision. Such a request must be made to the Principal within twenty-four (24) hours following notification of the decision, unless otherwise directed by the school. Once the request has been acknowledged, the Principal or designated school official will review the decision-making process used by school personnel, as well as applicable policies and practices of the school. The parents will receive final written outcome of the review via e-mail within three (3) business days. During the time of review, the student may not attend classes and activities.

## V. Safety and Security

### Procedures for Visitors

As a community formed in the Benedictine charism of *hospitality*, Saint John's Prep values family, alumni and other guests. While guests are welcome, procedures are placed to maintain the safety of the school community as a top priority. In all cases, visitors must have legitimate cause to be granted access to the school building and grounds.

All visitors must report to the Main Office (551) and state their name and business upon arrival. If a visitor has business in the school building or grounds during the academic day, he or she must obtain and wear a Visitor's Pass. The pass must be returned to the Main Office at the conclusion of the visit.

If a student seeks to invite a student guest, it must be approved by the Principal at least three (3) days in advance of the visit. To make such a request, both the Prep student and guest student must complete a *Visiting Student Form*, available in the main office.

The school reserves the right to deny access from visitors who do not have legitimate business, or if the activities of the school day are not conducive to allowing guests. In addition, Saint John's Prep does not authorize social visits by friends or siblings. Visitors are advised to contact the school in advance with any questions.

### Campus Safety Partners

Saint John's Prep works in partnership with greater campus entities to provide comprehensive support for meeting safety issues and solutions.

- Life Safety Services provides security and emergency response services for the Saint John's Campus, including: traffic, policy, investigation and EMT support.
- The Saint John's University Fire Department is a volunteer department that protects more than fifty (50) buildings and the grounds of our campus.

In addition, Saint John's Prep coordinates greater law enforcement needs with the Stearns County Sheriff's Department.

### Safety Drills

In accordance with laws of the State of Minnesota, Saint John's Prep coordinates with Life Safety Services to conduct fire/evacuation drills, shelter in place drills (with one full evacuation), bus evacuation and severe weather drills. Instructions for these drills are provided in Advising and/or Community Formation programs.

### Policies and Procedures for the Protection of Protection of Minors

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

The *Policies and Procedures for the Protection of Minors* document can be found on the Prep School website, [www.sjprep.net](http://www.sjprep.net), on the Saint John's Abbey website, [www.saintjohnsabbey.org](http://www.saintjohnsabbey.org), and in printed form in both the Main Office and the Headmaster's Office at the school.

Saint John's Prep abides by the Reporting of Maltreatment of Minors statutes of the State of Minnesota, §626.556. This law mandates that all cases of suspected abuse and/or neglect as defined by the statutes be reported to Child Protective Services and/or local law enforcement. All faculty, staff and volunteers are mandated reporters.

### Missing Students

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

### Medical Services

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

Immediate medical services at the school are limited to first aid procedures. Students who are suspected of having a communicable disease or illness may be sent home or back to the residence hall if isolation appears appropriate, until

cleared for attendance by a health care provider. Students may also report to the Main Office for consultation about injuries or illness. When warranted, the school will contact parents or guardians or alternate contact person for guidance.

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

Saint John's University also hosts a clinic operated by CentraCare, which may be utilized for dedicated services (consultation, immunizations, diagnosis, e.g.) if available and contracted by parents. Resident students can find additional information about medical services in the *Resident Student Handbook*, at [www.sjprep.net](http://www.sjprep.net).

### **Medical Records, Immunizations and Physical Examinations**

Student health records are maintained pursuant to Minnesota State law, according to ISD 742 policies and practices.

All students attending pre-K through grade twelve (12) must be adequately immunized or meet a qualified exemption. These policies may be found at [www.health.state.mn.us](http://www.health.state.mn.us). Students may not attend courses or receive credit until all immunizations are up-to-date, forms are completed, and records have been received in the Main Office.

Physical examinations by a primary care physician are strongly urged for students entering at the Middle School level (grades 6-8) at Prep. A qualified physical examination is required for students to participate in sports, pursuant to Minnesota State High School League (MSHSL) rules of eligibility. Students must provide confirmation of a physical examination every three (3) years to be eligible to participate in such activities.

### **Medications**

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

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

### **Allergies**

Saint John's Prep seeks to understand and minimize risk of life-threatening allergies in the school community. The school works in consultation with families, on-campus partners and medical consultants to minimize risks and provide a safe educational environment. For further information about this policy, see the *Food Allergy Policy*, which can be found on the school website, [www.sjprep.net](http://www.sjprep.net) by clicking on the Saint John's University Dining Services link under Lunch Accounts.

### **Student Self-Injury**

If a student reports self-injurious behaviors or ideation of such behaviors to a Prep employee or volunteer, parents are notified immediately. In such cases, a student may not continue attending the school until he or she has been determined safe from threats of self-injury by an approved medical professional. The school reserves the exclusive right of determining if and how a student can return to attendance. For more information, contact the Principal and/or Guidance and Counseling staff. Reports of self-injury or ideation made by students or staff about other students will be investigated and communicated with parents, and the same protocol may apply.

### **Sudden Accident or Emergency**

Students who have an accident during the school day must report to the Main Office. All accidents, no matter how minor, should be recorded by completing an *Accident Report Form*, which is found in the Main Office.

For medical emergencies, calling 911 from any campus phone will dispatch to Life Safety Services, who will assist with officers and/or EMTs, and coordinate with law enforcement and external medical assistance. Use of campus EMT services does not result in fees for families. Ambulance fees and related charges for external services are the responsibility of the student's family.



## VI. Technology and Media Services

### Library Use and Expectations

Libraries and media centers are essential resources for attending to student learning and development. Students at Prep have access to two libraries: the school's library on the second floor and Alcuin Library, on the Saint John's University Campus. The Prep library is open on school days during class hours (8:00am to 3:10pm), and the Alcuin Library is available to students outside of the school day. Alcuin Library may also be available during the school day for students to utilize during Open Periods, after checking out from the Main Office.

All library facilities are intended for study and research. Activities of a social nature, or those which detract from these pursuits are not permitted. Students are expected to follow all posted expectations and rules, as they are subject to change for special circumstances (classes, examinations, e.g.). Some expectations are constant:

- Students are required to be quiet and to not disrupt others.
- Food and drink are not permitted, with the exception of water in a sealed container.
- Defacement, destruction or theft of library materials are serious offenses. Students who abuse these rules are subject to fines and other disciplinary actions.

A small collection of reference materials, fiction and periodicals are available in the Prep School Library. Books may be checked out for 28 days and renewed as needed and/or available. Reference and research assistance is available in Alcuin Library, and Prep school staff can assist students in such efforts. Through the electronic campus network, students also have available a number of online research subscription databases. Alcuin Library staff can provide the most current online resources available upon request. Students may also check out materials from Alcuin Library, which are subject to return dates and fines which are distinct from the Prep Library. To learn more, visit [www.csbsju.edu/libraries](http://www.csbsju.edu/libraries).

### Computing and Network Services

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

The Prep School has a computer lab which is available to students during regular school hours, as schedules allow. Specific times of availability are posted in the school. Students are not permitted to use the labs or computers stationed throughout the campuses of The College of Saint Benedict and Saint John's University.

### Rights Reserved to Information and Technology (IT) Services

In order to provide safe and secure services, as well as to manage network resources, IT Services and the Prep School reserve the exclusive right to monitor individual email accounts and access activity, including internet and application use. Students should have no expectations nor assumptions of privacy in using computer-based technologies provided by the school. At all times, they should limit their uses to those consistent with the *Acceptable Use Agreement* and *iPad User Agreement*.

### Personal Computing Devices

Prep students who have a specific need to use a personal computer or tablet on campus may apply to register the device and receive permission for use of the campus network. Students may not bring nor use computing devices to school that have not been registered and approved.

### Personal Communication Devices

During the school day, students are not permitted to talk on their cell phones. Phones may be used in designated common areas (fishbowl, snack bar, hallways) during regular school hours ONLY to send or receive texts, check email or announcements or to listen to music, as long as headphones are used. Music must be played at a level not audible to anyone else. If a student needs to make a call, that student must come to the Main Office.

Unless directed by a teacher, cell phones are not permitted in classrooms, labs, studios, or other instructional spaces (including the Weber Center and Abbey Church).

**Publications**

Students may post promotions and notifications at approved locations in the school building for official school clubs, activities and events. The **Activities Director** must review and approve every publication prior to posting. Non-approved postings are subject to removal, and disregard of this policy may result in disciplinary action.

Students are advised that school-sponsored publications are subject to review and approval by a club advisor and, when appropriate, the Activities Director and/or Principal. These works are expected to represent the mission and charisms of the school.

All publications, school-sponsored or personal, must be respectful. This includes device-to-device communications, on or off campus on any platform (Facebook®, Twitter®, SnapChat®, Instagram®, e.g.). A student who published content that is clearly or perceived by the administration and the target party to include: defamatory comments, depictions or references regarding a student or students, member or members of school personnel, the Order of Saint Benedict or the CSB/SJU community and its members is subject to disciplinary action. Publications found in violation must be immediately discarded or deleted. Egregious violations of this policy may result in a requirement of withdrawal or dismissal from the Prep School.

## VII. Information for Parents

### Volunteering

The Prep School welcomes and appreciates individuals who wish to provide volunteer service for our students, faculty and programs.

Parents and any other persons who wish to volunteer must complete a *Volunteer Application* form (*Appendix Ea*). School personnel will review application information, may conduct a face-to-face interview, and perform reference checks. Application documents are maintained in the volunteer's file, which is maintained by the **Main Office Coordinator**. Rescreening (new application, interview, additional references, e.g.) may be performed as often as needed at the discretion of the school.

Volunteers should consider the following responsibilities:

1. All volunteers must complete the safe environment training program prepared by the school prior to their service.
2. All volunteers, regardless of the type of service, must abide by the *Policies and Protection of Minors*. This document details all expectations, guidelines, policies, requirements and obligations for employees and volunteers who work with students.
3. All volunteers must comply with expectations and policies of the Student and Parent Handbook.
4. When acting within the scope of their service to the school, volunteers are considered "school personnel," and are defined as "mandated reporters" under Minnesota Statute §626.556.

A volunteer is required to complete a background check prior to the beginning of his or her service if:

1. He or she will work directly with minors in a semi-supervised or unsupervised capacity, and
2. He or she will provide volunteer service weekly or at least five (5) times per month.

Examples of volunteers who must complete background checks include, but are not limited to: volunteer coaches, chaperones, college interns, tutors arranged by the school who meet on campus, classroom or activity volunteers. A new background check must be completed for every academic year.

A volunteers is not required to complete background checks if he or she meets all of the following criteria:

1. He or she will not work directly with minors or come into contact with minors,
2. He or she does not provide volunteer service weekly, five (5) or more times per month, or more than four (4) consecutive days, and
3. His or her volunteer service is supervised by school employees.

Volunteers required to complete a background will need to complete a consent form (*Appendix Eb & Ec*) All necessary background checks can also be found in *Appendices* in the *Safe Environment Policies* found at [www.sjprep.net](http://www.sjprep.net) under Safe Environment.

## VIII. International Student Formation Policies

International students are vital members and contributors to the Prep community. Dedicated support systems are in place to help them adjust and grow and thrive at Prep.

### **ESOL Courses**

English as a Second Language (ESOL) courses are offered during the regular academic year to serve English acquisition and use skills such as: grammar, writing, reading, speaking and listening comprehension. Students assigned to this course must demonstrate that they are advancing in proficiency enough to enter non-ESOL courses. Specific standards are established in course syllabi.

### **English Language Immersion**

Immersion in a new culture and language can be a daily challenge that demands much effort and patience on the part of a student. As a school with an English-language academic and community formation program, helping students who do not natively speak English attain success is a primary concern. To promote success, students must speak English during the school day, and as specified in events and activities.

### **International Student Orientation**

This program is for new international students and is designed to help them adjust academically, socially and physically to life in the Prep community. Students work through English and mathematics skill assessments, class placement and registration, as well as workshops to learn about the mission and charisms of Saint John's Prep.

### **Peer Mentor Program**

The Peer Mentor Program is an integral part of New Residential and Day Student Orientation. After a new upper school student has submitted an enrollment deposit and completed the Peer Mentor Form, he or she is matched with a returning student mentor. Mentors will reach out to new students via email or other social media avenues during the summer prior to orientation to answer any questions new students might have about coming to Saint John's Prep and to get to know each other. Peer Mentors guide new students through orientation and continue to interact with their mentees throughout the semester as they build connections to the Saint John's Prep community. Peer Mentors are an important link between the new SJP students, returning students, faculty and staff. It is a program that builds relationships through volunteerism. Peer mentors must be returning students entering grade 10, 11 or 12 in the fall semester.

### **World Club**

This club provides students with an opportunity to explore, share, and learn about the different cultures represented in the student body. The World Club members plan culturally driven activities throughout the year and lead fundraising efforts to support the club activities and global charity organizations. Additionally, World Club members volunteer for annual campus-wide activities such as Collegeville Colors led by the SJU Arboretum, Grand Tour of Nations led by SJP Advancement, and the Asian Spring Festival led by the SJP Chinese Club. This club meets regularly throughout the school year.

### **Parent Communication and Language Policy**

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

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

## VIV. Enrollment and Financial Policies

### **Student Application**

Students who seek to attend Saint John's Prep must complete an application process. Saint John's Prep admits those students who are judged to have the intellectual capacity, character, and particular abilities to do well in their studies, benefit fellow students by the quality of personal lives, and give promise of distinction in community service and leadership. To consider a student enrolled, required forms and procedures, including a financial deposit, must be completed and returned to school personnel as directed. Specific details of this process are available at [www.sjprep.net/admissions](http://www.sjprep.net/admissions).

The Admission Committee reviews applications after all documentation detailed above is received. Following this, applicants are notified of the committee's decision. If necessary, additional information may be requested of the student and parents before a decision can be made. Once a student is accepted, a non-refundable enrollment deposit must be submitted. The deposit is credited toward the tuition balance of the upcoming academic year.

### **Annual Enrollment Procedure**

Students who remain in good standing academically, behaviorally, and financially are typically eligible to continue enrollment into the following academic year. Parents of eligible students are notified of the opportunity to commit to the following academic year by submitting a deposit. The deposit is credited toward the tuition balance of the upcoming academic year.

In the event that, in the opinion of the administration of the school, a student's eligibility for continued enrollment is in question, parents will be notified and may be asked to attend a staffing to discuss concerns. If concerns cannot be resolved, the student may not be offered the opportunity to continue at the school. The Prep School also reserves the right to not invite continued enrollment of any student due to ineligibility or irretrievable difficulties in the relationship between the school and parents.

### **Financial Aid**

We believe that families are responsible for the support and educational expenses of their children to the extent that they are able. To assist our families, students, who are U.S. citizens, entering grades 6-12 are eligible to apply for the need-based and/or merit-based scholarships. The school also offers a work study program for eligible students to assist with tuition expenses.

### **Expectations for Scholarship and Aid Recipients**

Recipients of scholarships or other types of aid are expected to uphold high academic and behavioral standards. These may include, but are not limited to: minimum GPA and course grades, no academic or disciplinary probations, regular participation in co-curricular activities, compliance with the school's Handbook policies. Specific terms for receipt of scholarship or aid support are provided at the time such supports are offered. The school reserves the right to revoke or suspend a scholarship or financial aid at any time due to academic, attendance, behavioral issues, as well as unreconciled financial issues with the school.

### **Cancellation and Refund Policy**

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

### **Miscellaneous Account Charges**

Charges and expenses incurred by or on behalf of the student may, for academic or programmatic purposes only, be paid through the student's account. Examples of these include, but are not limited to: in-school academic testing fees, field trips, disciplinary fines, book/library fines, graduation fees (Seniors only), or lost or damaged textbooks, iPads or other property of the Prep School. Charges and expenses must be paid before any official transcripts or diplomas are presented.

The Prep School assumes no responsibility in cases of loss or theft. Students are financially responsible for missing or stolen items.

Appendix A Curriculum Outline and Graduation Requirements

<b>Requirements for Graduation for 2017-2018</b>	
To graduate, a student must earn the equivalent of at least <b>24 credits</b> , carrying a minimum load of five SJP (5) every day classes per semester, not including independent study courses.	
<b>Department</b>	<b>Department Requirements</b>
<b>English</b>  <b>English Speakers of Other Languages (ESOL)</b>	<ul style="list-style-type: none"> <li>• Four (4) full years/credits (<i>Non-native speaking students will be evaluated and placed in appropriate ESOL or English course.</i>)</li> <li>• English Speakers of Other Languages Course Rotation: ESOL Intermediate, ESOL Advanced, English courses</li> <li>• English course rotation: English 9, American Literature, upper level English electives</li> <li>• Students must be enrolled in an English/ESOL course each semester</li> <li>• 11<sup>th</sup> and 12<sup>th</sup> grade students must take at least one literature-based elective each year</li> </ul>
<b>Fine Arts</b> <i>(Music, Visual Arts)</i>	<ul style="list-style-type: none"> <li>• Two (2) semesters of fine arts during student's 9<sup>th</sup>/10<sup>th</sup> grades (<i>Two semesters within two years</i>)</li> <li>• Two (2) semesters of fine arts during student's 11<sup>th</sup>/12<sup>th</sup> grades (<i>Two semesters within two years</i>)</li> </ul>
<b>Health &amp; Wellness</b>	<ul style="list-style-type: none"> <li>• <b>9<sup>th</sup> Grade:</b> One (1) semester of Health &amp; Physical Education 9</li> <li>• <b>10<sup>th</sup> Grade:</b> Participation in three (3) after school activities, two (2) of which must be physical in nature (<i>a sport or intramural</i>).</li> <li>• <b>11<sup>th</sup> Grade:</b> Participation in at least two (2) after school activities, one of which must be physical in nature (<i>a sport or intramural</i>).</li> <li>• <b>12<sup>th</sup> Grade:</b> Participation in at least two (2) after school activities, one of which must be physical in nature (<i>a sport or intramural</i>).</li> <li>• One (1) semester of health is a requirement for graduation.</li> </ul>
<b>Mathematics</b>	<ul style="list-style-type: none"> <li>• Three (3) full years/credits (<i>Credits earned during 9<sup>th</sup> – 12<sup>th</sup> grades</i>)</li> <li>• Mathematics course rotation: Algebra I, Algebra II, Geometry, upper level Mathematics electives</li> <li>• A fourth year of mathematics is strongly recommended; many colleges require four years of mathematics for admission</li> </ul>
<b>Science</b>	<ul style="list-style-type: none"> <li>• One full year of each of the following in Science course rotation: Physics, Chemistry, Biology</li> </ul>
<b>Social Studies</b>	<ul style="list-style-type: none"> <li>• Four (4) full years/credits</li> <li>• One (1) full year/credit of American or United States History is required.</li> <li>• Social Studies Course Rotation: World History I, World History II, American History, upper level Social Studies electives</li> <li>• Students must be enrolled in a Social Studies course each term</li> </ul>
<b>Theology</b>	<ul style="list-style-type: none"> <li>• Students entering in the 9<sup>th</sup>: Four (4) courses beginning with Theology I: Theological Foundations</li> <li>• Students entering in the 10<sup>th</sup>: Three (3) courses beginning with Theology I: Theological Foundations</li> <li>• Students entering in the 11<sup>th</sup>: Two (2) courses beginning with Theology I: Theological Foundations</li> <li>• Students entering in the 12<sup>th</sup>: One (1) course of Theology I: Theological Foundations</li> <li>• Theology course rotation: Theology I, Theology II, Theology III, Theology IV</li> <li>• Transfer students (10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades) who have had religious study courses at their previous school will be assessed and placed in the appropriate level of theology course.</li> <li>• Students must be enrolled in a theology course each year.</li> </ul>
<b>World Languages</b>	<ul style="list-style-type: none"> <li>• Three (3) full years of same SJP offered world language (<i>Credits earned during 9<sup>th</sup> – 12<sup>th</sup> grades</i>)</li> <li>• World Language course rotation for each language: Level I, Level II, Level III, Level IV, Level V</li> <li>• All native English speaking students (<i>including students from English speaking countries outside of the USA</i>) must fulfill the World Languages requirement</li> <li>• A fourth year of World Language is strongly recommended</li> </ul>

- Courses meeting every other day = .25 credits per semester (Examples: Health)
- Classes meeting every day = .50 credits per semester (Examples: American Literature, Geometry and United States History)

Saint John's Preparatory School reserves the right to change the requirements without notice.

Appendix B **Campus Map**



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

## Appendix C      **Acceptable Use of Technology Agreement**

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

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

Access and associated privileges are granted to an individual in the individual's name. He or she may use that name to access and use the resources of the campus network or any regional, national, or international network available through the campus network. As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Saint John's Prep School. Computer privileges may be denied, restricted, or revoked if students are found in violation of any of these terms:

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

I will not use the campus network, campus computers, or electronic devices on campus in a manner that violates the principles of academic honesty or appropriate behavior as set out in the Behavioral Expectations section of the student handbook. I will not access inappropriate and/or offensive Internet sites or applications (i.e. sites containing sexually explicit, violent, or illegal material). I will not use electronic devices to access personal profile pages (i.e., Facebook® and Twitter®) or gaming during the academic day. I will not send or forward inappropriate e-mail or text messages. I will not possess, use, or distribute programs capable of bypassing content-blocking software. I will not attempt to disrupt the intended use of the campus network, campus computers, another system on the network, and/or any regional, national, or international network accessible through the campus network.

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

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



## Appendix D iPad User Agreement

Saint John's Preparatory School calls students to engage the world as a global community. This is fostered through academic and community formation programming that is committed to allowing for personal growth and development. Saint John's Prep considers the tools available to assist in studies and communication carefully and holistically, to allow for students and instructors to participate in meaningful practices in use of technology.

Students will have greater opportunities for success as leaders and servants of the world when their technological skills are integrated with ethical and intellectual growth in community. In responsible use, technology serves to amplify and make our mission more effective. Through classroom and community dialogue, students, instructors and staff are called to engage in deep reflection and critical thinking as foundations of learning. These are human activities, of which there is no technological substitute. There are numerous times in which devices need to be put away in order to foster community.

The iPad program allows for instructors and students to not only make use of a common tool to support learning; iPads are highly adaptable devices that can be configured to support personal learning needs. Instructors and staff may require various sorts of usages of these and other devices in their classrooms.

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

### Terms of Use

- iPads are the property of Saint John's Preparatory School. They are assigned to students for the exclusive purpose of supporting academic and community programming. Students may lose the assignment of an iPad or have limitations of use enacted upon failure to abide by expectations in this agreement. This includes any specific expectations of instructors or staff for classes or activities.
- Students are issued one (1) iPad and related accessories. The protective cover is a permanent feature of the device, and may not be removed or altered in any way.
- Any technical problems that impede usage must be reported to school personnel for evaluation and repair as soon as possible. The school alone is authorized to repair the iPad and related accessories. A temporary iPad may be assigned in such instances.
- All applications, texts and software required for use in the school will be managed exclusively by school personnel.
- School-assigned iPads are required for students as a condition of enrollment. They are exclusively programmed to coordinate with the network infrastructure of the Prep School. Personal devices may not be substituted.
- iPads are assigned only after a student has completed all requirements of the enrollment process. Parents and students must both sign the iPad Program Agreement and pay the technology fee before receiving an iPad.
- Students are responsible for any cost of damages or modifications to the iPad that is willful, negligent or intentional.
- iPads are programmed and managed by school personnel to maintain security, functionality and appropriate use. The school reserves the right to repossess any iPad or related accessory at any time. There should be no expectation of privacy when using any school-owned equipment or technology.
- iPads must be returned at the end of each academic year, or upon disenrollment, according to dates and times determined and communicated by the school. Failure to return may result in fines or other penalties, or holds on academic services.
- Only a school-approved Apple ID may be used. This is based on a student's school email address. The school may retain password information in order to maintain and restore iPad functionality.
- Assigned iPads are provided under the condition that students assume responsibility for keeping them safe. If a student suspects his or her assigned iPad or accessories have been stolen, it must be reported to school personnel immediately so that a report can be made through security and/or law enforcement. The school will determine if loss or theft is a result of student negligence for purpose of recovering costs for replacement, or other suitable penalties.

### For Students

- An assigned iPad and related equipment is provided for use of an individual student, to support his or her educational program at Saint John's Preparatory School. It is not provided to serve as a personal entertainment device.
- Only school personnel may program or alter iPad settings, security parameters and restrictions. Students who attempt to hack or alter such on their devices face disciplinary action and possible fines or other penalties.
- Students must bring their assigned iPads to school each day, charged and in proper working order. The school provides a limited number of charging stations for student use during the academic day. A student who is not able to participate in classes and/or activities due to leaving his or her assigned iPad at home, or having a dead battery may incur loss of credit for those activities. Chronic behavior of this sort will result in disciplinary action.
- Instructors or staff may require particular apps or documents for classes and activities. They will provide clear instructions for how and when to obtain these. Students may lose credit or face other penalties for failing to do so.
- The memory capacity for assigned iPads is reserved exclusively for content related to courses and activities in which the student is enrolled. Personal content is to be kept on personal devices. Assigned iPads are subject to routine maintenance of

content and performance throughout the academic year. Inappropriate content on an assigned device may lead to restrictions, loss of device or other penalties or fines.

- Content management and backup of information is the responsibility of each student. The school does not perform backups and restorations of information stored on assigned iPads. Students are advised to make use of a secondary storage service, such as a computer or cloud service (Dropbox, Google Drive, e.g.). The school is not responsible for loss of information on assigned iPads, even during maintenance or storage.
- iPads are not allowed in school restrooms, both for purposes of hygiene and personal privacy. No recording or communication devices are allowed in restrooms, at any time.

### For Parents

Saint John's Preparatory School recognizes that iPads and related technology provide both promise and challenge for young persons in their personal growth and development. Parents and Guardians are partners in helping to see that the iPad program serves the educational needs of students and the school. In this, the following points serve as expectations for parents and guardians.

- iPad orientation and assignment must be attended by at least one Parent or Guardian, to see that the terms of use are clearly understood and appreciated.
- School expectations for responsible and appropriate use of assigned iPads do not simply relate to the academic day. At all times, the assigned iPad and accessories remain the property of Saint John's Preparatory School. The expectations of use as a tool that supports education extend to the home and all other places where the device is used.
- Parents and Guardians are encouraged to be familiar with how assigned iPads are used by students for courses and other activities at Saint John's Preparatory School.
- Assigned iPads are programmed to be secure and to filter inappropriate content at all times on the school campus. At home, parents and guardians are encouraged to employ standards and expectations for use, including: desired Internet content restrictions and limits on amount of usage.

### General Care Instructions

- Screens should be cleaned with a soft, dry cloth. Liquid cleaners should be avoided.
- Charging cables must be used carefully to prevent damage and malfunction.
- iPads are not designed to support weight, even with the protective cover. When placing inside backpacks or the like, a padded sleeve or compartment should be used.
- Liquids, food and other debris can quickly damage an iPad. iPads should be stored away from these.
- Excessive heat and/or cold must be avoided for any prolonged periods. iPads must be near room temperature to function properly.
- Battery life should be sufficient to last an entire academic day with reasonable school-endorsed activities. Batteries are depleted especially by multi-media use (such as streaming), high screen brightness, Bluetooth and Wi-Fi use. If an assigned iPad is not maintaining a charge as expected, it must be reported to school personnel as soon as possible.



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<i>Anyone who drives a school vehicle or transports others in a personal vehicle used for school business must provide the information below.</i>			
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<i>Please note that, when using a privately owned vehicle, the insurance coverage is the limit of the insurance policy covering that specific vehicle. The minimum acceptable limits for privately owned vehicles are \$100,000/\$300,000.</i>			
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**\*\* Please sign below after you have read and initialed the following statements \*\***

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Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

All completed application and background check forms should be submitted to the Main Office:  
 Saint John's Preparatory School  
 Attn: Principal's Office  
 PO Box 4000  
 Collegeville, MN 56321  
 Fax: (320) 363-3322

<b>Office use only</b>			
Interview complete	Yes	No	
Background check complete	Yes	No	
Driver information complete	Yes	No	
<b>Approve to volunteer</b>	<b>Yes</b>	<b>No</b>	<b>Yes with listed restrictions:</b> _____
<b>Approve to drive</b>	<b>Yes</b>	<b>No</b>	<b>Yes with listed restrictions:</b> _____

**ORDER OF SAINT BENEDICT**

*Conducting Saint John's Abbey, Preparatory School, Liturgical Press*

**Child Protection Background Check Consent Form**

**Quad 128, Box 2400  
Collegeville, MN 56321  
Human Resources  
Phone: 320-363-2874  
Fax: 320-363-3039**

**NON PROFIT ORGANIZATION**  
**Account number: 3203632874**

**Hiring Department:** \_\_\_\_\_

The position for which you are applying will require you to provide care, treatment, education, training, instruction, or recreation to children. The Order of Saint Benedict, conducting Saint John's Abbey, Saint John's Preparatory School, and Liturgical Press will request the Bureau of Criminal Apprehension (BCA) to perform a background check on you pursuant to Minnesota Statutes Chapter 299C.62.

**Are you currently a student?** \_\_\_ Yes \_\_\_ No **If yes, where?** \_\_\_ CSB \_\_\_ SJU \_\_\_ Prep \_\_\_ Other

**Last Name** (please print): \_\_\_\_\_

**First Name** (please print): \_\_\_\_\_

**Full Middle Name** (please print): \_\_\_\_\_ **Social Security Number** \_\_\_\_\_

**Maiden, Alias or Former Last Name** (please print): \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Sex (M or F):** \_\_\_\_\_

**How long have you been a resident of MN?** \_\_\_\_\_

*(If less than 5 years, please attach a fingerprint card for a state and federal check to be completed.)*

I understand the following rights:

As the subject of the Order of Saint Benedict background check, your rights include:

- To be informed that the Order of Saint Benedict will request this check for continuing as an employee or volunteer, and to determine whether you have been convicted of any specified crimes in Minnesota Statutes Chapter 299C.62, and
- To be informed of the BCA's response and obtain a copy of the report from the Order of Saint Benedict.
- To obtain from the BCA any record that forms the basis for the report, and
- To challenge the accuracy and completeness of any information contained in the report, and
- To be informed whether the Order of Saint Benedict, has denied your application because of the BCA's response and not to be required directly or indirectly to pay the cost of the background check.

**I authorize this check to be completed.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parental Signature/Date (If applicant is under 18 years of age)

*The expiration of this authorization shall be for a period of no longer than one year from the date of my signature. Rev 12/13*

# ORDER OF SAINT BENEDICT

*Conducting Saint John's Abbey, Preparatory School, Liturgical Press*

Quad 128, Box 2400  
Collegeville, MN 56321  
Human Resources  
Phone: 320-363-2874  
Fax: 320-363-3039

## Kari Koskinen Manager Background Check Act Consent Form

Non-Profit Organization 3203632874

**We are requesting a federal check on this individual as well.**

(If you have not been a resident of MN for 10 or more years, please check this box requesting a State and Federal check (*Pursuant to Minnesota Statutes Annotated, Chapter 299C.68*) and attach a fingerprint card.

Hiring

Employee - Complete this Section:

Department: \_\_\_\_\_

A search of the Minnesota State Criminal Records Repository and/or the Federal Bureau of Investigation's Criminal Justice Information Criminal Files will be performed on you pursuant to Minnesota Statutes 299C.66 to 299C.71.

(Please check appropriate boxes)

Are you currently a student?  Yes  No Where? CSB  SJU/SOT  Prep  Other

Last Name of Applicant/Employee (please print): \_\_\_\_\_

First Name (please print): \_\_\_\_\_

Full Middle Name (please print): \_\_\_\_\_

Maiden, Alias or Former Last Name (please print): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex (M or F): \_\_\_\_\_  
Month / Day / Year

How Long Have You Been A Resident Of Minnesota? \_\_\_\_\_

I understand that I have the following rights:

1. The right to be informed that the Order of Saint Benedict will request a background check on the applicant/employee to determine whether the applicant/employee has been convicted of a crime specified in section 299C.67, subdivision 2;
2. The right to be informed by the employer of the background check and to obtain from the employer a copy of the background check report;
3. The right to obtain from the employer any record that forms the basis for the report;
4. The right to challenge the accuracy and completeness of information contained in the report or record under section 13.04, subdivision 4; and
5. The right to be informed by the employer if the applicant/employee's application to be employed by the Order or to continue as an employee has been denied because of the result of the background check.

I authorize this check to be done. \_\_\_\_\_  
Employee Signature Date

*The expiration of this authorization shall be for a period of no longer than one year from the date of my signature.*

*Rev 1/12*

**Saint John's Preparatory School**

**Notes:**

**Aug. 17:** Orientation begins for Residential Students only

**Aug. 23:** 1<sup>st</sup> Day of School

**Aug. 24:** Convocation

**Sep. 04:** Labor Day

**Oct. 11:** National Testing day  
Half day of school

**Oct. 20-21:** MEA Break

**Nov. 22:** Faculty Workshop

**Nov. 22-26:** Thanksgiving Break

**Dec. 18-Jan. 7:** Christmas Break

**Jan. 8:** Classes Resume

**Feb. 5-9:** Interim Week

**Feb. 19:** No School - President's Day

**Mar. 29-Apr. 8:** Easter Break

**May 25:** Last Day of Class

**May 26:** Commencement

- |   |   |   |
|---|---|---|
| 1 | = | No School   |
| 2 | = | All-School Mass (all are invited)                 |
| 3 | = | End of a grading period                           |
| 4 | = | Parent-Teacher Conferences/<br>Half day of school |
| 5 | = | Final Week of Class                               |
| 6 | = | Extended Periods                                  |
| 7 | = | Late start (class begins at 9:26am)               |
| 8 | = | Early dismissal                                   |

**2017-18 School Calendar**

August 2017	September 2017	October 2017	November 2017
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
December 2017	January 2018	February 2018	March 2018
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April 2018	May 2018		
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