



# St. John's Dormitory Student Handbook

## 圣约翰宿舍学生手册



2017-2018

### ST. JOHN'S PREPARATORY

21-21 Crescent Street

Astoria, NY 11105

Tel: 718-721-7200

[www.stjohnsprepschool.org](http://www.stjohnsprepschool.org)

### AMERI WAL INTERNATIONAL

21-35 Crescent Street

Astoria, NY 11105

Tel: 718-908-3080

[www.ameriwalausa.com](http://www.ameriwalausa.com)

STUDENT'S NAME	
PHONE	
EMAIL	
STUDENT ID	
STUDENT GRADE / HOMEROOM	





We want to welcome you to St. John's Prep dormitory. We want you to be able to achieve your goals and be successful at the school while you are living at the dorms. We also want your experience in the dorms to be a fun and safe one. Therefore, while you are living in the dorms, you have certain responsibilities you will have and rules we want you to follow.

欢迎入住圣约翰宿舍。我们衷心祝愿在入住宿舍期间，你能实现自己的目标、学业有成。同时，我们也希望入住期间你有一段充实、安全的体验。为此，在入住宿舍期间，你必须担起自身责任，并遵守《圣约翰宿舍学生手册》（以下“规章”）。

When you live in the dorms you must fully understand that you are agreeing to follow the rules and regulations set forth by St. John's Prep and Ameriwal in regards to dorm living. If you choose not to abide by the rules and regulations of living in the dorms, you have the option to live off campus with a host family. We reserve the right to modify these rules and regulations as necessary without notice. 入住期间，你必须完全服从圣约翰和乐美国际提前制定的关于宿舍管理的规定。如果你选择不遵循这些规定，你可以选择入住校外住家。另外，我方保留根据管理需要，适时修改规定的权利，且无需提前知会。

The following rules and responsibilities are an agreement between you, St. John's Prep and Ameriwal .

以下手册规章和职责由入住本人、圣约翰和乐美国际三方协议执行。



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## MESSAGE FROM THE PRINCIPAL 校长的信

Welcome to new and returning students for the 2017–2018 academic year at St. John's Prep. The opening of a new school year is always an exciting time. It represents change, it reconnects our community, and it brings a whole new set of possibilities.

我谨代表圣约翰热烈欢迎 2017 至 2018 年度的每一位新生以及返校的老生。每一个学年度的开始都是很激动人心的时刻，它不仅代表着改变、和社区的新联结，也给我们带来全新的机遇。

St. John's Prep prides itself on its high academic standards and rigorous curriculum. From engaging electives to our advanced placement courses, our college preparatory curriculum ensures all St. John's Prep graduates are prepared for the academic rigors of college. We encourage you to always be engaged in your classes, be prepared, actively participate and always ask for assistance when you need help. The classes you take at St. John's Prep are very important as they play a major role in preparing you for college and beyond.

学校对学术的高标准、对课程编排的严格要求，是我们一直以来引以为荣的。我们的课程编排涵盖选修和 AP 课程，学校的大学预备课程确保每一位即将升读大学的同学都准备好迎接大学严格的学业要求。我们鼓励每一位同学都踊跃地参与到课堂中，做好预习，在任何有需要的时候，主动地寻求帮助。同学们在圣约翰高中上的每一堂课都将在大学甚至之后的时间里发挥重要的作用。

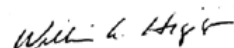
We encourage all of you to take advantage of the many extracurricular opportunities that St. John's Prep has to offer; there is much learning that takes place in a club, in a service activity or on a Red Storm team. Get actively involved in the spiritual life of the school as a prayer leader, altar server, retreat leader, lector or minister of hospitality. Through participation, you build community, learn self-discipline, develop self-confidence and discover your passions. Take advantage of your high school years because the mark you make now will create memories that will last a lifetime.

同时，我们鼓励所有同学利用好学校提供的课程表以外的许多学习机会，比如通过社团、服务活动或者在参与 Red Storm 小组过程中学习。我们还鼓励同学们主动参与到有关信仰、属灵方面的活动，做带领祷告的人、参与祭坛服务、做退修组长、读经或者参与接待事工。通过参与各种各样的服务，齐心稳建我们的社区、学习自制、培养自信并发掘我们的激情。希望每一位同学都能珍惜你们的高中生涯，因为其间你们刻下的记号将会成为一生的回忆。

We ask God to continue to watch over you and guide you and your family in the months ahead. Please accept my best wishes for an exciting, productive and successful school year at St. John's Prep.!

愿我们的神在接下来的几个月里，继续地看顾、引导你们和你们的家人。最后，请接受我最诚挚的祝福，愿新的一年，是令人激动、富有成效并成功的一个学年！

Sincerely,



William A. Higgins  
Principal

# 2017-2018 ST. JOHN'S PREP SCHOOL CALENDAR 2017-2018 圣约翰校历



September 2017						
U	M	T	W	R	F	S
					1	2
3	4 Labor Day - Holiday	5	6	7 Freshman Orientation / ID Pictures	8 Sophomore, Junior and Senior Orientation	9 SJP Campus Life Weekend Retreat at Don Bosco
10 Grandparent's Day	11 First Day of Classes/ Patriot Day *	12	13 Junior ID Pictures Senior Graduation Makeup Pictures	14	15	16 KAPLAN SAT Prep 9am-12pm
17	18 Senior Assembly period 2	19 Junior Assembly period 2	20 Sophomore Assembly period 2	21 Freshman Parent Orientation Night 6:00pm	22	23
24 KAPLAN SAT Prep Class 9am-12pm	25	26	27	28 Makeup ID Pictures for all Students	29	30 KAPLAN SAT Prep 9am-12pm

M = Monday T = Tuesday W = Wednesday R = Thursday F = Friday S = Saturday U = Sunday


October 2017						
U	M	T	W	R	F	S
1	2	3 Academic Council Meeting 2:45pm	4	5	6 Senior- Faculty Games 2:45 Gym	7 KAPLAN SAT Prep 9am-12pm
8	9 Columbus Day Holiday	10	11 PSAT/NMSQT No Classes	12	13	14 SJP Open House 11am-3:30pm
15 KAPLAN SAT Prep 9am-12pm	16 No Classes Offices Open 8- 1pm	17	18	19 Parent Teacher Night 6pm	20 Early Dismissal	21 KAPLAN SAT Prep 9am-12pm
22 KAPLAN SAT Prep 9am-12pm	23	24	25	26 SJP College Fair 6pm-8PM	27	28 KAPLAN SAT Prep 9am-12pm
29 KAPLAN SAT Prep 9am-12pm	30	31 Professional Development Day / No Classes				

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\*important academic event holiday/no class day are highlighted the first Friday of each month is students' birthday party day






November 2017						
U	M	T	W	R	F	S
			1 All Saint's Day – Holy Day of Obligation/Holiday	2 National Honor Society Induction Ceremony - 6:00pm	3 End of First Quarter * 	4 SAT EXAM
5	6	7	8	9 Sophomore and Junior College Information Night 6:00pm	10 Veteran's Day	11
12	13	14	15 Senior Tea in the Library 2:45pm	16	17	18
19	20	21 Mass of Thanksgiving- 1st period/Student Council Induction	22 Morning of Reflection	23 Thanksgiving	24 Thanksgiving Holiday	25
26	27	28	29	30 College Financial Aid Night for Senior Parents		

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December 2017						
U	M	T	W	R	F	S
					1 	2
3	4	5	6	7 Department Meetings Early Dismissal/ Parent Teacher Night 6pm – 8:30pm	8 Feast of the Immaculate Conception- Holy Day of Obligation	9
10	11	12	13	14	15 Christmas Concert	16
17	18	19 Advent Liturgy- 1st period	20 Early dismissal	21 Christmas Vacation	22	23
24	25	26	27	28	29	30
31						

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January 2018						
U	M	T	W	R	F	S
	1 New Year's Day	2	3 Classes Resume *	4	5 	6
7	8	9	10	11	12	13
14	15 Martin Luther King Day	16	17	18	19 End of the Second Quarter *	20
21	22 School / Regent Exams *	23 School / Regent Exams *	24 School / Regent Exams *	25 School / Regent Exams *	26 School / Regent Exams *	27
28	29	30 Second Semester Begins *	31			


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February 2018						
U	M	T	W	R	F	S
				1	2 	3
4	5	6	7	8	9	10
11	12	13	14 Ash Wednesday Service 1st Period	15	16 Chinese New Year –Year of the Dog	17
18	19 Midwinter Recess/No Classes	20	21	22	23	24
25	26	27	28			


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March 2018						
U	M	T	W	R	F	S
				1 Parent Teacher Night 6pm- 8:30pm	2 SJP Talent Show 	3
4	5 Senior Assembly Period 2	6 Junior Assembly Period 2	7 Sophomore Assembly Period 2	8 Freshman Assembly Period 2	9 SJP Annual Blood Drive	10
11	12	13	14	15 Registration for Classes *	16 SJP Drama Guild Performance	17
18	19	20	21 SJP and Mater Christi Career Day	22	23	24
25	26	27	28 Morning of Reflection for Faculty and Staff/ No classes	29 Easter Vacation	30	31


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April 2018						
U	M	T	W	R	F	S
1	2 Easter Vacation	3	4	5	6 	7
8	9 Classes Resume *	10	11 End of the Third Quarter *	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 Department Meetings/ Early Dismissal	27 SJP Spring Concert	28
29	30					

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May 2018						
U	M	T	W	R	F	S
		1	2	3	4 Senior Prom at the Pierre Hotel 7pm-12am 	5
6	7 AP Psychology Exam 11:30-3:00PM *	8 AP Spanish Language Exam 7:30am/ Physics exam 11:30-3:00pm *	9 AP English Literature and Composition 7:30am *	10 Ascension Thursday/Holiday	11 AP US History Exam 7:30am *	12
13 Mother's Day	14 AP Biology Exam 7:30am *	15 AP Calculus AB Exam 7:30am *	16 English Language and Composition/ Last Day of Classes for the Seniors *	17 AP World History 7:30am/ AP Statistics Exam 11:30am *	18 AP European History Exam 11:30 am *	19
20	21	22	23	24 Junior Ring Day Ceremony 6pm	25 *	26
27	28 Memorial Day-Holiday	29	30 Senior Mass and Reception at 6pm	31		

\*25- Senior Award's Day and Barbecue/Freshman and Sophomore Trip to Great Adventures/ Junior Holiday M = Monday T = Tuesday W = Wednesday R = Thursday F = Friday S = Saturday U = Sunday \*important academic event holiday/no class day are highlighted

June 2018						
U	M	T	W	R	F	S
					1 	2 Commencement Exercises 9:30pm at St. John's University
3	4	5	6 Last Day of Classes Early Dismissal *	7 Class/ Regent's Examinations	8 Class/ Regent's Examinations	9
10	11 Class/ Regent's Examinations	12 Class/ Regent's Examinations	13 Class/ Regent's Examinations	14 Class/ Regent's Examinations	15 Class/ Regent's Examinations	16
17 Father's Day	18 Class/ Regent's Examinations	19 Class/ Regent's Examinations	20 Class/ Regent's Examinations	21 Class/ Regent's Examinations	22 Grade Review Day 8:30-10:30am	23
24	25	26	27	28	29	30

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## 2017-2018 BELL SCHEDULE 2017-2018 上课钟时刻表

**Cycle A:** Both freshmen and sophomores report to Religion class during cycle A. Both juniors and seniors report to Physical Education during cycle A.

**Cycle B:** Both freshman and sophomores report to Physical Education during cycle B. Both juniors and seniors report to Religion during cycle B

<b>HOMEROOM WARNING BELL</b>	8:10 a.m.
<b>HOMEROOM</b>	8:15 a.m. - 8:30 a.m.
<b>PERIODS:</b> 1.	8:34 a.m. - 9:19 a.m.
2.	9:23 a.m. - 10:08 a.m.
3.	10:12 a.m. - 10:57 a.m.
4.	11:01 a.m. - 11:36 a.m.
5.	11:40 a.m. - 12:15 p.m.
6.	12:19 p.m. - 12:54 p.m.
7.	12:58 p.m. - 1:43 p.m.
8.	1:47 p.m. - 2:30 p.m.

### EARLY DISMISSAL SCHEDULE

#### THIRTY-FIVE - MINUTE PERIODS

<b>HOMEROOM</b>	8:15 a.m. - 8:30 a.m.
<b>PERIODS:</b> 1.	8:34 a.m. - 9:09 a.m.
2.	9:13 a.m. - 9:48 a.m.
3.	9:52 a.m. - 10:27 a.m.
4.	10:31 a.m. - 11:06 a.m.
5.	11:10 p.m. - 11:45 a.m.
6.	11:49 p.m. - 12:24 p.m.
7.	12:28 p.m. - 1:03 p.m.
8.	1:07 p.m. - 1:42 p.m.

### DELAYED OPENING SCHEDULE

#### THIRTY-FIVE - MINUTE PERIODS

<b>HOMEROOM</b>	9:15 a.m. - 9:25 a.m.
<b>PERIODS:</b> 1.	9:29 a.m. - 10:04 a.m.
2.	10:08 a.m. - 10:43 a.m.
3.	10:47 a.m. - 11:22 a.m.
4.	11:26 a.m. - 12:01 p.m.
5.	12:05 p.m. - 12:40 p.m.
6.	12:44 p.m. - 1:19 p.m.
7.	1:23 p.m. - 1:55 p.m.
8.	1:59 p.m. - 2:30 p.m.

# 2017-2018 DAILY CLASS SCHEDULE      2017-2018 每日课程表

Periods	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Time/Room							
1. 8:34-9:19am Room #							
2. 9:23-10:08am Room #							
3. 10:12-10:57am Room #							
4. 11:01-11:36am Room #							
5. 11:40-12:15pm Room #							
6. 12:19-12:54pm Room #							
7. 12:58-1:43pm Room #							
8. 1:47-2:30pm Room #							

Periods	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Time/Room							
1. 8:34-9:19am Room #							
2. 9:23-10:08am Room #							
3. 10:12-10:57am Room #							
4. 11:01-11:36am Room #							
5. 11:40-12:15pm Room #							
6. 12:19-12:54pm Room #							
7. 12:58-1:43pm Room #							
8. 1:47-2:30pm Room #							

## SCHOOL CONTACTS 学校联系电邮



### *Contacts*



Principal  
Vice Principal of Academic Life  
Assistant Principal of Programming  
Assistant Principal of Student Life  
Director of Admissions  
Director of Guidance  
Office of Student Life  
Medical Office -- Nurse  
Attendance  
Athletic Director

Mr.W.Higgins ([whiggins@stjohnsprepschool.org](mailto:whiggins@stjohnsprepschool.org))  
Mrs. M. Flood ([mflood@stjohnsprepschool.org](mailto:mflood@stjohnsprepschool.org))  
Ms.N.Martinez([nmartinez@stjohnsprepschool.org](mailto:nmartinez@stjohnsprepschool.org))  
Ms. M. Johnson ([mjohnson@stjohnsprepschool.org](mailto:mjohnson@stjohnsprepschool.org))  
Ms. V. Loehle ([vloehle@stjohnsprepschool.org](mailto:vloehle@stjohnsprepschool.org))  
Fr. Charles Gilley([cgilley@stjohnsprepschool.org](mailto:cgilley@stjohnsprepschool.org))  
Ms. P. Fenster –Prager ([prager@stjohnsprepschool.org](mailto:prager@stjohnsprepschool.org))  
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## GENERAL CONDUCT 入住总则

- 1. HOUSING PRIVILEGES 入住特权** Staying in the dorms are not a right but a privilege and your continued residency in the dorms will depend on your conduct and observance of the dormitory rules and regulations. Students will be required to live off campus if they decide to not follow the rules and regulations. Students may request a room transfer by writing a request to the Resident Staff (RS) and if the RS deems the transfer is necessary and if there is a room available, the RS will transfer you. 入住宿舍并不是赋予每一位学生的普遍权利，学生必须遵守宿舍规章才能入住。如果学生不愿意遵守宿舍规章，则会被要求居住在校外。但宿舍学生可以书面向宿舍管理老师提出换房间的申请，若宿舍管理老师认为其申请是必需的且有空余的房间，则会予以安排调整。
- 2. ENGLISH 英文** English must be spoken in all common areas. Common areas are anywhere outside of your dorm room, both dormitory and school. You have made the decision to study in the United States. You are capable of speaking and understanding English – now you have to commit to using English all of the time while you are in school. The international students who make a strong effort to always using English tend to do better in classes, and easier to really get involved in activities in and outside of school, make new friends and advantage of everything St John's Prep has to offer. 所有公共区域必须使用英文。公共区域包括个人房间外的所有区域，宿舍和学校内。你决定要在美国读书，所以你具备了说和理解英语的能力 - 现在你必须承诺在学校跟宿舍里使用英语。随时随地努力说英语的国际学生往往在课堂上表现得更好，更容易真正参与校内外的活动，结交新朋友和充分利用圣约翰所提供的一切优势。
- 3. ACCESSING DORMITORY DURING SCHOOL HOURS 上学期间进入宿舍**  
During school hours, that is, from homeroom to 14:30, dormitory students CANNOT come back to the dormitory on your own. Please double/triple check if you have gotten all the necessary books & items before going down to school; physical discomfort please report to the medical office for the nurse to check and notify whether leaving school to come back to the dormitory is necessary; Students must secure a HALLWAY PASS from the subject teacher before leaving a classroom. This pass is to be carried in transit and shown upon request to any teacher or administrator. Upon returning to the classroom the pass must be returned to the teacher. Students who leave classroom without a HALLWAY PASS will be considered cutting class and will be required to serve detention.  
If you have study period, please report to library teacher on duty for self-study.  
上学期间，即从 homeroom 至 14:30 下课，宿舍学生不得径自返回宿舍。请上课前再三检查是否带齐所需书本物品，身体不适请至医护室由护士检查与通报是否需离校返回宿舍休息，学生在离开课堂前，需要该科目老师发放的通行证（HALLWAY PASS）。离开课堂期间，该学生须随身携带此证，并出示给要求查看的任何老师或管理人员。当该名学生返回课堂时须把通行证返回给科目老师。若学生无随身携带通行证离开课堂，则会被视为无故缺勤，会被要求留校查看。如果是自修课请至图书馆跟值班老师报到自习。
- 4. BE ON TIME-AND DON'T BE ABSENT 准时出勤**  
Students who miss class or come to school late do not do well academically compared to those who are on time and in school. If you have a medical illness, you should stay home and if necessary make an appointment with a physician. Otherwise, you should be in school on time and ready to do your best! Keep in mind that as an F-1 student, you are required by the United State Citizenship and Immigration Services (USCIS) regulations to maintain full-time studies. This means you cannot exceed 4 lateness or 5 unexcused absences per academic quarter. Please also note the absences are classified as excused when accompanied by the doctor's notes.  
迟到或缺课的学生在课业上的表现不如其他准时出勤的学生。除非生病的情况应在家休息或约医生检查，每个学生应准时到学校上课，并投入百分百的努力。谨记，作为一个 F-1 学生，需遵



守美国移民局规定来维持全职学生身份。这意味着，在每一学术季度中，不能有超过 4 次的迟到和 5 次无理由请假的记录。请注意，只有在出示医生证明的情况下，才视为有理由请假。

## 5. **GET YOUR REST 按时休息**

It can be a difficult adjustment coming to the United States, managing homework, and still wanting to communicate with friends at home and explore other interests. It is extremely important that you get the recommended 8-9 hours of sleep each night and that you come in each day alert and prepared for class. 来到美国完成课业的学生，需要平衡自己的时间，保证每晚 8-9 小时的睡眠对白天在课堂上保持清醒的大脑至关重要。

## 6. **NO CELL PHONES or PERSONAL ELECTRONIC DEVICES (PEDs) 电子产品的使用**

Students may use portable electronic devices before and after school hours. PEDs must be turned off beginning in homeroom until dismissal at 2:30pm. Students may use the PEDs for approved instructional purposes with the permission and under the supervision of the faculty. International students may use approved translators during class time. Each student will be given two warnings and upon the third warning he/she will be required to serve 10 day phone detention (turning the device over to school personnel each day and/or the loss of the privilege of bringing the device to school). Check acceptable translators on Page 52.

学生可以在上学前后使用其电子设备。所有的电子设备从早上的 Homeroom 到下午 2 点半间都必须关闭妥善收好。学生可以在取得授权用于教学目的之情况下，由教师监督着使用其电子设备。国际学生可以在上课期间使用经批准的翻译机。每一个违规学生都会先被给予两次警告，第三次警告时，该名学生会将会被禁止使用智能手机或其它电子设备 10 天（该名学生会每天把该设备上交给学校或者暂时失去将该设备带到学校的权利）。允许使用的翻译器类型见第 54 页

## 7. **JOIN A CLUB OR ACTIVITY 参加社团活动**

We want you to be a great student at SJP. We also want you to have a great time and fully enjoy the experience of the school. Joining a club, sport or volunteering for a service project is a great way to meet people and explore your interests outside of the classroom. Our most successful students get involved in school activities!

我们希望你成为一名优秀的学生并希望你能充分享受在 SJP 读书的乐趣。加入社团、参加体育活动或成为志愿者都是发觉自己课外的兴趣，广泛交友的良好途径。我们最优秀的学生都积极参加学校活动。

## 8. **COMMUNITY SERVICE 社区服务**

St. John's students are expected to fulfill the mission of the school and Community Service is required. St. John's Prep service forms are available outside the Religion Office on the 2nd floor north office. Completed service forms need to be returned to Ms. O'Donoghue, Chairperson of the Religion Department.

每一个 SJP 的学生都是需要完成社区服务。相关表格可以在位于二楼北侧的宗教学办公室领取。填完的表格需交给宗教学部主任 Ms. O'Donoghue。

- **Coordinator of SJP Serves: Ms. O'Donoghue**
- **Religion Department located on the 2<sup>nd</sup> floor North**

## 9. **STUDENT BEHAVIOR—RESPONSIBILITIES & PROCEDURES 学生行为--职责及程序** (SJP Student Handbook P.7) (圣约翰学生手册第 7 页)

All residents and their guest are expected to be respectable at all times. St. John's Prep students are respectful, honest, responsible for their own learning, cooperative, hospitable, proud of St. John's and its traditions, and are representatives of the school.

任何时候，每一位住户及其客人均须负责遵守宿舍及学校规定。圣约翰学生懂得尊重，诚实，负责好自己的学业，合作，好客，以圣约翰及它的传统为荣，并且是学校的代表。

#### **A. Code of Honor 荣誉法则**

(SJP Student Handbook P.15) (圣约翰学生手册第 15 页)

##### **– Honesty**

Academic honesty and personal integrity are fundamental components of a St. John's Prep education. Honesty in the area of academics means doing one's own work and properly crediting the work of others. St. John's Prep expects that students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty. The well-being of the entire school community depends on the student accepting responsibility for personal conduct in both their social and academic endeavors.

##### **诚实**

学术和个人诚信是圣约翰教育根本之一。学业上的诚信是指每个人负责自己的学业，并合理正确地引用别人的成果。学校期许学生不作弊、不撒谎、不抄袭剽窃及其它任何破坏学术诚信的行为。整个学校的信誉需要通过每一位学生履行自身在社会及学业上的责任来建立并维护。

##### **– Truthfulness**

Truthfulness is defined as being honest, being open, to be forthright and not attempting to deceive others. Always tell the truth! Telling the truth isn't always easy but remember, getting caught in a lie- even a little one – easily can destroy your credibility.

##### **真实**

真实是指诚实、坦诚，不试图欺骗别人。永远只说真话！坚持只说真话并不容易，但我们要牢记，一个谎言，哪怕只是很小的一个谎言，一旦被拆穿将轻易毁损你的信誉。

##### **– Respect**

Respect is about honoring the essential worth and dignity of all people, including oneself. All students are expected to be the best they can be and treat everyone and their property with respect in both words and deeds, regardless of the situation.

##### **尊敬**

尊敬是指尊重包括自身在内的所有人的核心价值 and 尊严。希望每一位同学不管什么情况下都能竭尽所能地在言语和行动 on 尊重每一个人及他们的资产。

#### **ACADEMIC INTEGRITY:**

##### **学术诚信:**

St. John's Prep requires that all work be entirely the result of one's own effort. A student's honesty and integrity in all academic work is expected. Academic dishonesty occurs when a student obtains or assists another in obtaining credit for work, which is not his/her own. Copying of another's work, improper conduct during tests and examinations, any form of plagiarism, improper use of the internet or electronic devices, or any other dishonesty in doing one's individual academic work will be considered a serious violation of the school's goals and academic program.

圣约翰要求每一项学术作业都必须是个人的自身努力的成果，期许每一个学生在所有学术成果上严守诚信。以下行为均被视为学术欺诈行为：谋取或协助他人谋取别人的学术成果；抄袭别人的成果；在测试或考试过程中作弊；任何形式的学术剽窃行为；不恰当地

使用互联网或电子设备以及其它任何在完成自身学业时出现的不诚信行为都将被视为严重地侵犯了本校的目标及学术编程。

**Students who engage in academic dishonesty and violate St. John's Prep Honor Code will be held responsible and accountable for their actions. Parents will be notified and the following consequences may result:**

任何学生一旦参与任何学术不诚实的行为并侵犯了圣约翰的荣誉守则，将被要求对其行为负责，家长也将被告知，同时有可能带来以下后果：

- Receiving a grade of “zero” on any assignment which has been copied or where a student permits another student to copy

任何抄袭得来的功课或允许他人抄袭的该名学生的功课将被计为零分。

- Receiving a grade of “zero” on any assignment which has been plagiarized from another source

任何通过其它资源剽窃他人成果完成的功课将被计为零分。

- Receiving a grade of “zero” on any quiz or examination on which a student has cheated. In the case of a school examination, a report will also be made to the Department Chairperson and to the Vice Principal for Academic Affairs. In the case of a New York State Regents examination, the State may be notified and the student may be barred from taking further Regents examinations

所有课堂测验或考试，若学生作弊，则该名学生的成绩将被计为零分。若是学校的考试时出现作弊，该行为会被汇报给系主任以及教务处副处长；若是纽约州会考时出现作弊，将会通报给纽约州负责部门，而该学生将有可能被禁止参加随后的其它州会考。

- Forgery, lying, or other deceptions will result in the need for a parent conference, detention, suspension, or in grave situations, separation from the school

出现伪造、撒谎或其它欺诈行为时将会被要求和家长会谈，并需要留校、停课查看；情节严重者，甚至会被驱逐出校。

- The student may be placed on academic probation, barred from school activities/athletics, suspended or dismissed from school.

该名學生可能需要接受留校察看，并被禁止参与学校任何活动或体育项目，甚至会被停课或驱逐出校。

## **B. NO Bullying, intimidation or harassment 严禁任何欺凌、恐吓或骚扰行为**

(SJP Student Handbook P.16) (圣约翰学生手册第 16 页)

St. John's Prep believes that it is essential that a safe, well-ordered, and nurturing educational environment be established for all students. Bullying, intimidation or harassment contradicts the mission and philosophy of St. John's Prep and will not be tolerated. St. John's Prep reserves the right to discipline students for both on or off-campus behavior that creates an intimidating or threatening educational environment or substantially disrupts the orderly operation of the school.

圣约翰预备坚信为全体学生建立一个安全、秩序井然、和培育环境是极其重要的。圣约翰不会容忍任何欺凌、恐吓或骚扰之违背学校宗旨与理念的行为。当学生在校内或校外出现任何有可能对学术环境造成影响、威胁或破坏学校运行次序的行为时，圣约翰有权对该名学生采取留校或离校的管教措施。

## **C. Loitering 游荡**

(SJP Student Handbook P.16) (圣约翰学生手册第 16 页)

Loitering interferes with the rights of others and is therefore unacceptable on any block or corner near the school. Dormitory students should not leave the dormitory and loiter on the day/days of their sick absences. Violators will be subjected to any disciplinary action deemed necessary and appropriate by the school.

任何游荡行为都会对他人权利造成干扰，因此学校不允许在校内任何区域或角落或学校附近游荡。宿舍学生不应该在病假缺勤当天离开宿舍在外游荡。违规者将要接受由学校决定对其采取的必要且恰当的处分。

#### **D. In the classroom 课堂守则**

(SJP Student Handbook P.16) (圣约翰学生手册第 16 页)

**Teachers are responsible for establishing guidelines for proper conduct in their classroom which reflect the philosophy and mission of the school. The following regulations are always included as part of every teacher's guidelines:**

教师负责建立反映学校理念和使命的课堂守则以便规范课堂行为。以下基本规定都会涵盖在每一位老师的课堂守则里：

- Students may use portable electronic devices before and after school hours. PEDs must be turned off beginning in homeroom until dismissal at 2:30pm. Students may use the PEDs for approved instructional purposes with the permission and under the supervision of the faculty. International students may use approved translators during class time. Each student will be given two warnings and upon the third warning he/she will be required to serve 10 day phone detention (turning the device over to school personnel each day and/or the loss of the privilege of bringing the device to school)  
学生可以在上学前后使用其电子设备。所有的电子设备从早上的 Homeroom 到下午 2 点半间都必须关闭妥善收好。学生可以在取得授权用于教学目的之情况下，由教师监督着使用其电子设备。国际学生可以在上课期间使用经批准的翻译机。每一个违规学生都会先被给予两次警告，第三次警告时，该名学生会将会被禁止使用智能手机或其它电子设备 10 天（该名学生会每天把该设备上交给学校或者暂时失去将该设备带到学校的权利）。
- No gum chewing, headphones, food or drink are allowed in the classroom  
课堂上不得咀嚼口香糖、戴耳机以及不允许出现其它任何饮食行为。
- Students are to come to class prepared (calculator, books, pens, paper, homework, etc.)  
学生上课前要做好准备（带齐计算器、书本、纸笔及作业等等）。
- Students are to show respect for others and their property  
学生要尊重他人及其财产。
- Students are to be on time to class  
学生要准时到课室。
- Students are to remain quiet during announcements  
学生在别人发表公告时要保持安静。
- Students are to be in uniform during class  
学生在课堂上要穿制服。
- Students who are repeatedly in violation of a teacher's classroom rules are referred to the Administration for further disciplinary action  
若有学生多次反复违反老师的课堂守则，该学生将会被通报给管理处接受进一步管教。
- Students who must leave a classroom for any reason must secure a HALLWAY PASS from the subject teacher. This pass is to be carried in transit and shown upon request to any teacher or administrator. Upon returning to the classroom the pass must be returned to the teacher. Students who leave classroom without a HALLWAY PASS will be considered cutting class and will be required to serve detention  
学生若因故需要离开课堂，则需要该科目老师发放的通行证（HALLWAY PASS）。离开课堂期间，该学生须随身携带此证，并出示给要求查看的任何老师或管理人员。当该名学生返回课堂时须把通行证返回给科目老师。若学生无随身携带通行证离开课堂，则会被视为无故缺勤，会被要求留校查看。

#### **E. In the dormitory study hall or library 宿舍学习室及图书馆行为守则**





(SJP Student Handbook P.16) (圣约翰学生手册第 16 页)

- All school rules apply in the dormitory study hall or library  
学校的所有规定都同样适用于宿舍的学习室及图书馆。
- Students must be actively working on class work, homework, research or reading while working in the dormitory study hall or library  
学生在学习室及图书馆学习期间，必须积极主动地完成课堂作业、功课、研究及阅读。
- The privilege of using the library computers will be restricted if a student violates the Acceptable library Use of Technology Agreement.  
若有学生违反学校图书馆电脑使用规定，则会被限制使用学校图书馆电脑。
- Portable electronic devices may only be used in the library with permission/supervision.  
在图书馆内便携式电子设备只能在被允许或监督下使用

## STUDENT NETWORK USE AGREEMENT

### 网络使用规定

**Privileges and Acceptable Use: The use of St. John's Prep's electronic information systems and devices is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges.** In accordance with St. John's Prep's Acceptable Use Policy, students are expected to:

特权及合理使用：使用圣约翰的电子信息系统及设备是一项特权，并不是人人享有的权利，因此，任何不恰当的使用行为都将导致该项特权被取消。规定要求学生应要：

1. Make full use of the benefits of information and communications technology for school-related activities and to facilitate the efficient exchange of information  
充分利用信息及通讯科技来开展学业相关的活动并提高信息交换效率。
2. Use IT tools to support learning in ways that are consistent with the mission of the school  
使用信息技术(IT)工具、用符合学校使命的方法来协助学习。
3. Conduct research using the Internet for instructional purposes related to class curriculum, personal interest and professional development  
利用互联网开展教学目的相关之研究时，要和课程编排、个人兴趣及职业发展有关。
4. Access information that will facilitate their selection of the college or university that they want to attend; and increase their awareness of career path opportunities; infuse technology into their course work; improve their information literacy and research skills; find ways to use technology for service to others  
浏览的信息要能辅助个人择校升学、提高对职业规划机会的认识，同时将科技融入到个人的课业，增大信息量、提高研究技能，寻求通过科技来服务他人的机会。
5. Students may utilize cell phones for educational purposes only during class with the expressed permission of the teacher  
学生仅在获得老师明确允许的情况下，才能在课堂上使用手机设备来辅助学习。

### 6. Unacceptable Use (refer to SJP Student Handbook P.18-21 for complete list)

不符合规定的使用行为（具体参照圣约翰学生手册第 18 至 21 页）

Use of school-issued or personal electronic devices to perform unethical actions including, but not limited to, cheating, academic dishonesty, unauthorized collaboration, or plagiarism (e.g., cell phone texting answers or taking pictures of exams) or to invade the rights of others (e.g., taking or transmitting unauthorized photographs or videos)

Students must surrender their laptops or electronic devices to any teacher or administrator upon request and must allow these authorized personnel to examine the system to determine whether established policies have been violated.

使用学校或个人的电子设备进行不道德的行为，其中包括但不限于：作弊、学术欺诈、未获许可的合作或学术抄袭剽窃（比如使用手机发送答案或拍考卷照片），以及侵犯他人权利（比如未经允许擅自拍摄或传送照片、录像）。学生必须服从老师或管理人员的要求，上交其手提电脑或其它电子设备，并须允许老师或管理人员检查其系统以便确定学生是否有违规行为。

Any student who is suspected of violating the Agreement will be referred to the Assistant Principal of Student Life and may result in the immediate and/or permanent loss of access to the electronic information systems, electronic devices, and/or further disciplinary actions. 任何学生一旦出现疑似违反本规定的行为，都将会被转交给学生生活处的助理处长，同时可能导致立即或永久丧失使用电子信息系统、电子设备的权利，并要接受进一步处分。

#### F. **In the dormitory or school cafeteria 宿舍及学校餐厅行为守则**

(SJP Student Handbook P.17) (圣约翰学生手册第 17 页)

Eating or drinking is limited to the cafeteria and is therefore not permitted in any other part of the dormitory and school building. It is the obligation of each student (all students) to keep the cafeteria clean. The student is responsible for his/her own refuse and may be required to help clean the trash left by others. Students refusing to clean tables or to identify themselves at the request of a faculty member or RA will be subject to disciplinary action. Food, beverage and utensils provided by dorm cafeteria and kitchen are considered public property and are for all dorm students to enjoy inside the cafeteria. Any unauthorized activities such as taking to his or her room or stealing and then maliciously discarding and wasting, will be regarded as misbehavior. The involved student will be given a warning and we will arrange a meeting with his /her parents and the second time he/she will be dismissed from school. While at school, food deliveries ordered by St. John's Prep students are not permitted during the school day. During the lunch period students must remain in the basement corridor, or go out to the school yard if they wish. If a student chooses to use part of his/her lunch period to work in the library he/she must go to the library first and receive a pass from the librarian to go to the cafeteria.

学生不得在餐厅以外的宿舍及教学楼的任何地方饮食。每一位学生（所有学生）都有责任保持餐厅清洁，处理个人垃圾甚至有可能需要帮助清理他人留下的垃圾。如有学生在教职人员或宿舍管理人员提出要求时，拒绝清洁桌子或自认，则需要接受处分。宿舍餐厅及厨房所提供的饮料食品用具乃供其宿舍学生群于餐厅饮用使用，任何私自将公共财产拿至房间占为己有或偷出后又恶意丢弃浪费，第一次将警告约见家长，而二次将面临退学处分。同时上课期间，学生不允许叫外卖送餐。午餐期间，学生必须待在地下室走道，或者他们愿意的话，可以到学校庭院。如果学生选择利用部分午休时间在图书馆学习，该学生必须先去到图书馆，跟图书馆管理员领取一张通行证再去餐厅。

#### G. **In the yard 庭院行为守则**

(SJP Student Handbook P.17) (圣约翰学生手册第 17 页)

Students may use the cafeteria yard **At Lunch Time Only under the following conditions: no chairs may be** taken from the cafeteria to the yard; no ball playing is allowed at any time; refuse is to be placed in the trash cans. Students should note that the wise use of this privilege is entirely their responsibility.

学生只能在午休时间使用餐厅庭院且必须符合以下条件：不得将椅子从餐厅搬到庭院；任何时候都不得在院子里打球；垃圾要扔进垃圾桶。学生必须了解他们须负全责且适当地使用这项特权。

#### H. **In the school building 教学楼行为守则**

(SJP Student Handbook P.17) (圣约翰学生手册第 17 页)

Students are expected to maintain a standard of behavior and decorum that reflects the philosophy and mission of the school. All members of the St. John's Prep community work to foster a deep sense of respect and appreciation in our students for the uniqueness and talents of others. Most importantly, students are challenged to recognize God in each other. Therefore, all their words and actions must reflect this spirit which enables our community to flourish. Students' conduct must always show respect and concern for the administration, faculty, staff, and fellow students. In addition, all students' actions should indicate a serious attitude toward

learning and an appropriate sense of focus and study. Students' behavior must follow a pattern that contributes to the positive and productive atmosphere of the school - obviously yelling, pushing or shoving, running or loitering in the corridors, locker rooms and lavatories during the day is prohibited. Inappropriate displays of affection are considered in poor taste and are not acceptable in the building or on school grounds. Bullying, belligerence and insubordination are among the most serious offenses and are therefore totally unacceptable. Engaging in verbal abuse, profanity or obscenity, including inappropriate gestures, demonstrates an extreme lack of respect and are therefore not tolerated. Proper student conduct and discipline are essential in creating an environment that is conducive to growth and learning for all St. John's Prep students.

学生须维持符合学校理念和使命的行为和礼仪标准。所有圣约翰高中的成员都努力培养我们学生对他人特点和才能的深度尊重和欣赏。最重要的是，学生要尽力在彼此身上赞赏神。因此，学生的所有言行都应反映这种精神，从而促进校区繁荣。每一位学生的行为都必须尊重并顾及校方管理会、教职员以及同学们。此外，所有学生的行为都应显现出对学习的认真严肃态度及恰当的专注与勤学。学生的行为举止必须有助于营造学校积极高效的氛围。严禁出现大声喧哗、推挤，日间不得在走廊、储物室以及实验室奔跑或闲逛。不恰当的亲密动作将被视为低俗且严禁出现在教学楼或校区内。严禁出现欺凌、斗殴以及不服从管教的行为等被视为最严重的违规行为。学校也不会容忍学生使用暴力、亵渎或猥琐的语言，包括不合宜的姿势等极其不尊重他人的行为。学生得体的行为和规范是共同打造一个有益于所有圣约翰学生成长和学习环境的非常关键。

#### **I. Outside the school 校外行为守则**

(SJP Student Handbook P.17) (圣约翰学生手册第 17 页)

As a condition of enrollment, students must behave both on and off-campus in a manner keeping with Christian values and consistent with the mission of St. John's Prep. Conduct on social media, the trains, buses, at athletic contests and after school functions, must therefore always exhibit respect for the rights of others. A student who is responsible for bringing public disgrace upon himself / herself or the school will be suspended and subject to expulsion.

作为录取入学的条件，学生不管在校内还是校外，其行为都要符合基督徒价值观以及圣约翰的使命。不管是在社交媒体、在公共交通工具上，还是在体育竞赛，又或者是在其它任何校外场合，学生的行为举止都必须显现出对他人权利的尊重。任何学生若做出有辱自身或学校名誉的行为，将会被停课查看甚至被开除。

#### **10. NO DRUGS, ALCOHOL OR TOBACCO 严禁毒品、酒和香烟**

(SJP Student Handbook P.18) (圣约翰学生手册第 18 页)

There is to be no use of illegal drugs, tobacco products, and/or alcohol in the dorms or on school grounds. A student found with illegal drugs or alcohol, on their person and/or in their rooms will be suspended, withdrawn his/her rights to participate in school activities, put under school probation and/or dismissal immediately. Whenever it is determined that a student is involved in the distribution or selling of drugs, he/she will be expelled from the school and face possible criminal charges. If a student is found with tobacco products, on their person and/or in their room, or smoking, they will be given two warnings and upon the third warning he/she will be expelled. When a student is expelled, there will be no refund of tuition, boarding fees or any other fees. Be warned, St. John's Prep will be informed of all violations.

在宿舍以及校区内均严禁使用非法毒品、香烟制品以及酒类产品

。任何学生一旦被发现有携带或宿舍房间存放有非法毒品及/或酒类产品，将会立即被处以停课、撤销他/她参加学校的活动的权利、缓刑及/或停学的处分。每当学生被确认有参与毒品经销或销售，他/她将被驱逐出校，甚至将可能追究刑事责任。任何学生如果被发现身上携带或宿

舍房间存放有香烟制品或有抽烟事实，前两次予以警告，第三次警告他/她将被驱逐出校。学生一旦被驱逐出校，其学费、住宿费用以及其它已经交付的费用将不予退还。另外，所有违规事项，我们都将知会学校。

11. **WEAPONS 武器** There are to be no knives, firearms or any device that may result in bodily harm to be stored in your room or on your person. If you knowingly brought a weapon to the dorms or school, turn the weapon over to a RS immediately, regardless of what time it is. If a student is found with a weapon, it will be confiscated and a student may be subjected to the penalty of the law and the weapon will be forfeited and not returned.

严禁房间存放或个人携带任何刀具、枪具及其它任何有可能对身体造成伤害的器械。任何学生已经购买了武器，并带入宿舍或学校的，无论何时购买，都必须立即主动将该武器上缴宿舍管理老师。我们一旦发现学生携带或房间存放武器，将立即没收，不予归还，且该学生可能被追究法律责任。

12. **SPIRITUAL DEVELOPMENT 属灵生命的成长**

(SJP Student Handbook P.8) (圣约翰学生手册第 8 页)

Special Liturgies, Prayer Services, Penance Services, Day and Weekend Retreats provide meaningful opportunities for students in faith development experiences. Students are asked to approach these activities in a serious and respectful manner. In addition to these liturgies and programs, morning prayer is a special time at the beginning of each school day when all members of St. John's Prep, as a Community, join together in a moment of prayer.

特殊礼拜、祷告、忏悔服侍、日间及周末退省，这些都为学生提供了很有意义的机会去培养他们的信念。学生要以认真且恭敬的态度参与这些活动。另外，这些礼拜和活动当中，晨祷是每天学校开始前很特别的一个时刻，所有圣约翰的成员聚集在一齐，如同一个团体，一齐公祷。

**Morning Prayer** is an intrinsic and sacred part of the St. John's Prep school day. It sets the tone and recognizes on a daily basis the reason for our existence. It reflects our school's mission and helps us to see God's Presence in ourselves and in each other. At the beginning of first period, all activities cease, as we – as a community – ask God's blessing on our day and on members of our community.

晨祷是圣约翰学校每天很基本且神圣的一个环节。它立定了我们每天存在的基调和原因，同时也反映了我们的使命，帮助我们在各自身上看见神的同在。在一日之初，所有活动都应暂停，让我们这个团体，一同求上帝祝福我们以及当天的事务。

To emphasize the importance of these prayerful moments we wish to review the following:

为了强调祈祷时刻的重要性，我们希望能做到以下几点：

- All administrators, faculty, staff, and students pause at their work to participate in the prayer.

所有管理人员、教职工以及学生都应暂停手上进行的工作，参与公祷。

- Classroom teachers set the prayerful atmosphere as they ask all students to close books, to put down pens, pencils, in order to place ourselves in God's Presence so that we may focus and pray together.

任课老师营造公祷的氛围，要提醒学生合上书本、放下笔，以便让我们在上帝面前，专注地一齐祷告。

- Throughout the building (library, guidance, gymnasium, hallways) faculty, staff and students stop and join in our morning prayer.

整栋教学楼（图书馆、指导中心、健身房和走道）的教职工和学生都应停下来，一齐参加晨祷。

We come together in this prayerful time each day to rededicate ourselves as members of a Catholic faith-filled community. The seriousness with which we approach these moments of prayer emphasizes our mission as a Catholic school.

我们通过每天公祷的时间，提醒自己是一个天主教信仰团体当中的一员。我们以严谨的态度对待公祷的时间，进一步强调我们作为天主教学校的使命。



## ACADEMIC POLICES AND PROCEDURES 学术方针及程序

(SJP Student Handbook P.9) (圣约翰学生手册第9页)

Students are accepted to St. John's Prep based on standardized test results, academic performance, positive attitude, efforts and attendance recommendations. The only students accepted at St. John's Prep are students who the admission committee believes are capable of achieving academic success. Courses are designed to challenge our students while also meeting their individual needs.

所有的学生都是经由圣约翰标准化测试结果，学术成绩，积极努力态度，和出席率获准录取入学。也只有招生官坚信有能力完成学术成就的学生们可以被录取进入圣约翰。课程设计旨在挑战学生们且同时满足个性化需求。

St. John's Prep students must approach their studies in a serious and conscientious manner. They are expected to work hard, to pay attention in class, to seek extra help if needed, to complete all assignments and to make every effort to achieve academic success. A minimum of two hours each night should be focused on homework. It is important to realize that homework consists of written work, reading material and studying. School nights should be devoted to school work and preparation for classes.

圣约翰所有学生都必须以严肃认真的态度对待他们的学业。圣约翰期许他们努力勤学，课堂上专注听讲，需要时寻求额外帮助，完成所有作业及尽一切努力完成学术成就。每天晚上应至少投入两个小时集中在完成学校作业：包括书写作业，阅读材料和学习。平日晚上时间应致力于学校作业与课堂准备。

The passing grade for all courses is 65%. Parents/Guardians will be notified if their student fails a course and/or a New York State Common Core/Regents exam by their child's teacher as soon as grades are complete. These grades will be made available to the parents on the Home Logic Portal as well as on the morning of Grade Review Day, June 22, 2018.

所有学科的合格线均为 65%。若有学生未能通过任何一科考试，包括核心/州立考试，其任课老师将会在评分完成后，立即知会学生家长或监护人。学生家长可以于 2018 年 6 月 22 日，成绩审核日早晨，在学校网站（Home Logic Portal）上查阅到学生成绩。

### 1. COURSE FAILURES 学科不及格 (SJP Student Handbook P.9) (圣约翰学生手册第 9 页)

- Any student who fails a course must make up the course during summer school.  
任何学生一旦有一科不及格，都必须报名暑期课程补课。
- No student will be readmitted to St. John's in September unless he/she has gone to summer school to make up the course failures from the previous school year.  
学生必须报名参加暑期课程，重修上一学年不及格的科目，9 月份才能重新入读圣约翰。
- No course will be rescheduled for a student because of a failure unless the student first attempted to make up the course in summer school. A course would be rescheduled in such a case only if the Administration, in consultation with the Guidance Department, determined that such a rescheduling would be beneficial for the student involved and could be accommodated by the School's program.  
学生必须先尝试在暑期重修不及格的科目，否则学校不会为该名学生的重新安排课程。除非管理部门通过咨询指导部门，认定重新安排课程将更有利于该名学生，且符合学校整体项目要求。
- If a student fails three courses and it is only possible to make up two failures during the summer, the student will be readmitted in September only if the student makes up two failures and signs an agreement pledging to make up the third failure during the next summer.

如果一名学生有三科不及格，且只可能在暑假期间重修两科。该学生可以在 9 月份重新入读，但前提必须是该名学生必须在暑假先重修两科，而且签字保证他/她一定会在下一个暑假重修第三科不及格科目。

- Any student who fails four courses will be asked to withdraw from St. John's Prep.  
若学生有四科不合格，则将被要求退学。

## 2. **REGENTS/COMMON CORE FAILURES 州立会考/核心考试不及格**

(SJP Student Handbook P.9) (圣约翰学生手册第 9 页)

Students who pass a required Regent's course but fail the Regent's examination will be required to attend a SJP 10 Day Crash Course at the end of July/early August to re-take the exam in August. (If the exam is not offered by N.Y. State in August, it may be retaken the following January)

如有学生通过了必修的州立会考课程，但没有通过州立会考，则需要参加圣约翰组织安排的七月底或八月初的十天强化课程，并在八月份重新参加考试（若州政府没有在八月份安排该考试，则可参加隔年一月的考试）。

## 3. **GRADUATION REQUIREMENT 毕业需求**

(SJP Student Handbook P.10) (圣约翰学生手册第 10 页)

### A. **Required Courses 必修课程**

Freshmen and sophomores must carry a full program.

新生和 10 年级学生必须报读全部课程。

Juniors and Seniors must take at least 6 periods of study per semester.

11 年级和 12 年级学生每学期至少修 6 门课。

Seniors must have a passing average in all courses in senior year in order to graduate.

12 年级学生在最后一学年所有科目平均分都必须合格，否则不能毕业。

All students: Religion, Physical Education and Guidance must be taken every year.

所有学生：每年都必须修宗教、体育和指导课程。

English	4 units	英语	4 学分
Social Studies	4 units	社会学	4 学分
Mathematics	3 units	数学	3 学分
Science	3 units	科学	3 学分
Foreign Language	2 units	外语	2 学分
Math Lab/Latin	1/2 unit	数学实验/拉丁	1/2 学分
Fine Arts	1 unit	艺术	1 学分
(Music and/or Art)		(音乐或美术)	
Health	1/2 unit	健康	1/2 学分

### B. **Diploma Variation 文凭种类**

#### – **New York State Regents Diploma**

##### **纽约州立会考证书**

Students must successfully pass the 5 required NY State Regents with a 65.

Students who do not successfully pass in June are required to attend a two-week review course in the summer to sit for the August examination.

学生必须成功达到 65 分地通过 5 门纽约州立会考。

若有学生不能通过 6 月份的考试，则需要参加两周的暑期补习，为 8 月份重考做准备。

#### Freshman Year

- Common Core Algebra
- Living Environment

#### 新生

- 核心考试：代数
- 生活环境

#### Sophomore Year

- Global History and Geography

#### 二年级

- 世界历史和地理

#### Junior Year

- English Language Arts Common Core
- United States History and Government

#### 三年级

- 英语核心
- 美国历史和政府

#### –Regents Diploma with Advanced Designation

##### 州立会考高级证书

English

Mathematics (3 Exams)

Global History and Geography

US History and Government

Science (One Physical and One Life Science)

Language other than English

英语

数学（3 场考试）

世界历史和地理

美国历史和政府

科学（1 门物理和 1 门生命科学）

英语以外的其它语言

#### –Regents Diploma with Honors / Regents Diploma with Advanced Honor Designation

##### 州立会考荣誉证书/州立会考高级荣誉证书

Students with an average score of 90 or more on all required Regents exams.

颁发给所有要求的州立考试平均分在 90 分以上的学生。

#### 4. GRADES 成绩

(SJP Student Handbook P.11) (圣约翰学生手册第 11 页)

Report cards are issued four times in the academic calendar. Parents or guardians should review their student's grades so that they are aware of their progress. Parents and guardians should participate in the parent - teacher conferences held in October, December, and March. In September, there is an incoming freshman orientation for the freshman grade parents and guardians. The dates and times are listed in the school calendar.

每学年会发 4 次成绩单。父母或监护人应当审查其学生的成绩以跟进其进展。家长和监护人应参加于 10 月、12 月和 3 月举行的家长 - 教师会议。九月份有新生家长及监护人的新生说明会。其日期和时间请参照校历。

#### 5. RECORDS AND TRANSFER POLICY 档案及转学方针

(SJP Student Handbook P.11) (圣约翰学生手册第 11 页)

Students in need of current transcripts should see their guidance counselors. Students leaving St John's Prep must fill out a form available in the Programming Center, which must be signed by a parent. An exit interview with an Assistant Principal and/or Guidance Counselor is required. Alumni transcripts are available in the Programming Center.

需要成绩档案的学生应联络其辅导专员。欲离开圣约翰之学生必须填写并经由家长签名程序设计中心的一份表格，且须与副校长和/或辅导专员进行转学面谈。校友成绩档案可至程序设计中心取得。

## 6. HOME LOGIC FOR PARENT 家长平台

(SJP Student Handbook P.11) (圣约翰学生手册第 11 页)

Home Logic for Parents is a secure web-based internet portal that is used for communication between teachers and parents. Parents /guardians have their own Home Logic account to access information about their student's classes, assignments, attendance, grades and contact faculty. The Home Logic portal is found on the school website [www.stjohnsprepschool.org](http://www.stjohnsprepschool.org). A parent/ guardian will have to establish a user name and password in order to access the program.

家长平台是教师與家长间安全的互联网溝通平台。家长/监护人有其專有的平台帐户用以跟進其学生之课程，作业，考勤，成绩與教师联系信息。請參訪学校网站 [www.stjohnsprepschool.org](http://www.stjohnsprepschool.org) 以進入其平台。家长/监护人将須建立一個用户名與密码以進入使用平台。

## 7. ATTENDANCE 考勤

(SJP Student Handbook P.11-13) (圣约翰学生手册第 11-13 页)

St. John's Prep students must develop a mature sense of responsibility and accountability. They must realize that attendance and punctuality are serious elements of their obligation and performance as a St. John's Prep student. If it is absolutely necessary for a student to be absent or late, it is the student's responsibility to know, to understand, and to insure that the required procedures have been followed.

Parents are asked to consider the academic consequences of student absence when planning family vacations, college trips, etc. as this may directly affect a student's academic performance.

圣约翰学生須制定成熟的责任感与担当。他们須有出席与守时乃其作为圣约翰学生之严正义务与表现的认知。如果学生的缺席或迟到是绝对必要，则乃其责任知晓、了解、并确保彻底执行完成所須程序。家长应于规划家庭度假、大学出游等时，顾及其子女之学业成绩可能会直接受其缺席影响的后果。

### A. Student Absence 学生缺席

All absences are posted to students' attendance record and is available on Home Logic. A student's absence must be reported by a phone call between 8:00 A.M. and 10:00 A.M. (718-721-7200) each day of his/her absence. Any student marked absent must bring in a note signed by the parent or guardian or doctor explaining why the student missed school. The student must submit this note to their homeroom teacher following their absence. All absences need written verification. Failure to submit absent notes in a timely fashion may result in detention.

Students should not loiter on the day of their sick absence, during or after school hours. Failure to do so will result in detention or be grounded for one week. If any student falls sick during a class, follow the illness in school section (below) and have teacher or staff contact RA. If the situation is serious, then call 911 immediately.

所有缺席都将被记录在学生考勤记录上，并可以在 Home Logic 上查阅。学生若缺席，則需要在当天上午 8 点至 10 点之间，拨打电话（718-721-7200）报告当天缺席情况。任何缺勤的学生都必须提交由父母任何一方或监护人或医生签字的请假单，解释该名學生缺席的原因。学生必須在缺席后把該请假单提交給负责考勤的老师。所有的缺席都必须有书面报告。延迟提交请假单有可能导致留校处分。学生不应在他们请病假当天闲荡，无论是上学期间或课后时间。违反者将导致留校处分或禁足一个星期。学生若在课堂上生病，則需要按照下述规定，由老师或学校职员联系宿舍管理人员。情况严重者，要立即拨打 911。

### ILLNESS IN SCHOOL 上课期间生病

(SJP Student Handbook P.119) (圣约翰学生手册第 119 页)

If a student becomes ill or injured during school hours, he/she is to obtain a pass from his/her subject teacher and report directly to the Medical Office. The student should not miss a class, remain in a bathroom, or leave the building without reporting to the Medical Office. The nurse

will then make a determination regarding the contacting of parents. If it is determined that a student is too sick to remain in school it is the parent's obligation to come to school to bring the student home.

如有学生在上课期间生病或受伤，该学生必须从任课老师那里拿一张通行证并直接至医务室报到。该学生不能擅自缺席或逗留在洗手间，也不能不至医务室报到直接离开教学楼。护士会随后决定是否通知家长。若经诊断，该学生情况严重，无法继续上课，家长则要负责来学校接学生回家。

Except in the case of an educational absence, a student may not attend or participate in any athletic event or school activity on the date of his/her absence without special permission of the administration.

除了参与学术活动的缺席，在该名学生缺席当天，他/她在没有获得学校特别许可的情况下，也不能擅自参加体育活动或其它学校活动。

A student's grade may be affected by excessive absences. **If a student should miss 5 classes during a quarter, he/she may receive a failure in that subject for the marking period.**

Excessive absence is a serious matter and may result in administrative intervention and disciplinary action including a parental conference, Saturday Academic Make-Up Session(s), suspension and/or expulsion.

The school is aware and considerate of the fact that situations may arise in which a student is excessively absent for reasons beyond their control. In these cases, the school will make every effort to work with the family to act in the best interest of the student without compromising the academic integrity of the school.

过度缺席会影响学生的成绩。若有学生在一季度内缺席 5 节课，则该名学生那段周期的该科目则可能会给不及格。过度缺席是一个严重的问题，学校管理处有可能会介入并采取处分，包括家长会谈、周末补课、查看甚至开除。

若有学生过度缺席，且原因超出控制范围，学校则会考虑采取应对措施。这种情况下，学校会尽全力协同家长帮助学生并同时维护学校的学术诚信。

## **B. Early Dismissal 早退**

When students request early dismissal for a medical appointment or other official appointments, they must present a parent/guardian-signed note to the Attendance Office one day prior to the appointment. The note must include the reason, the time of dismissal and a parental/guardian signature. The Attendance Office will contact a parent/guardian to confirm the dismissal.

Unexpected dismissals, due to a family emergency, require both written and verbal parent confirmation (718) 721-7200 authorizing the student to leave school.

学生因为看医生或者其它官方正式的安排需要早退的话，需要提前一天将家长或监护人签字的请假单提交给考勤办公室。请假单内容要包括理由、早退时间以及家长或监护人签字。考勤办公室会联系家长或监护人核实早退事宜。因为家庭紧急状况的无计划早退需要家长书面且口头确认。家长要拨打（718）721-7200 准许学生离开学校。

A parent/guardian may fax a note to the Attendance office at (718) 545-9835. A Parent/guardian must report to the Student Center with proper ID to sign out their student. Students will not be dismissed if this procedure is not followed.

College appointments during the school day must be arranged with the Guidance Department. Dismissal for these appointments will be granted only with the approval of a member of the Guidance Department.

家长或监护人可以将请假单传真到考勤办公室，传真号码是（718）545-9835。家长或监护人必须汇报学生中心，并提供正确的 ID，以便让学生离开学校。若上述程序没有遵循，该名学生将不能离开学校。

和大学预约与上课期间冲突的日子，必须通过指导部门安排，且只有获得指导部门人员的批准才能提前离开。



### C. Class Attendance 课堂点名

Attendance in class is mandatory. If a student should miss a class for any valid reason, he/she is responsible to make up work assigned by the teacher during the class that was missed. Cutting class will result in disciplinary action. First offenders will result in detention or two weeks grounding. Repetitive offenders will result in two month grounding, suspension, separation, dismissal, or expulsion with I-20 revocation. If a teacher/substitute has not arrived on time for class, students are not to leave the room. One student should go to the Faculty Center (North Office) to inform someone of the situation.

课堂上必须点名。如有学生因为合理的理由缺席，他/她要负责完成任课老师在其缺席课堂上指定的功课。任意翘课将会导致处分。初犯将导致留校处分或禁足两个星期。屡犯将导致禁足两个月，停课查看，退学，或开除并撤销 I-20。如果老师或代课老师没有准时出现在教室，学生也不能擅自离开。应该由一名学生前往教职中心（北边办公室）通报该情况。

### D. Lateness 迟到

At St. John's Prep we recognize that both excellent attendance and punctuality are keys for student success.

在圣约翰预备高中，我们认为出色的考勤和准时是学生成功的关键。

Students are expected to be in school by 8:00 a.m. and be in homeroom by the first bell at 8:10 a.m. in full uniform. Students who come to homeroom after 8:15 a.m. must report to the Attendance Window to obtain a late pass. Students arriving after 9:00 a.m. without a note must report to the Student Center and may serve 1 hour detention after school.

学生应该在每天 8 点前到校、着装校服，并于 8 点 10 分第一次铃声响起前在自己教室坐好。学生若在 8 点 15 分之后 到教室，都必须至考勤窗口报到并领取迟到通行证；若在上 9 点之后抵达且没有请假单，则须至学生中心报到，该名学生会需要在放学后接受一个小时的留校处分。

Lateness to school is disruptive. We understand there are difficulties with mass transit, traffic delays and other reasons so we allow up to 4 lates per quarter without detention.

Students who are late **5 or more times within an academic quarter will serve mandatory Friday or Saturday morning 2 hour detention.** In addition, a student may be placed on Attendance Probation, suspended as well as excluded from participation in extra-curricular activities, clubs, intramurals, and athletic teams. The St. John's Prep community can only be successful if we work together in a coordinated effort to ensure we are encouraging our students to be present and on time.

上课迟到是有破坏影响力的。学校理解有时候因为交通堵塞、交通延迟或其它原因，会导致无法准时到校。因此，学校每个季度允许 4 次迟到且不须接受课后留校处分。但若有学生在一个季度内迟到超过 5 次，则须在周五或周六上午接受 2 个小时的留校处分。此外，该名学生可能需要接受一段时间的考核，期间不得参加课外活动、俱乐部、校内活动及体育小组。学校只有靠大家共同努力、确保每一个学生准时到校上课，才得以是个完善的团体。

### E. Truancy 旷课逃学

Truancy is not tolerated and will result in disciplinary actions. Therefore, when a student is truant, he/she will not be allowed to return to school until his/her parents have met with the Assistant Principal for Student Life.

学校不允许且会处分所有旷课、逃学的行为，因此，当学生旷课或逃学时，他/她在父母和学生生活处副处长见面之前，不得返校。

## 8. **ACADEMIC AWARDS AND HONORS 学术奖和荣誉勋章**

(SJP Student Handbook P.13) (圣约翰学生手册第 13 页)

Awards are presented at the conclusion of each semester. These awards include recognition for outstanding achievement, effort, performance, and attendance. The awards and certificates are presented at class year assemblies. The academic certificates of achievement are as follows:

奖章将在每学期结束时颁发。这些荣誉奖章是对学生的杰出成就、努力、表现以及参与的认可。学校会在每学期大会上颁发。这些学术奖章以及荣誉勋章包括：

- *Principal's List - This certificate is presented to students with an average of 95% or over*

校长奖章：该证书将颁发给平均分在 95% 以上的学生。

- *First Honors - This certificate is presented to students with an average of 90% or over.*

第一荣誉勋章：该证书颁发给平均分在 90% 以上的学生。

- *Second Honors - This certificate is presented to students with an average of 85% or over.*

第二荣誉勋章：该证书颁发给平均分在 85% 以上的学生。

- *Effort Awards - Students who show extraordinary effort in a given discipline are rewarded with effort awards chosen by each academic department.*

努力奖章：任何学生在某一项工作中表现出非凡努力的话，将获得该证书，学生由每个学科部门选拔。

- *Perfect Attendance Awards - This Award is presented annually to students who have had a year of Perfect Attendance. (Excessive lateness will affect eligibility for this award)*

全勤奖：该奖章将颁发给全年全勤的学生（迟到过多的话将影响获得全勤奖资格）。

At St. John's Prep's Commencement Exercises, an academic award is presented to the student who has excelled in each of the specific subject areas. In addition, a Perfect Attendance Award is presented to students who have maintained perfect attendance for their four years at St. John's Prep.

在圣约翰预备高中的毕业典礼上，学校将会颁发学术奖给在每个学科表现优异的学生。此外，也会颁发全勤奖给四年以来都保持了全勤记录的学生。

- The Valedictorian, the spokesperson for the graduating class, is the student who has the highest academic grade point average for his/her four years as a St. John's Prep student.

毕业班发言人，是四年累计学业平均分最高的学生。

- The Salutatorian is the student who has the second highest grade point average for his/her four years as a St. John's Prep student.

代表毕业班致辞的学生是四年累计学业平均分第二名的学生。

- The Scholar-Athlete Award is presented to the student who has played a varsity sport and has achieved the highest grade point average.

学者运动员奖将颁发给参加代表队并获得最高学业平均分的学生。

- The Christian Leadership Award is presented to the student who has best exemplified the mission of St. John's Prep.

基督徒领袖奖将颁发给最体现出圣约翰预备高中使命的学生。

- The Performing Arts Award is presented to the student who excels in the area of the arts.

Awards that recognize school service, sportsmanship, and overall achievement are also presented at the graduation ceremonies.

表演艺术奖将颁发给在艺术领域有杰出表现的学生。

学校也会在毕业典礼上针对学生服务、体育精神以及整体成就颁发各奖项。

## 9. **EXTRA CURRICULAR ACTIVITIES 课外活动**

(SJP Student Handbook P.13) (圣约翰学生手册第 13 页)

It is a privilege for students to participate in the extracurricular life at St. John's Prep. With every privilege comes responsibility. Academics are the student's primary responsibility. St. John's Prep's goal for the students is always academic success. Therefore, all students participating in the clubs, activities, or athletic teams must be doing their school work in a conscientious and intelligent manner. If a student is not performing well in class, it calls into question whether he/she can continue as an active member of the extracurricular organization. Improvement must be seen. In addition, no student who is failing two or more subjects may participate in a club, activity, or team. Participation can only resume once academic improvement is evident.

参与课外活动是圣约翰高中赋予学生的特权，但任何特权都带有责任，而学业是学生的首要责任。学校赋予学生的目标一直都是学术成就。因此，所有学生在参与俱乐部、课外活动或其它体育团队时，必须先确保认真负责地完成课业。如果有学生课堂表现不佳，则学校会质疑是否应该让该名学生在继续活跃地参与课外活动组织。学校须看到课业上的改善。此外，任何有两门以及以上科目不合格的学生，都不得参与任何俱乐部、课外活动或团队。只有当该学生学业上有明显进步后，才能重新参加。

## 10. **AP & COLLEGE COURSES 进阶及大学课程**

(SJP Student Handbook P.14) (圣约翰学生手册第 14 页)

### **-Advanced Placement**

#### **AP 进阶课程**

Qualified students may begin to take an Advanced Placement course starting in sophomore year. All students enrolled in any AP course are required to take the AP exam in May to earn the weighted grade for the course.

符合条件的学生可以在第二年开始修一门 AP 进阶课程。所有报读任何 AP 进阶课程的学生必须在五月份参加 AP 考试，以获得该课程需要的加权学分。

### **-College Advantage Program**

#### **大学课程项目**

St. John's University offers SJP students an opportunity to earn college credits while in high school. These college level courses are taken at St. John's Prep and are among the student's regularly scheduled classes. This benefits high-achieving students to be further motivated and to get a "head-start" in college.

圣约翰大学提供给圣约翰预备高中学生在高中期间提前修大学学分的机会。学生在圣约翰预备高中修读这些大学程度的课程，同时这些课程被编入日常的课程安排里。这个项目能鼓励成绩优秀的学生在大学里先人一步。

### **-St. John's University /St. John's Prep Baccalaureate Program**

#### **圣约翰大学/圣约翰预备高中联合学士学位项目**

An exclusive Baccalaureate Program in partnership with St. John's University on the SJU Campus, enables St. John's Prep students to complete high school and college in seven years. Students interested in this program are required to take Honor classes throughout their three years at St. John's Prep. In the fourth year of the program, accepted students attend the University and earn credit from both St. John's University and St. John's Prep.

此独特项目为符合条件的学生量身定制，让他们可以在 7 年内，获得圣约翰预备高中学位证书与圣约翰大学的学士学位证书。对该项目感兴趣的学生需要在圣约翰预备高中的前三年修习荣誉课程。在项目的第四年，被录取的学生可以进入圣约翰大学并从两边学校获得学分。



## 11. CONSEQUENCES OF VIOLATING SCHOOL POLICY 违反校规的处罚种类

(SJP Student Handbook P.24) (圣约翰学生手册第 24 页)

- A. Detention 留校** Detention is held for 1 hour Monday, Wednesday and Friday after school. Students will not be excused from school detention, except for the most serious of reasons and then only with the expressed permission of an Administrator or Dean. Failure to report to detention may result in Saturday morning detention, parental conference, in-house suspension and/ or expulsion from school.
- 每周的留校安排在一、三和五放学后一小时。除非严重理由，且获得行政人员或教务长的明确同意，否则学生不得缺席留校处分。无故缺席有可能导致周六上午留校、家长会谈、留校停课查看甚至开除。
- B. Suspension 停课查看** A student may be suspended from school for a variety of reasons including but not limited to: missing detention, disregard for the dress code, disrespect of any type, abusive language, bullying, fighting, truancy, possession of alcohol or drugs, or any disruption of school order. A suspended student is barred from attending class and from participation in any school activities (on or off campus) for the duration of the suspension. It is the suspended student's responsibility to keep up with class work and homework. Following the suspension, the student may be placed on disciplinary probation.
- 以下原因均有可能导致学生接受停课查看的处分：缺席课后留校、没有遵守着装规定、各种失礼的行为、使用辱骂的语言、欺凌、打架、逃课、携带酒精或毒品以及任何其它破坏学校秩序的行为。接受停课查看期间的学生不得上课，也不能参加学校任何活动（不管是校外还是校内），但该学生需负责完成课堂功课和作业。停课处分之后，该学生有可能需要接受一段时间的考核。

### –“In house” / “At School” Suspension.

#### 留校停课查看

The student will attend school as normal, but may not attend classes until the problem is resolved and a parent has had a conference with the Assistant Principal of Student Life and/ or the Dean. The student will report and remain in the Guidance Center throughout the day. The student's subject teachers will provide work for them to do during the day. Depending on the gravity of the offense, the student will serve one or more days of in-school suspension at the administration's discretion.

学生将正常到校，但在问题解决、且家长和学生生活处副处长或教务长会谈之前，学生不得前往教室上课。当天该名學生需要待在指导中心，该名学生的任课老师们会安排该学生当天的功课。行政单位会视问题严重性，决定该名學生接受停课查看的天数。

### –“At Home” Suspension

#### 在家停课查看

The second more serious type of suspension indicates that a student may not return to school for a specified number of days and the parent/guardian has met with the Assistant Principal of Student Life. The student is to submit all assignments to their subject teachers in a timely manner after the suspension. Students will not be permitted to participate in any extracurricular activity, including athletic practices or games, during the period of their suspension. A student who receives an out-of-school suspension is not permitted on campus or allowed to attend any school sponsored activity for the duration of the suspension.

其次更严重的停课查看处分是指学生在指定天数内不能返校，其间家长或其监护人需和助理校长会谈，但该名学生在停课查看后，需要及时补交停课期间的所有功课。在家停课查看期间，学生不得参与任何课外活动，包括体育训练或竞赛。接受离校停课查看处分的学生期间不允许返校，同时不得参加学校组织的任何活动。

**C. Separation 开除** A student may be asked to leave the school or may be expelled for grave reasons. Any student who seriously threatens the physical well-being of another member of the St John's Prep Community, seriously damages the school's reputation, or repeatedly violates the school's rules and regulations, shall be asked by the principal to withdraw from the school or shall be formally expelled. A student who is asked to leave St. John's Prep for either academic or disciplinary reasons may not appear on school property at any time.

情况极其严重者，有可能被要求离开学校甚至被开除。任何学生，若严重威胁到圣约翰其他成员人身安全、严重破坏学校声誉或者多次反复地违背学校规章制度，校长会要求其离开学校甚至正式开除该名同学。被要求离开圣约翰的学生，不管是出于学术还是处分因素，都不能再出现在校园。

## 12. PHOTO / PICTURE 拍照及摄影

(SJP Student Handbook P.21) (圣约翰学生手册第 21 页)

During the year, St. John's Prep and Ameriwal often have the opportunity to photograph and/or videotape the students in a variety of school-related activities. As such, these photographs and/or videotape footage may be used in parent /alumni newsletters, the yearbook, academic calendar, local newspapers and other mediums of communication. Highlighting the achievements in our school is an integral part of responsible reporting to our community as well as a way of sharing in the success of our school and our students. Parents/Guardians give permission for St. John's Prep School and Ameriwal to use videos, photographs or likenesses of their son/daughter in publications or materials for use in school publications, promotion and advancement initiatives and programs.

The use of cameras, video and audio equipment in the building requires the permission of the administration. Any pictures or videos taken in the building, including pictures of students or St. John's Prep employees on school grounds, may not be posted on any website or on social media without the expressed permission of the Administration.

每学年，圣约翰高中和乐美国际都会常在各种学校相关活动里给学生拍照或摄影。这些素材有可能会用于家长校友刊物、年鉴、校历、当地报纸以及其它刊物上。学校有责任向社区团体汇报学校的各方面成就，同时，这也是分享学校及学生成就的一种方式。家长及监护人授权圣约翰高中和乐美国际使用录影、相片以及其它涉及其儿子或女儿的拍摄作品在学校刊物、推广宣传活动及项目上。在教学楼内使用照相机、摄像机以及其它录音设备都需征得行政单位同意。若没有征得行政单位的明确许可，任何在校内拍摄的照片、录像，包括学生或学校雇员的照片，都不得被使用在任何网站或社交媒体上。

## VISITORS AND GUESTS 访客

- 1. GUESTS IN ROOM 房间客人** The students in the room are responsible for the conduct of the guest(s) in their room. The door to the dorm will be left open when a guest is present in their room. Guest(s) should not interfere with the privacy of their roommate(s). All non-resident guest(s) will be subject to removal from the school if they are a threat to themselves or others.  
受访的学生有责任引导其房间的客人。客人逗留房间期间，房门必须保持敞开。房客不能干扰室友隐私。非住户房客一旦被发现对自身或他人造成威胁，将被要求离开校区。
- 2. REGISTRATION OF VISITOR(S) 访客登记** Every student must to seek approval for any guest from their roommate(s). Any non-student visitor must sign-in with a RS and must be able to present a valid photo ID before visiting a dorm room. Any non-resident St. John's Prep student must have prior permission from a RS before visiting a resident.  
任何一位学生都必须在受访前征得其室友的同意。任何非学生访客在进入宿舍房间前，须出示附有照片的有效证件，并在宿舍管理老师处登记。任何非宿舍住户的圣约翰的学生在探望宿舍住户学生前，须提前征得宿舍管理老师同意。
- 3. VISITOR HOURS 访客时间** All visitors must leave the dorm by 6 pm. All visitors are not allowed to stay overnight unless given prior approval by a RS.  
所有访客必须在当天下午 6 点之前离开宿舍。所有访客在没有提前征得宿舍管理老师同意的情况下，不允许过夜。
- 4. VIOLATION OF GUEST RULES 违反访客规定** If a guest violates any rules or regulations, they will be required to leave the campus. In extreme cases, criminal charges might be pursued on the individual(s). If this happens the guest is not allowed to be in the dorms.  
到访客人一旦违反任何规定，将会被要求离开校区。情节严重者，可能会被追究刑事责任。一旦严重违反访客规定，该名客人将不被允许进入宿舍。

## YOUR RIGHTS TO PRIVACY vs OUR RIGHTS TO INSPECT 入住学生隐私权以及宿舍管理方的检查权利

- 1. PRIVACY 个人隐私** All students in the dorms are placed on notice that they should not have an expectation of absolute privacy. We will make every effort to contact you and schedule an appointment with you before we enter your room. When entering a room we will knock loudly and announce who we are and then wait for a response, but if there is no response and the matter is urgent, staff will have the right to enter into your room. If your room was entered without you being present we will leave you a notice stating that we entered your room.  
所有入住宿舍的学生都必须了解他们不拥有绝对隐私权。在进入学生房间之前，宿舍管理方会尽全力提前联系并预约时间。同时，在进入房间前，我们会大声敲门，同时告知姓名，并在门外等待回应。但如果没有回应，且情况紧急，管理人员有权进入学生房间。如果管理方在学生不在场的情况下进入学生房间，我们将会留言告知事实。
- 2. SEARCH AND SEIZURES 搜查和没收** If a dorm resident is suspected of using drugs or alcohol or smoking within the dorm, they will automatically be subjecting themselves and their property to a search. Staff members have the right to enter and search your room without informing you in advance. A student's property maybe seized as evidence and turned over to the proper authorities.  
如果有住户学生被怀疑在宿舍内服用毒品或酒精或抽烟，该学生必须接受身体及房间搜查。宿舍管理方不需事先通知学生且有权进入学生房间进行搜查。学生的私有物品可能需要被没收作为证据并上交给相关机构。
- 3. ROOM INSPECTIONS 房间检查** Periodic room inspections will be made. Staff will post a schedule and students may be present when their rooms are inspected. A checklist will be used to guide the staff making the inspection.  
宿舍管理方会定期检查房间。届时，管理人员会提前张贴时间安排，学生在房间检查期间可以在场。管理人员会按照检查清单检查房间。
- 4. ROOM SECURITY 房间安全** Students are to lock their rooms at all times when they are not present in the room. Ameriwal and any staff members are not liable for lost, theft or damage to any student's property.  
当住户学生离开其房间时，房门务必上锁。任何学生如发生财产丢失、失窃或损坏，乐美国际及其管理人员一概不予负责。

## HOURS OF OPERATION AND ACCESS 宿舍开放及门禁时间

- 1. DORMITORY HOURS OF ACCESS 宿舍开放时间** Students will not be allowed to access the dorms from 8:15am to when the school day is over (2:30pm for regular full day). Students will not be allowed access to the dorms during lunch time.  
(SJP Student Handbook P.16: **LEAVING SCHOOL GROUNDS** Because of state and local regulations the school students are not permitted to leave school grounds during regularly scheduled classes. If a student leaves before dismissal, parents will be notified and the student may be suspended and/or required to serve detention.)  
学生在校期间上课时间，即早上 8:15 至当天课程结束之前（通常在下午 2:30 结束），不得进入宿舍。学生也不允许在午餐时间回到宿舍。  
(圣约翰学生手册第 16 页: **离开学校上课范围**。由于州跟市政府规定，学校的学生不允许在正常上课期间离开学校上课范围。如果一个学生在下课之前离开，学校会通知家长且学生可能被处以停课或留校拘留的处分。)
- 2. QUIET HOURS 安静时段** The hours from 10:00pm to 6:00am are to be recognized as quiet hours on Sundays to Thursdays. For Fridays and Saturdays, quiet hour is from 11:00pm to 6:00am. During quiet hours there is to be no loud music (please use earphone), ball playing, loud talking and any noises that is deemed disturbing. During quiet hours, students are to stay in their dorm rooms. During finals week, quiet hours will be 24 hours. During finals week, residents will be allowed to be outside of their rooms from 6:00am to 11:59pm, but there is to be no loud music (please use earphone), ball playing, loud talking and any noises that is deemed disturbing.  
Please respect other fellow students' spaces and rights by keeping the noise or music to yourself at all time, especially after the 11pm curfew hour. Failure to abide by these rules may result in temporary or permanent suspension of his/her Internet access or detention.  
每周日至周四晚上 10 点至早上 6 点、每周五至周六晚上 11 点至早上 6 点是安静时段，其间不允许播放嘈杂音乐（请使用耳机）、打球、大声讲话或制造任何噪音。同时，安静时段内，学生须待在各自房内。期末考试期间，全天候 24 小时均为安静时段。期末考试期间每天早上 6 点至晚上 11:59，住户学生允许逗留在房间以外区域，但其间不允许播放嘈杂音乐（请使用耳机）、打球、大声讲话或制造任何噪音。每位学生须尊重他人的空间和权利，保持安静，不得影响他人，尤其在晚上 11 点过后。若无遵循此项规则者将会面临暂时性或永久性停止使用互联网或留校拘留的处分。
- 3. RECREATION ROOM & CAFETERIA HOUR 娱乐室和餐厅开放时间**  
Closing hours for both recreation room and cafeteria are 10pm on weekdays and 11pm on weekends.  
娱乐室和餐厅在平日晚上 10 点、周末晚上 11 点关门。
- 4. KITCHEN 厨房** Will be closed at 7PM every day, Please do not enter or take anything from the kitchen without permission.  
在每天晚上 7 点关闭。住户学生不允许擅自进入或从厨房取出任何物品。
- 5. STUDY HOUR 学习时段**  
(SJP Student Handbook P.9) (圣约翰学生手册第 9 页)  
A minimum of two hours each night should be focused on homework and class preparation. Students with below 85 average are required to attend study hour session in the study hall. As an alternative, students with below 85 average would be allowed to study with above 85 average students in his/her room with the door to the dorm left open after dormitory coordinator's consent.

每晚应至少安排 2 小时专心完成学校作业与课堂准备。任何平均分在 85 分以下的学生都必须在学习时段在自习室学习。另外，平均分在 85 分以下的学生在征得宿舍管理老师的同意下，也可以和平均分在 85 分以上的同学待在房门保持敞开的房间里学习。

6. **CONFERENCE ROOM USES 会议室之使用** Closing hours for conference room are 10pm on Sundays to Thursdays and 11:00pm on Friday and Saturday. Please respect others' right and help maintaining a clean environment, clear all your possessions when leaving the conference room. 会议室的锁门时间为周四至周日每晚 10 点，周五、周六每晚 11 点。使用会议室时请尊重他人权利，共同保持环境整洁。离开前要把自身物品收拾干净并带离会议室。
7. **CURFEW HOUR 门禁** Students are required to be back to the dormitory by 8pm. If the student can't come back by 8 pm on Friday and Saturday, parent consent letter with details need to be completed at least three days before the actual date. And the student is required to be back by 11pm. NO student is allowed to be back to dormitory after 8pm from Sundays to Thursdays so that their school days are not affected and there is no safety concerns, with or without parent consent. 宿舍要求学生最晚 8 点前返回宿舍，周五和周六如果有特殊状况无法于 8 点前返回，应于三天前完成家长签字的同意书并附上详细信息，且该学生应于晚上 11 点前返回宿舍。为免学生上课受到影响且确保无安全相关问题，任何学生皆不可在星期日至星期四晚上 8 点后返回宿舍，不论家长同意或不同意。
8. **ROOM KEYS 房间钥匙** Students will be given a dorm key when they arrive and will be responsible for the key. A \$10.00 deposit will be billed to your account for the key. If you lose your keys, it must be reported to an RS. 学生在入住时领取一把房间钥匙，并负责保管。同时，每位学生要交付 10 美金作为钥匙押金。若入住期间丢失钥匙，需立即汇报给宿舍管理老师。



## USING YOUR ROOM AND TAKING CARE OF IT 房间使用及维护

- 1. ROOMMATES 室友** We expect you to be considerate of your roommate(s) and other students when you are in the dorms. Volume of music and talking should be kept low. Earphones or headphones should be used when music might be loud or offensive to your roommate(s).  
每一位学生在入住期间都应顾及室友及其他同学，调低音量。若播放的音乐有可能过大而对室友造成干扰，则应该使用耳机。
- 2. CLEANING RESPONSIBILITIES 打扫职责** Keeping your room clean is the responsibility of the student. If a cleaning staff is required to clean a room then the student will be billed accordingly. The student must be aware that any money owed will prevent them from receiving a transcript, report card or diploma. A RS or school staff will conduct room checks from time to time and without prior notice. Students that do not keep their rooms clean may be subject to disciplinary or financial action.  
每一位学生都要负责保持房间整洁。若需要外部清洁人员打扫，则该名住户学生须支付相关费用。须注意的是，每一项欠款都将影响学生拿到成绩单、学业报告或学位证书。宿舍老师或校方工作人员会不定期且不需提前通知地对宿舍房间进行检查。若有学生没有保持房间整洁，则有可能面临处分或罚款。
- 3. DISPOSAL OF TRASH 垃圾处理** Students are responsible for disposing their trash in the proper receptacles. If staff needs to dispose of the student's trash, the student will be billed accordingly. 每个学生须自行负责将垃圾丢进相应的垃圾箱。如果需要管理人员帮忙处理学生垃圾，则该名学生会收取相关费用。
- 4. LINEN 衣物** Every student is required to provide their own linen and the linen should be laundered weekly. Every student will be required to provide their own detergent and/or cleaning supplies. Every student is expected to respect other students' right, immediately remove his/her clothing from the washing machine or dryer when the cycle is completed. Please DO NOT leave their laundry in the machines too long inconveniencing others in using them.  
每个学生须自行准备换洗衣物并负责每周洗涤，且自行准备洗涤用品。每个学生应尊重其他学生的使用权，应于洗衣/烘衣程序完成时即刻由洗衣机或烘干机取出其衣物，请勿将其衣物留置机器内过久导致别人无法使用。
- 5. FURNISHINGS 家具** Any exchange of furniture between rooms must be approved before it is moved and no labels on the furniture are to be removed from any furniture in the room.  
房间之间若要交换家具，须在搬动前征得管理老师同意，且不得撕下房内任何家具上面贴着的标签。
- 6. APPLIANCES 厨具家电** All cooking appliances, space heaters, and televisions are not allowed in the dorms. Only cube refrigerators that are 1.7 cubic feet or smaller are allowed in the dorm. If you are unsure, if you are allowed to have certain appliances or equipment in the room, ask a RS.  
宿舍房间内不得配备任何厨具、小型取暖器和电视机。房间内只允许放置小于 1.7 立方尺的小型冰箱。若学生有某些家用电器不确定是否能摆放在房间内，须咨询宿舍管理老师。
- 7. WALL HANGINGS 墙壁挂饰** You are allowed to hang pictures on the wall but the pictures cannot be offensive and if found to be offensive then it must be removed permanently. If you are unsure if a picture is offensive or not, ask a RS. You are not permitted to use nails or screws in the wall or the door. Any damage to the walls or door will be paid by the student.

学生允许在墙上装饰照片，但不能是冒犯性的照片。若学生不确定照片是否具有冒犯性，要咨询管理老师。学生不允许在墙体或门上装钉子或螺丝。若对墙体或门造成损坏，学生需要支付相关费用。

8. **USE OF CANDLES OR INCENSE 蜡烛和焚香的使用** No burning candles or incense is to be used in the dorms because it poses a fire hazard.  
不得在宿舍内使用任何明火蜡烛或焚香产品，以免带来火灾隐患。

9. **PETS 宠物** No pets of any kind are allowed in the dorms.  
任何玩赏动物都不得进入宿舍区域。

10. **VANDALISM 破坏公物**

(SJP Student Handbook P.18) (圣约翰学生手册第 18 页)

Residents will be responsible for any directly or indirectly self-inflicted vandalism that occurs in their rooms, any other areas of the resident hall, or school ground. Vandalism means any holes to walls or doors, writing on or defacing wall(s), etc. If you are the cause of the damage, you will be assessed the appropriate cost to fix the damage and subject to suspension and/ or dismissal. The amount will be billed to your account.

住户学生要对任何自身直接或间接造成之房间、宿舍其它区域或学校范围的破坏公物行为负责。破坏公物行为包括在墙体或门上打洞、乱涂乱画或损坏墙体等各种破坏行为。造成破坏的学生将被收取相关费用以修补损失并处以停课且/或停学的处分。该金额将被记入学生账户。



## SAFETY AND PROPERTY 宿舍人身及财物安全

### 1. DORM SAFETY 宿舍安全

(SJP Student Handbook P.18) (圣约翰学生手册第 18 页)

All doors should be closed when you are not in the room to keep your belongings safe. Any type of theft of property is unacceptable. Witnessing or being aware of theft and failing to report it to St. John's Prep (Dean or Office of Student Life) and Ameriwal International (RA) may be interpreted as the assistance of theft. Finding an item and not immediately turning it in to the Student Center or dorm office may be interpreted as theft. Intentionally keeping the item for oneself is also considered theft. Students will be subject to suspension or expulsion. St. John's Prep and Ameriwal International and its staff are not responsible for personal property that is lost, stolen or damaged.

学生在离开房间时，必须锁好房门以确保个人财物安全。任何类型的财产盗窃都是不被接受的。目睹或意识到盗窃，但并没有将其报告给圣约翰（院长或学生生活办公室）和 Ameriwal（宿舍管理老师）可被解释为援助盗窃。找到遗失物却没有立即将其送到学生中心或宿舍管理中心可被解释为盗窃罪。意图将遗失物占为己有也视为盗窃。学生会被处以停学或开除的处分。个人财物丢失、失窃或受损，圣约翰及 Ameriwal 和其工作人员一概不予负责。

### 2. STORING PROPERTY 个人财物保管

Store all valuables in the safe you have in your room. Valuables include jewelry, money, passports, and so forth.

学生须将个人贵重物品存放在房间保险箱内。个人贵重物品包括珠宝、现金、护照等等。

### 3. MONEY 现金

Students are not allowed to have more than a total of \$200.00 USD on their person and in their rooms. If you have more than \$200.00 USD, you will need to deposit the extra money in a bank.

学生不允许身上携带或房间存放超过 200 美金。如果学生有超过 200 美金现金，需将多余部分存放银行。

### 4. PERSONAL SAFETY 个人安全

A minimum of two people is suggested when going out in the Astoria neighborhood. A minimum of four people is suggested when going anywhere else. A signed parent consent letter is required for students who are planning to go out alone.

若学生要外出到 Astoria 社区，建议最少 2 人同行；若外出到 Astoria 以外的其它任何区域，建议最少 4 人同行。若学生计划单独外出，则需要出示家长签署的同意书。

### 5. STAY OUT OVERNIGHT 在外留宿

NO student is allowed to stay out / overnight without the accompanied parents/relatives over 21 years old or legal guardian during school days, with or without parent consent. Students can travel and stay out on Thanksgiving, Christmas, Midwinter, and Easter holidays with a signed parent consent letter submitted to RA one week prior for students who are planning to travel and stay out overnight. No airfare should be purchased prior to the school consent after the signed parent consent letter is submitted.

学生在校期间，不允许在没有父母/满 21 岁之亲戚或法定监护人陪同下在外过夜，无论家长是否有同意。学生可以于感恩节，圣诞节，寒假和复活节假日安排旅行。计划旅行之学生应于出游一个星期前将签署之家长同意书提交与宿舍管理老师。在签署的家长同意书提交后，而学校未被告知并同意前不应购买机票。

## VACATING YOUR ROOM 腾空搬离房间

1. **VACATING THE DORM ROOM 腾空搬离宿舍** Students must vacate their rooms on the last day of school unless they are given special permission.  
除非征得特别许可，否则宿舍学生必须在学校最后一天搬离房间
2. **DISPOSAL OF PROPERTY 清理私人物品** Any personal belongings that are left in the dorm after a student leaves will be stored for 7 days. After the 7 days, if the item(s) are not claimed, it will be disposed of.  
所有遗留在房间内的个人物品在该名学生搬离后，将会被保管 7 天。其后若无人认领，所有遗留物品将会被清理。
3. **REQUEST TO STAY WITH HOST FAMILY 寄宿家庭申请** Any student who'd like to stay with host family should make their request to Ameriwal at the end of each school year.  
任何学生，若有意搬出入住寄宿家庭，需要在每学年末向乐美国际提出。

## EMERGENCY, SAFETY & FIRE DRILLS 紧急逃生與消防演习

### 1. EMERGENCY & SAFETY PROCEDURE 紧急逃生流程

(SJP Student Handbook P.126) (圣约翰学生手册第 126 页)

In emergency situations, directions would be given over the public address system by RA on how to proceed

于紧急情况下，宿舍管理员将透过公共广播系统进行指示动作。

— If students are in the dormitories and an evacuation is necessary, students would exit following the designated emergency routes below, unless directed otherwise by RA:

— 如果当下学生在宿舍里且疏散撤离是必要的，除非宿舍管理员另行指示，学生应遵循以下指定紧急逃生路线：

- Students on the Boy's Wing: should be directed to exit through Boy's Wing Exit door;  
在男翼区域之学生，应直接由男翼紧急逃生门撤离；
- Students on the Girl's Wing, Conference room & Recreation room: should exit through Girl's Wing Exit door;  
在女翼区域、会议室、及娱乐室之学生，应直接由女翼紧急逃生门撤离；
- Students on the Cafeteria, Study Hall, and Laundry room should exit through Laundry Room Exit door.  
在食堂、学习室、及洗衣间之学生应直接由洗衣间紧急逃生门撤离。

— If students are in the dormitories and lock down is necessary, a coded message would be made over the public address system by the RA

— 如果当下学生在宿舍里且禁闭是必要的，宿舍管理员将透过公共广播系统进行指示

In such an eventuality, all students should be in a locked room, the RA would clear the halls, and the police would be notified. A coded all clear announcement would be made by the RA once it was determined that the emergency situation was over.

于此不幸之状况，所有学生都应待在上锁房间里，管理员将肃清走道且通报警察，管理员将在确认该紧急情况已清除后明确地通报宣布

— if it is was necessary to go to a safe area away from the school, the fire evacuation procedure would be used but instead of remaining outside the school, our students and staff would proceed to Immaculate Conception Church on 29th Street and Ditmars Boulevard Names, addresses, and phone numbers of all students would be brought to this safe site

— 如有必要撤离至距离学校安全距离外之场地，则应遵循消防疏散程序，但学生与教职员应前往 29 街与 Ditmars 大道之圣母无原罪教堂集合，而非待在学校周边街道上，所有学生之地址与电话号码将会被带至此安全地点

### 2. FIRE DRILL PROCEDURE 消防演习流程

(SJP Student Handbook P.126) (圣约翰学生手册第 126 页)

During a fire drill, all students must leave their rooms unlocked and they must vacate the building using the appropriate exits. If a student is found not complying with fire drill procedures, they will face disciplinary action.

在进行消防演习时，所有学生必须经由正确的出口撤离宿舍楼，撤离时不能锁上房门。若有学生被发现没有按照演习流程执行，则会面临处分。

Fire drills are required by law in all schools in New York State and are held periodically. Drill directions and exit routes are posted in each classroom.

法律规定纽约州所有学校须定期举行消防演习。每个教室内都有张贴消防演习指令及出口路线。

In case of fire alarm during the lunch periods, the students on the South Side of the cafeteria should be directed to exit through the student parking lot door; students on the North Side of the cafeteria should exit through the cafeteria doors leading to the courtyard outside the cafeteria.

午餐期间发出火灾警报情况下，在食堂南侧的学生应直接由学生停车场大门撤离；在食堂北侧的学生应通过食堂的门往食堂外面的院子撤离。

In case of fire alarm during the night at the dormitory, the students on the Boy's Wing should be directed to exit through Boy's Wing Exit door; the students on the Girl's Wing, Conference room & Recreation room should exit through Girl's Wing Exit door; the students on the Cafeteria, Study Hall, and Laundry room should exit through Laundry Room Exit door.

晚上于宿舍期间发出火灾警报，在男翼区域之学生，应直接由男翼紧急逃生门撤离；在女翼区域、会议室、及娱乐室之学生，应直接由女翼紧急逃生门撤离；在食堂、学习室、及洗衣间之学生应直接由洗衣间紧急逃生门撤离。

Once outside the building, students should proceed to the pre-designated spots on the streets surrounding the school. Once far enough away from the building, students come to a halt, about face, and wait further instruction in silence. Students keep absolute silence from the inception of the drill until the signal to return to school is given by a member of the administration.

一旦撤离到建筑物外，学生应往学校周边街道上预定的地点集合。一旦离建筑物够远了，学生应停住并安静等待进一步指示。学生应保持绝对的安静，直到管理人员释出返校信号。

**Any student with a physical disability should consult with the Medical Office at the beginning of the year for special instructions.**

有身体残疾的学生应在学年初至医疗办公室咨询特别指示。

**The following are general instructions:**

以下为普遍性指示：

1. When the gong sounds, students stand immediately and silently in their places. This is the only time that the signal is used.  
当锣声响起，学生立即安静地站在当下所在处。这是该信号唯一被使用的时候。
2. Students proceed with the teacher from the room to the assigned staircase and assigned exit. Please note that these routes have been purposely assigned. The route taken from the classroom must NOT be changed. In case of real fire, changing the designated route could prove very dangerous.  
学生随即跟着老师从教室到指定的楼梯及出口。请注意，这些路线是刻意分配的。从教室出来所采取的路线绝对不能更动。事实证明在火灾实况下，随意更动指定路线是非常危险的。
3. Absolute silence is necessary - Talking distracts, promotes panic and prevents hearing emergency instructions.  
绝对的安静是必须的 – 交谈促使分心，恐慌，并阻碍清楚聆听紧急指示。
4. Move at once, but, no running. Although speed is important in vacating the building, it is imperative students exit in a safe, calm, quiet and orderly evacuation. Speed with safety is the idea.  
随即移动，但不奔跑。虽然速度在撤离建筑物时很重要，让学生们安全，冷静，安静，且有秩序地疏散是更迫切重要的。关键是安全的速度。

5. During any emergency all adults act in a supervisory capacity, including the teaching, secretarial, and custodial staffs. Their directions are to be followed.  
所有成年人在任何紧急情况下应担起行事监督要责，包括教学，文秘，和保管人员。其指示必须要遵循。
6. Elevators are never to be used during a fire drill.  
消防演习过程中绝不能使用电梯。

All students are to follow strictly the fire drill instructions posted in each classroom. Strict silence and order must be maintained during the drill, both leaving and re-entering the building. Follow your teacher's instructions.

所有学生都应严格遵守每个教室内张贴的消防演习指令。演习进行中，撤离及返回建筑物时，都须保持绝对的安静及秩序。请遵照老师的指示。

## STUDENT LIFE & SUPPORT SERVICES 学生生活及支援服务

(SJP Student Handbook P.14, P.119-128) (圣约翰学生手册第 14, 119-128 页)

### A. **SJP International Student Ambassador Program SJP 国际生大使项目**

The international students and select SJP Student Ambassadors will join together for regular luncheons, after school activities as well as weekend excursions throughout the school year.

国际生将和 SJP 选出来的学生大使在一整个学年里共同享用午餐，参加课后活动并一起参加周末远足活动。

### B. **Student Council 学生会**

The Student Council is a voice for St. John's Prep student population, and it's established in order to foster a sense of unity and school spirit among the St. John's Prep community. The Student Council organizes events for the student body. Elections for the Student Council Executive Board are held in the spring. Class representatives are chosen in homeroom in the fall. For more information, please see Ms. Johnson in the Student Center

SJP 学生会为促进集体意识，发扬学校精神而创建。代表 SJP 学生群体的声音，并为学生组织各种各样的活动。学生会竞选于每年春季开始，班级代表在秋季由 Homeroom 选出。更多信息请咨询学生中心 Ms. Johnson

- **Assistant Principal of Student Life: Ms. Johnson**
- **Student Center is in the main corridor on the 1<sup>st</sup> floor South**

### C. **Library and Media Arts Center (LMAC) 图书馆及媒体艺术中心**

Monday - Friday: 7:30 a.m. - 3:30 p.m.

To foster the intellectual growth of our students, the library staff:

为培育学生之智力发展，图书馆工作人员：

- Provides resources to support and enrich the curriculum
- Cooperates with teachers in planning class and research assignments
- Teaches information literacy skills
- Assists students with research projects
- Selects books, magazines and newspapers that encourage lifelong reading.
- Works with students to use our state-of-the-art technology to create multi-dimensional presentations.
- 提供支援与丰富课程的资源
- 与教师共同合作规划课程及研究项目
- 传授信息技能
- 协助学生进行项目研究
- 挑选励志终生阅读之书籍，杂志与报纸
- 引导学生使用学校先进科技去创造多维简报

This large 43,000 volume library offers space for individual and collaborative study, as well as a media classroom for instruction.

此 43,000 大规模图书馆为个体及合作研究团体提供了足够的资源空间，且配备多媒体教室进行指导说明。

- ### D. **Guidance 指导**
- Facilitate growth and development of all students throughout their high school experience.



帮助学生在校期间成长并发展。

- **Scheduled guidance classes**  
指导课
- **Professional counseling (both individual or group)**  
专业辅导（个人或团体）
- **Parent and faculty conferences**  
家长会
- **Appropriate referrals to outside agencies**  
推荐给合适的外部机构
- **Assistance in making decisions that are personal, academic or career oriented.**  
帮助学生在个人、学业或职业方向方面做决定。

Parents/Guardians may request to meet with their student's counselor throughout the year by scheduling an appointment by phone or e-mail.

家长或监护人可以在学年里通过电话或邮件和其学生的辅导员约谈见面。

#### **College Counseling Office**

- **Director of Guidance: Fr. Gilley**
- **Guidance Center is located on the 2<sup>nd</sup> floor South.**

**E. College Counseling 升学辅导** To guide and encourage students as they navigate the college admissions process. Our team works with each student to  
该辅导在学生报考大学期间提供指引和鼓励。该辅导小组协同每一位学生，

- **Ensure they meet all important deadlines that include applications, tests, scholarships, college visits and interviews.**  
确保他们不错失申请、考试、申请奖学金、大学访问以及面试的每一个重要时限；
- **Ensure that students are well-prepared as they tackle any challenges they may face while working to achieve their goals in high school,**  
确保学生在实现他们在高中期间的目标时，准备好面对每一个挑战；
- **Work with students to develop a strong foundation for success in college and beyond.**  
帮助学生打好坚实基础，以便在大学甚至今后获取成功。

- **College Information Night.** Each year in the fall, this event is open to the sophomore and junior class and the parents. This is a great opportunity to directly ask professionals in the field of college admissions about any and all aspects of the process, featuring representatives from the CUNY & SUNY system, and the private universities.

**大学信息夜。**每年秋季，该活动开放给 10 年级和 11 年级的学生及家长群。这是一个让学生可以直接地向大学招生相关领域的老师进行了解有关大学招生各种事项很好的机会。学校将会邀请 CUNY 和 SUNY 系统以及其它私立大学的老师出席。

- **College Fair.** In late October. Consisting of representatives from over 125 colleges and universities.

**大学招生活动。**在十月后期，超过 125 家的学院和大学老师会受邀至学校。

- **College tours**  
参观大学活动

- **Financial Aid Night**  
经济援助夜

- **Sit for an on-site College interview**  
校内大学招生面试

- **St. John's Prep's Fall/Spring Saturday SAT Prep classes.**  
圣约翰内秋季/春季周六 SAT 预备课程

### 2017-18 SAT TEST DATES

#### 2017-18 SAT 考试时间

Test Dates 考试时间	Registration Deadline 报名截止时间
October 7, 2017	September 8, 2017
November 4, 2017	October 6, 2017
December 2, 2017	November 3, 2017
March 10, 2018**	February 9, 2018
May 5, 2018	April 6, 2018
June 2, 2018	May 4, 2018

**\*\*Regular SAT only.**

Cost is \$46.00 for SAT I no essay. Cost is \$60.00 with essay.

SAT 无 essay 的考试是\$46，有 essay 的考试费是\$60

See website for SAT Subject Test, change fee and any additional fees.

SAT 各科考试以及其它额外收费详情，请登录其网站查看。

### 2017-18 ACT Test Dates

#### 2017-18 ACT 考试时间

Test Dates 考试时间	Registration Deadline 报名截止时间
Oct 28, 2017	Sept 22, 2017
Dec 9, 2017	Nov 3, 2017
Feb 10, 2018	Jan 12, 2018
Apr 14, 2018	Mar 9, 2018
June 9, 2018	May 4, 2018
July 14, 2018	June 15, 2018

Cost is \$46 no writing. Cost is \$62.50 with writing.

没有写作的考试费是\$46，有写作的考试费是\$62.50

**No test centers are scheduled in New York for the February and July test dates.**

- F. Naviance Naviance 平台** It is a college and career readiness platform that helps students manage their college search process. Beginning in freshman year, students will be given access to their Naviance account and receive training on how to use the program. Family Connection allows students to track and analyze data about college and career plans. They can also sign-up for college visits, keep track of application deadlines, build a resume, research

colleges, and manage their applications, including the sending of transcripts and teacher recommendations.

该平台用于准备升学和就业，它帮助学生管理他们的大学搜索过程。从9年级开始，学生就会拿到他们的 Naviance 账号，并接受使用该平台的培训。家庭链接功能使学生可以追踪并分析关于升学和就业计划的数据。学生还可以报名参加大学参观，追踪申请期限，并建立简历、研究大学，同时管理他们的申请，包括发送成绩单以及老师的推荐信。

- G. Campus Ministry 校园事工** To promote the faith formation and spirituality of the St. John's Prep School Community. The Program teaches students the virtues of respect for self and others, charity, honesty, justice, and, most importantly, living one's life in relationship with God. These objectives are met through prayer and services in the Retreat Leaders, Retreats, School Liturgies and Penance Services, and Christian Service activities.

Participation in Campus Ministry activities is encouraged; however, any student who displays inappropriate behavior will not be allowed to partake in these or any other Campus Ministry programs.

该事工在于帮助学校增强信仰。该项目教导学生自重并尊重他人，培养爱心、诚实、正义，最重要的是，在个人生活中与神同在。这些目标通过祷告、退修领导侍奉、退省、校园敬拜以及祭坛侍奉，还有各种基督徒活动得以实现。学校鼓励学生参与校园各项事工，但同时，如有学生有不当行为，讲不允许参与任何校园事工活动。

- H. Tutoring 课业辅导** The National Honor Society provides peer and tutoring service Monday through Thursday afternoons from 2:45 - 3:45 in room 010N.  
国家荣誉协会将于周一至周四下午 2:45-3:45 在 010N 教室为学生提供课业辅导。

- I. Writing Center 写作中心** St. John's Prep students enjoy the unique benefit of being able to utilize St. John's University's Writing Center.

This much acclaimed service is offered to students who work with university personnel. The university's tutors offer advice and questions to spur self-reflection and critical thinking. Prep students can access the service via email or through an on-line tutoring session.

圣约翰的学生享有使用圣约翰大学写作中心的特权。

这项优越的服务将提供给和大学合作的学生。

大学的个别辅导员们会提供建议、提出问题，以激发学生自我反思与思维能力。预备高中的学生可以通过邮件或在线接受该项个别辅导服务。

- J. Regent's & Common Core Review Classes 州立会考以及核心考试预备课程**

In addition to in-class preparation and common core review classes, students are offered extensive opportunities to review for their state assessments before and after school. Review schedules are posted in the spring of each academic year by the individual departments

除了课堂准备以及核心考试预备课程以外，学生在课前或课后还有额外的机会准备他们的州立考试。预备课程的时间将在每学年春季由各学科部门公布。

- K. Uniform Orders 定制校服**  
**Lands' End Uniforms**

Lands' End is SJP's school supplier of required uniform pants, skirts, school sweater as well as the physical education uniform. All uniform shirts and sweaters must be embroidered with the school required insignia. Current sophomore, juniors and seniors may still use the Flynn and O'Hara items previously purchased for 2017-2018.

Lands' End 是 SJP 包括体育服在内的所有校服的供应商。所有的校服要求必须印有校徽。非新生依然可以穿 2017-2018 年购买的 Flynn and O'Hara 校服。

To purchase uniforms, please visit the Lands' End website, or call 1-800-469-2222. Please use the SJP Lands' End number – 900172370 when ordering on-line or over the phone.

购买校服请访问 Lands' End 官网或拨打电话 1-800-469-2222。订购校服需使用 SJP 学校代码-900172370

#### **L. Campus Book Store 校园书店**

It is located on the north side basement adjacent to the cafeteria. Students may purchase St. John's Prep Spirit Wear, school supplies, and workbooks. Bookstore hours are during lunch period and are posted on the school website.

该书店位于北边地下室，紧邻餐厅。学生可以在店里购买圣约翰校服、学校用品、作业本。书店在午餐时间营业，营业时间请参照学校网站。

#### **M. Textbooks 课本**

Most hardbound textbooks are provided on loan from New York State. Students are responsible to return all loaned textbooks in good condition prior to final exams. Students must return the same copy of the book that they were issued. The identification number on the inside edge of the book must correspond to the number recorded by the subject teacher. If a student loses a textbook he/she must request a "lost textbook form" from the teacher, complete the form and bring it with a check or money order to the business office and obtain a receipt for payment. This receipt must then be shown to the teacher so that the student may receive a second textbook.

大部分装订书都是从纽约州租借。学生应于期末考试前负责把租借的书籍完好归还。同时，学生如数归还租借的书本，其书籍边缘打印的编号必须要和科目老师记录的号码吻合。若有学生丢失课本，该学生必须从老师那里拿课本丢失表格，填好并附上支票或汇票，提交给商务处并同时领取支付收据。学生随后要将该收据出示给科目老师，以便领取第二本课本。

#### **N. Lost & Found 失物招领**

Items found throughout the SJP campus should be turned in to the Student Center. Items are maintained throughout the academic year and are then forwarded to a local charity. For lost items, stop by the Student Center and fill out the "Lost Item" sheet. We will contact you if a match is made with any found item.

学生在圣约翰校园内找到的物品要交给学生中心。该学年内，学生中心会保管该丢失物品，随后若无人认领，将会捐赠给当地的慈善机构。若物品丢失，学生可前往学生中心，填写物品丢失表格。学校若找到匹配的丢失物，会及时通知学生。

#### **O. ID Card ID 卡**

Students are issued I.D. cards with their names and homeroom on them. These cards are to be carried by the students at all times in the school building. This includes extracurricular and evening activities. This card should be shown to any member of the faculty who requests to see it. The card is mandatory for taking books from the library, obtaining late passes, admission to SAT's etc. When a card is lost or ruined it must be replaced. Replacement ID Cards must be ordered through the Student Center. The cost of the replacement ID card is \$20 dollars.

学生会拿到写有他们名字以及班级的 ID 卡。学生在教学楼内要随身携带 ID 卡，包括参加课外以及晚间活动的期间。若教员要求查看，学生必须出示他们的 ID 卡。学生要凭卡

从图书馆借书、获取迟到通行证，同时参加 SAT 考试等等。当学生遗失 ID 卡或卡破损时，要及时补办。学生须通过学生中心补办 ID 卡。补卡或重新办卡的费用是\$20 美金。

## **P. Gym Uniform & Lock 体育服及储物柜锁**

Students receive 2 school locks at the beginning of their first year in St. John's Prep in homeroom (Freshman) or Admission Office (Transfer Students). These locks are for their hallway and gym locker for the next four years. For reasons of security, sharing of lockers is not allowed and combinations to locks should not be given to anyone. Students may use only St. John's Prep School locks and if needed a replacement lock may be purchased in the Student Center. All students are expected to keep their locker orderly and clean and are not permitted to use lockers not assigned to them. The school cannot be responsible for books or any other personal property lost by students.

Students are required to order a gym uniform through Land's End that consists of a pair of gym shorts/sweats and a SJP tee (long or short sleeve). Students are expected to wear their gym uniform and sneakers during gym class.

每个学生圣约翰第一年开始时，在各自班级里(新生)或招生处(转学生)会拿到两个储物柜锁。这两个锁是供学生接下来四年都会使用的走廊及体育室这两个储物柜所用。出于安全考量，学生不得和他人共用储物柜，也不得将柜子锁的组合告知任何人。一般情况下，学生只能使用圣约翰预备高中的锁，如果需要，请至学生中心采购替换锁。所有学生都须保持储物柜整洁，且不得使用不是分配给他们使用的柜子。如学生遗失书本或其它个人物品，学校不予负责。

学生必须通过 Land's End官网订购体育服。体育课上要求学生必须穿体育服和运动鞋。

## **Q. Extracurricular Activities 课外活动**

The school strongly encourages the student body to become actively involved both during and after school. The Prep offers a wide range of options for student involvement in athletic and non-athletic activities. Students should understand that it is a privilege to represent St. John's Prep in any of these programs and it is expected that each student participant reflects the mission of our school both in and outside the school.

All student-athletes must have an annual physical examination by a medical doctor and a signed parental permission and concussion form before the student can participate in the St. John's Prep Interscholastic Sports Program. These forms can be obtained in the Medical Office, Student Center or accessed on-line on the school web page.

学校强烈鼓励学生积极参与课堂及课外活动。学校为学生提供了各种各样的体育及非体育活动。学生应该了解，代表学校参加这些活动是一项特权，因此，每个学生在参与时，不管在校外还是校内，都要体现我们学校的使命。

所有运动员每年都必须接受医生体检，另外，学生在参加圣约翰的校际体育项目前，必须提供家长签字许可和脑震荡表格。这些表格可以从医务室、学生中心或学校网站取得。

Any students wishing to participate in SJP Athletic Program must have the required documentation (physical, permission slip and medical forms) submitted prior to participating in any sports or tryouts. Please go to Athletics/Form and Information on the school website for required forms and tryout dates. Please visit Athletic Calendar on school website for all sport events and dates.

任何想要参加 SJP 体育项目的学生都要在参加活动或预选赛之前提交申请表格。表格请于 SJP 官网下载并查看具体体育项目及其日期

- **Athletic Director: Mr. Daniel Levent**

## **SPORTS**

JV and Varsity Baseball

JV and Varsity Basketball (Girls and Boys)

JV and Varsity Basketball (Girls and Boys)

Cheerleading

Soccer (Girls and Boys)

Softball (Girls)



Tennis (Girls and Boys)

Track - Cross Country (Girls and Boys)

Indoor (Girls and Boys)

Outdoor (Girls and Boys)

Volleyball JV and Varsity (Girls)

Volleyball Varsity (Boys)

## **INTRAMURALS** (Girls and Boys)

(Bowling; Football; Handball; Ping-Pong/Table Tennis; Strength and Conditioning; Swimming)

## **ACTIVITIES**

African Dance Team

Art Club

Asian Culture Club

Band (Jazz Rock)

Bollywood Dance Team

Caribbean Culture Club

Catholic Workers Service Team

Chess Club

Chinese Culture Club

Computer and Coding Club

Daughter's Of Charity

Drama Guild

Environmental Awareness Club

French Culture Club

Speech & Debate Team (Forensic)

Glee Club

Hellenic Culture Club

Interior Design Club

Irish Culture Club

Italian Culture Club

Literary Magazine

Math League

Modern Dance

National Honor Society

Photography Club

Poetry Workshop

Polish Culture Club

Red Storm News

Robotics Team

St. Vincent De Paul Society

Science Olympiad Team

Spanish Dance Club

Stage Crew

Student Council

Yearbook



# FAQs

## **What if I have questions on the uniform?**

Any questions on the uniform may be directed to the Assistant Principal of Student Life in the Student Center or the dean of your year.

## **What if I lose my gym or hall lock or forget my locker number or combination?**

Hall and gym locks may be purchased in the Student Center or Campus Book Store. Ms. Prager in the Student Center may be able to recover lock combination. Please check with your dean or Phys. Ed. teacher if you are confused about your locker assignment.

## **Do I receive an e-mail account?**

Yes, all St. John's Prep students receive an e-mail account as well as a user name and password in order to use the school computers and access materials on-line. A student's email address is the letter "s" in front of the ID number@stjohnsprepschool.org.

### **Sample Student: Francis Underwood**

- ID Number: 2194432
- e-mail: [s2194432@stjohnsprepschool.org](mailto:s2194432@stjohnsprepschool.org)
- user name: s2194432
- Password: Passwords will be distributed in homeroom

## **Who do I contact in regard to a lost or forgotten username or password?**

Students should go to the Programming Office if they have any questions in regard to their SJP email account and or password.

## **What is on the St. John's Prep's Menu?**

Both breakfast and lunch are available at The Prep beginning on September 11. The daily menu is posted on the school website. Students may either pay for food by cash or using their student ID. Parents can load money to the student ID card on-line using a credit card. Students may also add money to their account with cash in the cafeteria.

## **When can students join clubs? Can students join clubs in the middle of a school year?**

Some clubs are open enrollment in which you can join at anytime. Some have deadlines like Drama Guild, Dance, and others. Please refer to Student Life/Activities & Clubs section on school website for information.

# ACCEPTABLE TRANSLATORS

Brand	Model	Picture	Note
Besta	CD575S		No SD card inserted; No files stored.
Penpower	WorldPenScan		No SD card inserted; No files stored.
Sungale	BK610		No SD card inserted; No files stored.
WizCom	Quicktionary 2 Premium		No SD card inserted; No files stored.

Casio models or any models with encyclopedia function are **NOT** acceptable!



**ST. JOHN'S PREP DORMITORY HANDBOOK  
RULES AND REGULATIONS  
CONSENT LETTER  
圣约翰宿舍学生规章制度同意书**



**2017-2018**

**I, the undersigned, fully understand the above written dormitory rules and regulations and agree to abide by the rules and regulations stated above.**

本人签署理解以上宿舍学生规章制度并同意遵守上述圣约翰宿舍学生手册规章制度。

\_\_\_\_\_  
**Parent Signature**

家长签名

\_\_\_\_\_  
**Date**

日期

\_\_\_\_\_  
**Print Parent Name**

家长名字正楷

\_\_\_\_\_  
**Student Signature**

学生签名

\_\_\_\_\_  
**Date**

日期

\_\_\_\_\_  
**Print Student Name**

学生名字正楷

STUDENT'S NAME	
PHONE	
EMAIL	
STUDENT ID	
STUDENT GRADE	





**ST. JOHN'S PREP DORMITORY  
STUDENT RELEASE  
PARENT CONSENT LETTER  
圣约翰宿舍家长放行同意书**



**2017-2018**

I 我, \_\_\_\_\_,

☐

Approve 同意

☐

Disapprove 不同意

my child, \_\_\_\_\_, to come back to the St. John's Prep dormitory after 7 pm in this school year; and I will be solely liable for all his/her expenses, lost, safety, risk and legal issues arise during such period. St. John's Prep School nor Ameriwal International will be held responsible in any ways. However, he/she will be back to his/her room in the St. John's Prep dormitory before the gate lock and curfew hour at 8pm from Sunday to Thursday and at 11 pm on Friday and Saturday. Failure to be back on time may result in he/she been grounded for two weeks or put on detention. I also acknowledge that he is not allowed to be back to dormitory after 8pm from Sundays to Thursdays so that their school days are not affected and should not stay overnight outside of dormitory so that there is no safety concerns.

我的子女, \_\_\_\_\_, 本学年可以晚上 7 点以后再返回圣约翰宿舍, 期间他/她的人身财产安全、损失、费用、风险及法律责任都将由我全权承担处理与负责, 圣约翰预备高中或乐美国际一概不须负责。但是, 他/她会于周日至周四晚 8 点及周五和周六晚 11 点门禁前回到其宿舍房间。如未能尽责及时回房有可能导致他/她被禁止外出 2 周或课后留校处分。我也认同为免学生上课受到影响他/她在星期日至星期四不可晚上 8 点后返回宿舍, 且于在校期间不可在宿舍外过夜以确保无安全相关问题。

Name Print 名字正楷: \_\_\_\_\_ Signature 名字签名: \_\_\_\_\_

Relationship to Student 与学生的关系: \_\_\_\_\_ Date 日期: \_\_\_\_\_

Student Name Print 学生名字正楷: \_\_\_\_\_ Signature 名字签名: \_\_\_\_\_

Date 日期: \_\_\_\_\_

St. John's Prep Dormitory will not be hold responsible in any ways in relation to the child's personal safety, welfare and legal issues. 圣约翰宿舍对我子女的人身与财产安全和保障及法律责任一概不须负责。

St. John's Prep Dormitory will not be able to limit where student wants to go. 圣约翰宿舍将无法限制学生的去向

St. John's Prep Dormitory will not be obligated to locate the student. 圣约翰宿舍不具定位找到学生之义务职责

St. John's Prep Dormitory will only resume their responsibility when the child has returned to St. John's Prep Dormitory. 当学生返回宿舍里, 圣约翰宿舍再履行其责任即可。

Please submit these two forms to the SJPIISD Office by September 15<sup>th</sup>, 2017 (Friday)

请在 9 月 15 日(周五)前务必把两张表格填好交到办公室处。

